

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, February 3, 2015
7:00 p.m.

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

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) February 10, 2015 Study Session
 - b) February 17, 2015 Regular Meeting
 - c) March 3, 2015 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
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NOTICE

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

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

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3543; T.D.D. 847-501-6041.

MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

January 13, 2015

(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, January 13, 2015 at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:02 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary and Marilyn Prodromos. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Karl Camillucci, Director of Community Development Mike D'Onofrio, and approximately 10 persons in the audience.
- 2) 2014 Village Citizen Survey: Final Report. President Greable explained that the Village had conducted its first citizen survey last fall, in partnership with National Research Center (NRC), a nationally known survey administrator specializing in public sector research and evaluation. The purpose of the survey was to gather the community's comments about critical issues facing the Village.

Tom Miller, President of NRC, said conducting periodic surveys can provide information that can be used to monitor trends, measure core service performance and provide public opinion on the issues of the day. He reviewed the survey methodology, which included weighted results and benchmark comparisons to comparable communities. The 45% response rate includes a margin of error of plus or minus 2%.

Mr. Miller reviewed the key findings from the survey results:

- Residents enjoy a high quality of life; however, Winnetka is not viewed as a good place to retire, given the high cost of living.
- Villages services and customer service were rated very well overall.
- Residents would like improvements to stormwater management, including a strong preference for new construction drainage regulations.
- Residents would like business districts to be improved; revitalization should be a priority, with an emphasis on more dining options.
- Although 34% of respondents strongly support curbside garbage collection and 26% somewhat support it, another 26% also strongly oppose it; therefore, discussions of this issue could draw strong feelings from the community.
- Strong support for the Post Office site redevelopment was expressed.

Trustee Kates raised concerns about the lack of security mechanisms to weed out duplicate responses, and said he was suspicious about the very high response rate. He noted that the Winnetka Caucus uses unique identifiers to ensure no duplicates are counted, and he posited that sending two surveys to each household may have confused residents, as the Caucus allows each household to submit two surveys.

Mr. Miller said response demographics were tracked, and individual surveys were pulled and checked for multiple responses from one person. No clusters of surveys were found that answered only a few questions. He added that NRC had predicted a 43% response rate for Winnetka, and the returns also conform to expectations of how the community would

respond. A drawback of using unique identifiers is that residents who cannot presume anonymity are less candid. Some in the community will not respond at all if they spot a unique identifier. He explained that duplicate answers would have a minimal consequence at worst, as the number of duplicates would have to be extremely large to have a noticeable impact on the results. The 45% response rate is not the highest NRC has ever seen, and was expected in a community like Winnetka.

Mr. Miller reviewed the main sources of information that the community uses: local news outlets, quarterly Village print newsletter, word of mouth, Village website and electronic newsletter. Responding to a question about reaching younger residents, Mr. Miller noted that the 18-34 demographic is difficult to reach, and he suggested trying social media such as Twitter, Facebook, and possibly texting.

The Council discussed the results, focusing largely on accuracy. Mr. Miller reiterated that if some households erroneously turned in two surveys, the biggest impact would be a slight inflation of the response rate. He explained that the survey results were weighted using the most current census data to realign the demographic profile to the population as a whole. When asked for his opinion about the validity of the survey, Mr. Miller said he felt it was among the most accurate NRC has done, citing the strong response rate and the consistent internal findings.

George Walper, 870 Prospect. Mr. Walper said the survey results are representative of Winnetka, as the community is very engaged; however, he expressed concern about the high response rate, as he felt it could become a divisive issue in the community. He suggested using controls in any future surveys to ensure only one response per household is received.

Mr. Miller reiterated that the response rate was predicted by NRC and that a few duplicate survey responses slipping through would have no noticeable impact on the results.

Scott Myers, 127 Church. Mr. Myers said although the results are generally what was expected, it would be interesting to know which comparable communities were used in comparing the results. Ms. Pierce explained that the national comparable communities started on page 98 of the agenda packet, and the preselected comparison communities were on page 104.

Gwen Trindl, 800 Oak, former Village President. Ms. Trindl commented that the survey was impressive and the responses will be valuable for future planning for the Village and for the business districts.

Penny Lanphier, 250 Birch, former Trustee. Ms. Lanphier echoed Ms. Trindl's comments and urged the Council to continue reaching out to the entire community, as people feel left out when only a small group is surveyed. She expressed the hope that the Council will continue surveying the residents periodically.

Trustee Fessler said she felt the goals of the survey were met, and NRC had been a strong and knowledgeable partner.

Trustee McCrary encouraged the Council to follow up with fairly frequent surveys to gain a better understanding of trends, which could be the most valuable data gained from the surveys.

Trustee Kates opined that the response rate was inflated due to the possibility of households responding to both of the surveys that were sent, and he added that he did not see any action items in the survey report.

Trustee Krucks pointed out that the Plan Commission thought a community survey was needed to assist with the revitalization of the business districts and added that the results will build a sense of community.

Trustee Braun expressed concern about how the survey will be interpreted and about the difficulty of retiring in Winnetka due to rising costs. He added that he had qualms about the number of people who feel stormwater management is a low priority for the Village.

Manager Bahan explained that the survey data can be used by the downtown master planning team and by the new Economic Development Coordinator. The core service evaluation data was very pleasing, although improvements can always be made in that area. He added that the positive messages about Winnetka as a community to live in and raise a family will be helpful for potential investments and can be used in marketing materials.

Ms. Pierce distributed an updated strategic planning goals chart to the Council, reflecting the work of the past six months. Manager Bahan said strategic planning will be scheduled at an upcoming meeting so the Council can discuss the survey results in depth, and prioritize their goals.

- 3) Public Comment. Trustee Kates suggested that the Village investigate what neighboring towns are doing to revitalize their downtowns. He said Highland Park, for example, requires owners of vacant stores to put artwork in the windows, and has implemented a revitalization plan. He encouraged the public to be alert to interesting strategies and to share them with the Council.
- 4) Executive Session. Trustee Fessler moved to adjourn into Executive Session to discuss collective bargaining and Executive Session minutes, pursuant to Sections 2(c)(2) and 2(c)(21) of the Illinois Open Meetings Act. Trustee Prodomos seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodomos. Nays: None. Absent: None.

President Greable announced that the Council would not return to the open meeting after Executive Session. The Council adjourned into Executive Session at 9:01 p.m.

- 5) Adjournment. Trustee Fessler, seconded by Trustee Prodomos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:29 p.m.

Deputy Clerk

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
January 20, 2015**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, January 20, 2015, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:02 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary, and Marilyn Prodromos. Absent: None. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Peter M. Friedman, Community Development Director Mike D'Onofrio, Public Works Director Steve Saunders, Finance Director Ed McKee and approximately 11 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) February 3, 2015 Regular Meeting. All of the Council members present indicated that they expected to attend.
 - b) February 10, 2015 Study Session. All of the Council members present indicated that they expected to attend.
 - c) February 17, 2015 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee McCrary, seconded by Trustee Fessler, moved to approve the Agenda. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) January 6, 2015 Regular Meeting.
 - b) Warrant List. Approving the Warrant List dated 1/1/2015 – 1/15/2015 in the amount of \$1,777,353.73.
 - c) Ordinance MC-1-2015: Closing Special Service Areas No. 1 & 2 – Adoption. An Ordinance terminating Special Service Areas #1 and #2, and the associated tax levies.
 - d) Resolution R-2-2015: Approval and Release of Executive Session Minutes – Adoption. A Resolution approving minutes of closed meetings, determining which minutes still require confidential treatment, and authorizing the destruction of audio recordings of executive sessions held on or before July 20, 2013.

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

- 6) Stormwater Monthly Summary Report. Mr. Saunders explained that two major projects are underway: the Northwest Winnetka Stormwater Improvements (NW Winnetka) and the Willow Road Stormwater Tunnel and Area Drainage Improvements (STADI). Contracts for construction and resident engineering have been awarded for the NW Winnetka project, and construction is expected to start whenever the winter weather breaks. Notifications will be sent to affected residents in the coming month, and they will also be invited to attend an informational open house in February.

Mr. Saunders said MWH Global is working on Review Point #2 in connection with the STADI project; a report is expected to be ready in the next six to eight weeks. Tasks associated with Review Point #2 include 30% engineering; reports on preliminary water monitoring and water quality management; and draft permit applications for the various regulatory agencies.

Trustee McCrary said he felt confident that the projects which have been completed so far will have a positive impact, even as the rest of the Stormwater Management Program moves forward. This is in keeping with the Council's objective to manage flooding for the Village as a whole.

Mr. Saunders said the completed projects are thus far working as expected.

7) Ordinances and Resolutions.

- a) Ordinance M-2-2015: 723 Elm Street Variation – Introduction. Mr. D'Onofrio reviewed this request for a parking variation at the Subject Property, which is a mixed-use building with first floor retail, second floor office and third floor residential space. The applicant has had difficulty leasing the offices and desires to convert some of the office space into two one-bedroom apartments. The Zoning Ordinance requires at least 2.25 parking spaces per residential unit; however, none of the existing uses are required to provide parking, since the building was constructed before the 1998 enactment of the parking requirement.

After a brief discussion with Mr. D'Onofrio and the applicant, the Council was in agreement to introduce the Ordinance.

Trustee Krucks, seconded by Trustee Prodromos, moved to introduce Ordinance M-2-2015. By voice vote, the motion carried.

- b) Ordinance M-3-2015: Greeley School Special Use Permit & Variations – Waiver of Introduction & Adoption. Mr. D'Onofrio reviewed this request for a special use permit and variation from corner front yard setback requirements in the R-5 Residential District, in order to modify the playground and construct an outdoor learning and play space. He explained that the school is considered a special use because it is located within the residential zoning district. In addition, the property is subject to the R-5 District's 30-foot front yard setback requirements. A previous proposal was submitted and withdrawn in May of 2014, in order to reduce the scope and scale of the improvements based on comments from the community.

Mr. D'Onofrio said the modified request, submitted on October 30, 2014 has been reviewed and recommended for approval by the Plan Commission, Zoning Board of Appeals and Design Review Board. He added that the proposed improvements will reduce some impermeable surface on the site.

Kim Ronan, Greeley School PTO. Ms. Ronan urged the Council to approve the request, as the school has worked with the neighbors to gain their approval, and the improvements are long overdue.

The Council was unanimously in favor of granting the special use permit and variation request, and of waiving introduction.

Trustee Fessler, seconded by Trustee Krucks, moved to waive introduction of Ordinance M-3-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Braun, seconded by Trustee Fessler, moved to adopt Ordinance M-3-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

- c) Ordinance M-4-2015: New Trier High School Parking Lease – Waiver of Introduction & Adoption. Mr. McKee reviewed New Trier High School’s request to lease Village-owned land at 93 Green Bay Road to use for faculty parking until the school’s renovation is complete in 2017. The applicant has requested a waiver of introduction to expedite the use of the space.

After the Council briefly discussed the request, all agreed to approve the request and to waive introduction. Manager Bahan commented that the downtown master planning process should be tasked with considering the long term use and purpose of this site.

Trustee Fessler, seconded by Trustee Prodromos, moved to waive introduction of Ordinance M-4-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Braun, seconded by Trustee Krucks, moved to adopt Ordinance M-4-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

- 8) Public Comment. None.

- 9) Old Business. None.

- 10) New Business.

- a) 127 Church Road, Zoning Variation: Policy Direction. Mr. D’Onofrio reviewed this request for an Intensity of Use of Lot variation to construct a circular driveway in the front yard of the Subject Property. The proposed new driveway would replace an existing front yard parking area, and add 294 square feet of front yard lot coverage. The lot is unique in that there is a 10-foot grade differential from the front to the rear of the property.

Mr. D’Onofrio explained that a similar application for a variation from front yard lot coverage limitations was submitted by the home’s builder in 2006. That request was denied by the Village Council after receiving a favorable recommendation from the Zoning Board of Appeals (ZBA). It is Village policy to require new development to conform to the Zoning Ordinance, since the developer is starting with a “clean slate” and has options to build conforming house that an existing home may not have.

During the Council’s discussion, more specifics about the ZBA’s “reasonable return” finding were requested. Mr. D’Onofrio explained that a reasonable return on investment is based on amenities that are considered standard in a modern Winnetka home.

The applicant, Scott Myers, said he is requesting the variation mainly because of safety issues that have surfaced in the three years since he bought the home: (i) service vehicles must park on the street, as only cars or vans will fit on the parking pad; (ii) visitors exiting the property must back up onto Church Street, with their view partially obstructed by a tree in the front yard; and (iii) some visitors must park on Hill or Sunset Roads and cross busy Church Street at a point where there is neither a pedestrian crosswalk nor a sidewalk. Conforming alternatives were explored, but nothing cured the problem for service vehicles and visitors crossing in the middle of the street. He noted that there are many circular drives in the neighborhood because of the volume and speed of traffic on Church Road, so the character of the neighborhood will not be impacted if the variance is granted. He said there are no issues with flooding in the neighborhood, meaning the extra lot coverage should not cause stormwater runoff problems.

Mr. Myers explained that he had hired a landscape architect to screen the proposed circular driveway. His landscaper, Scott Byron, reviewed the plantings and confirmed that only one diseased tree in the front yard is scheduled for removal.

During the Council discussion, Trustee Kates said he was against granting the variation, as he did not want to set a precedent. The other Trustees were in favor of the request, because there are safety and reasonable return issues.

Trustee Braun, seconded by Trustee Fessler, moved to direct the Village Attorney to draft an ordinance granting the variance request. By voice vote, the motion carried.

11) Appointments. None.

12) Reports.

a) Village President. President Greable announced that the Village will be recognized by the International City Managers’ Association and the Illinois City Managers’ Association for its 100th year as a Council-Manager form of government.

b) Trustees.

i) Trustee Fessler said she is working with the Historical Society on a presentation to commemorate the 100-year anniversary of the Council-Manager form of government.

ii) Trustee McCrary reported on the last Environmental & Forestry Commission meeting, where net metering was discussed.

c) Attorney. None.

d) Manager. None.

13) Executive Session. None.

14) Adjournment. Trustee Braun, seconded by Trustee Fessler, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:18 p.m.

Deputy Clerk



Agenda Item Executive Summary

Title: Warrant List

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 02/03/2015

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:

The Warrant List for the February 3, 2015 Regular Council Meeting was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List for the February 3, 2015 Regular Council Meeting.

Attachments:

None.



Agenda Item Executive Summary

Title: Ordinance No. M-2-2015: 723 Elm Street, Variation - Adoption

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 02/03/2015

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Consent: YES NO

Item History:

Ordinance No. M-2-2015 was introduced at the January 20, 2015 Village Council meeting (see January 20, 2015 Agenda Packet, pp. 25-46).

Executive Summary:

The request is for a variation from Section 17.46.110 [Parking] of the Winnetka Zoning Ordinance to permit the conversion of two offices on the second floor into two one-bedroom apartments without providing the required 2¼ parking spaces per residential unit (or a total of 5 parking spaces).

The Zoning Ordinance requires at least two (2) off-street parking spaces for each dwelling unit, plus an additional ¼ parking space per dwelling unit designated as guest parking.

The existing building consists of retail on the first floor, offices on the second floor, and apartments on the third floor. Off-street parking is not required for the existing uses in the building.

The Zoning Board of Appeals considered the application at their meeting December 8, 2014. The five members present voted unanimously to recommend approval of the variation.

Recommendation:

Consider adoption of Ordinance No. M-2-2015, granting a variation to permit the conversion of two offices on the second floor into two one-bedroom apartments without providing the required 2¼ parking spaces per residential unit at 723 Elm Street.

Attachments:

- Agenda Report
- Ordinance No. M-2-2015

AGENDA REPORT

TO: Village Council

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

SUBJECT: 723 Elm St., Ord. M-2-2015
(1) Parking

DATE: January 21, 2015

REF: January 20, 2015 Council Mtg. pp. 25-46

Ordinance M-2-2015 grants a variation from Section 17.46.110 [Parking] of the Winnetka Zoning Ordinance to permit the conversion of two offices on the second floor into two one-bedroom apartments without providing the required 2¼ parking spaces per residential unit (or a total of 5 parking spaces).

The Zoning Ordinance requires at least two (2) off-street parking spaces for each dwelling unit, plus an additional ¼ parking space per dwelling unit designated as guest parking.

The existing building consists of retail on the first floor, offices on the second floor, and apartments on the third floor. Off-street parking is not required for the existing uses in the building. More specifically, parking is not required for nonresidential uses at street level. Also, the existing offices and residential units on the second and third floors do not require off-street parking because they were in existence as of February 3, 1998.

The property is located in the C-2 Retail Overlay District. The building was constructed in 1929. Several subsequent building permits have been issued for various interior remodeling projects throughout the building. There is one previous zoning case for the subject site. In September 2004, Ordinance M-24-2004 was adopted by the Village Council approving a Special Use Permit to operate a health club facility (Curves for Women) in the basement. The business never opened.

Recommendation of Advisory Board

The Zoning Board of Appeals considered the application at their meeting December 8, 2014. The five members present voted unanimously to recommend approval of the variation.

Introduction of Ordinance M-2-2015 was approved by the Council at the January 20, 2015 meeting. Adoption of the ordinance requires the concurrence of a majority of the Council.

Recommendation

Consider adoption of Ordinance M-2-2015, granting a variation to permit the conversion of two offices on the second floor into two one-bedroom apartments without providing the required 2¼ parking spaces per residential unit at 723 Elm St.

Attachments

Attachment A: Ordinance M-2-2015

**AN ORDINANCE GRANTING A VARIATION
FROM THE PARKING REGULATIONS OF
THE WINNETKA ZONING ORDINANCE
FOR THE CONSTRUCTION AND OPERATION OF TWO DWELLING UNITS
WITHIN THE C-2 RETAIL OVERLAY ZONING DISTRICT
(723 Elm Street)**

WHEREAS, Winnetka I, LLC ("**Applicant**"), is the record title owner of that certain parcel of real property commonly known as 723 Elm Street in Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, the Subject Property is improved with a mixed-use building ("**Building**"), which Building consists of retail space on the ground floor, commercial office space on the second floor, and residential space on the third floor; and

WHEREAS, the Applicant desires to demolish the existing commercial office space, and construct two dwelling units, on the second floor of the Building ("**Proposed Improvements**"); and

WHEREAS, the Subject Property is located within the C-2 Retail Overlay District of the Village ("**C-2 Overlay District**"); and

WHEREAS, in order to construct the Proposed Improvements on the Subject Property within the C-2 Retail Overlay District, the Applicant must provide, pursuant to Section 17.46.110 of the Winnetka Zoning Ordinance ("**Zoning Ordinance**"), a minimum of two and one quarter off-street parking spaces per dwelling unit, for a total of five off-street parking spaces; and

WHEREAS, the Applicant desires to construct the Proposed Improvements on the Subject Property without providing any off-street parking spaces, in violation of Section 17.46.110 of the Zoning Ordinance; and

WHEREAS, the Applicant filed an application for a variation from Section 17.46.110 of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property without providing any off-street parking spaces ("**Variation**"); and

WHEREAS, on December 8, 2014, after due notice thereof, the Zoning Board of Appeals ("**ZBA**") conducted a public hearing on the Variation and, by the unanimous vote of the five members then present, recommended that the Council of the Village of Winnetka ("**Village Council**") approve the Variation; and

WHEREAS, pursuant to Chapter 17.60 of the Zoning Ordinance, the ZBA heard evidence and made certain findings in support of recommending approval of the Variation, which findings are set forth in the ZBA public hearing minutes attached to and, by this reference, made a part of this Ordinance as **Exhibit B**; and

WHEREAS, pursuant to Section 17.60.050 of the Zoning Ordinance, the Village Council has determined that: (i) the Variation is in harmony with the general purpose and intent of the Zoning Ordinance and is in accordance with general or specific rules set forth in Chapter 17.60 of the Zoning Ordinance; and (ii) there are practical difficulties or particular hardships in the way of carrying out the strict letter of the provisions or regulations of the Zoning Ordinance from which the Variation has been sought; and

WHEREAS, the Village Council has determined that approval of the Variation for the construction of the Proposed Improvements on the Subject Property within the C-2 Overlay District is in the best interest of the Village and its residents;

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

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

SECTION 2: APPROVAL OF VARIATION. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Variation from Section 17.46.110 of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property within the C-2 Overlay District without the provision of any off-street parking spaces is hereby granted, in accordance with and pursuant to Chapter 17.60 of the Zoning Ordinance and the home rule powers of the Village.

SECTION 3: CONDITIONS. The Variation granted by Section 2 of this Ordinance is subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. **Commencement of Construction.** The Applicant must commence the construction of the Proposed Improvements no later than 12 months after the effective date of this Ordinance.
- B. **Compliance with Regulations.** Except to the extent specifically provided otherwise in this Ordinance, the development, use, and maintenance of the Proposed Improvements and the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- C. **Reimbursement of Village Costs.** In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Applicant must pay upon demand

all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

- D. Compliance with Plans. The development, use, and maintenance of the Proposed Improvements on the Subject Property must be in strict accordance with the following documents and plans, except for minor changes and site work approved by the Director of Community Development or the Director of Public Works (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards: the “Second Floor Plan – Unit 2 New Bath Location” prepared by Kaufman O’Neil Architecture, consisting of one sheet, and with a latest revision date of October 15, 2014, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit C**.

SECTION 4: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Applicant and each of its heirs, representatives, successors, and assigns.

SECTION 5: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the approvals granted in Section 2 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approvals granted in Section 2 of this Ordinance unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 6: AMENDMENTS. Any amendment to this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance for amending or granting variations.

SECTION 7: SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 8: EFFECTIVE DATE.

- A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit D** attached to and, by this reference, made a part of this Ordinance to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant does not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 8.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this ____ day of _____, 2015, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2015.

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 _____, 2015.

Introduced: January 20, 2015

Passed and Approved: _____, 2015

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot 16 (except the East 40 Feet thereof) in McGuire and Orr's Arbor Vitae Road Subdivision of Block 4 and that part of Block 5 lying East of the East line of Lincoln Avenue in Winnetka, a subdivision of the Northeast $\frac{1}{4}$ of Section 20 and the North fractional $\frac{1}{2}$ of Section 21, Township 42 North, Range 13 East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as 715-729 Elm Street, Winnetka, Illinois.

EXHIBIT B

DECEMBER 8, 2014 PUBLIC HEARING MINUTES OF THE ZBA

(SEE ATTACHED EXHIBIT B)

EXHIBIT C

SECOND FLOOR PLAN – UNIT 2 NEW BATH LOCATION

(SEE ATTACHED EXHIBIT C)

EXHIBIT D

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Winnetka, Illinois ("**Village**"):

WHEREAS, Winnetka I, LLC ("**Applicant**"), is the record title owner of the property commonly known as 723 Elm Street in the Village ("**Subject Property**")

WHEREAS, the Applicant desires to construct on the Subject Property two dwelling units on the second floor of an existing building; and

WHEREAS, Ordinance No. M-2-2015, adopted by the Village Council on _____, 2015 ("**Ordinance**"), grants a variation from the provisions of the Winnetka Zoning Ordinance to the Applicant to permit the construction of the dwelling units on the Subject Property without providing any off-street parking spaces; and

WHEREAS, Section 8 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant has filed, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant does hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Applicant acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of the variation for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
4. The Applicant does hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the variation for the Subject Property.
5. The Applicant hereby agrees to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and

Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: _____, 2015

ATTEST: **WINNETKA I, LLC**

By: _____
Its: _____

By: _____
Its: _____

EXHIBIT B

Minutes adopted 01.12.2015

WINNETKA ZONING BOARD OF APPEALS EXCERPT OF MINUTES DECEMBER 8, 2014

Zoning Board Members Present: Joni Johnson, Chairperson
Andrew Cripe
Mary Hickey
Carl Lane
Scott Myers

Zoning Board Members Absent: Chris Blum
Jim McCoy

Village Staff: Michael D'Onofrio, Director of Community
Development
Ann Klaassen, Planning Assistant

Case No. 14-33-V2: 723 Elm Street
Winnetka I, LLC
Variation by Ordinance
1. Parking

723 Elm Street, Case No. 14-33-V2, Winnetka I, LLC, Variation by Ordinance – Parking

Mr. D'Onofrio read the public notice. Notice is hereby given that a public hearing will be held Monday, December 8, 2014 at 7:30 p.m. in the Council Chamber of the Winnetka Village Hall at 510 Green Bay Rd., Winnetka, Illinois. The purpose of this hearing is to hear testimony and receive public comment regarding a request by Winnetka I, LLC, concerning a variation by Ordinance from Section 17.46.110 [Parking] of the Winnetka Zoning Ordinance to permit the conversion of two offices on the second floor into two one-bedroom apartments without providing the required 2 1/4 parking spaces per residential unit (or a total of 5 parking spaces).

Chairperson Johnson swore in those that would be speaking on this case.

Kearby Kaiser of Winnetka I, LLC stated that is the ownership entity. He informed the Board that the building has first floor retail and a basement with ancillary retail and storage. Mr. Kaiser then stated that on the second floor, there is office space and apartments on the third floor. He noted that there is no parking currently. Mr. Kaiser also referred to how deliveries are made. Mr. Kaiser then stated that the market for office space has been difficult and that office space takes many months to rent and renovate. He also stated that the space has sat vacant for a long time and that the apartments on the third floor move faster. Mr. Kaiser stated that it is the ownership's desire to have apartments and that two apartments would lay out nicely on that floor. He then referred to the easy conversion plans which were drawn up.

Chairperson Johnson asked if there were any questions.
Ms. Hickey asked if there are third floor tenants.

Mr. Kaiser responded that those are apartments.

Ms. Hickey then asked where did they park.

Mr. Kaiser stated that there is a tenant mix and referred to smaller apartments. He noted that it is located next to the train and that there is not a big concern with regard to parking.

Mr. D'Onofrio stated that they would park on the street or in the nearby public lots and that overnight parking is allowed but not on the street. He then stated that they found with the building stock which went from lot line to lot line is when the downtown areas were developed. Mr. D'Onofrio then stated that it is not unique to other multi-family residential areas. He noted that the Galleria provided parking and that for anything before that, second and third floors were not required to have off-street parking.

Mr. Lane referred to the fact that there are residences already on the third floor and asked if that was before that requirement.

Mr. D'Onofrio responded that it is legal nonconforming.

Mr. Kaiser stated that the office space is also legal nonconforming and that there is no parking for that either. He added that in the daytime, it is more difficult to park.

Chairperson Johnson referred to the concrete area in the middle which is not usable parking.

Mr. Kaiser stated that it touched both sides.

Chairperson Johnson asked Mr. Kaiser if they are maintaining office space on the second floor.

Mr. Kaiser responded that there is some intent for it to go to all apartments eventually. He then referred to the floor plans which he commented laid out well to eventually convert to apartments and that they can go for a future variation if they want.

Mr. Lane asked if the space was for an office, how many parking spaces would be required.

Mr. D'Onofrio responded that there is a requirement of two parking spaces per 1,000 square feet or three for this property. He then stated that he would like to point out a series of changes, that the Board looked at, to the parking requirement, particularly for a case such as this where there would not be an increase or if there was no parking to begin with. Mr. D'Onofrio stated that the fact that it would be permitted by right and that there would be no need for a variation is the change that was discussed.

Mr. Kaiser informed the Board that they sat on the space for months and determined that it would be better to spend money on the fee than to wait more time.

Chairperson Johnson asked if there were any other questions. No additional questions were raised by the Board at this time. She then asked if there were any questions from the audience. No questions were raised by the audience at this time. Chairperson Johnson then called the matter in for discussion.

Mr. Lane stated that with two apartments, there is not a need for five parking spaces and that three parking spaces were probably like office space use. Mr. Lane then stated that they do not need it now and referred to the fact that it would be extremely expensive or impossible to do it. He also stated that they would not be adding parking but improving a situation where there is only parking there at night. Mr. Lane concluded that he is generally in favor of the request.

Ms. Hickey stated that she agreed with Mr. Lane's comments. She then stated that the rental space has been vacant for some time and that this unit is legal nonconforming with regard to current parking requirements.

Mr. Myers and Mr. Cripe stated that the request is fine.

Chairperson Johnson stated that she would like to point out that the Village Council has not made a final decision on the proposals to reduce the number of spaces for residential uses. She then commented that she is surprised that the Village did not allow overnight parking on commercial streets. Chairperson Johnson suggested that they look into it if they want to encourage apartments and residences in transit areas. She then asked for a motion.

Ms. Hickey moved to recommend approval of the variation for 723 Elm Street for the conversion of two offices to two one bedroom apartments without requiring parking spaces for the residential units. She stated that with regard to reasonable return, the applicant would not be able to have reasonable return if the property is vacant. Ms. Hickey then stated that she would adopt the standards for granting variations outlined on page 5 of the application.

Mr. Myers seconded the motion. A vote was taken and the motion was unanimously passed, 5 to 0.

AYES: Cripe, Hickey, Johnson, Lane, Myers

NAYS: None

FINDINGS OF THE ZONING BOARD OF APPEALS

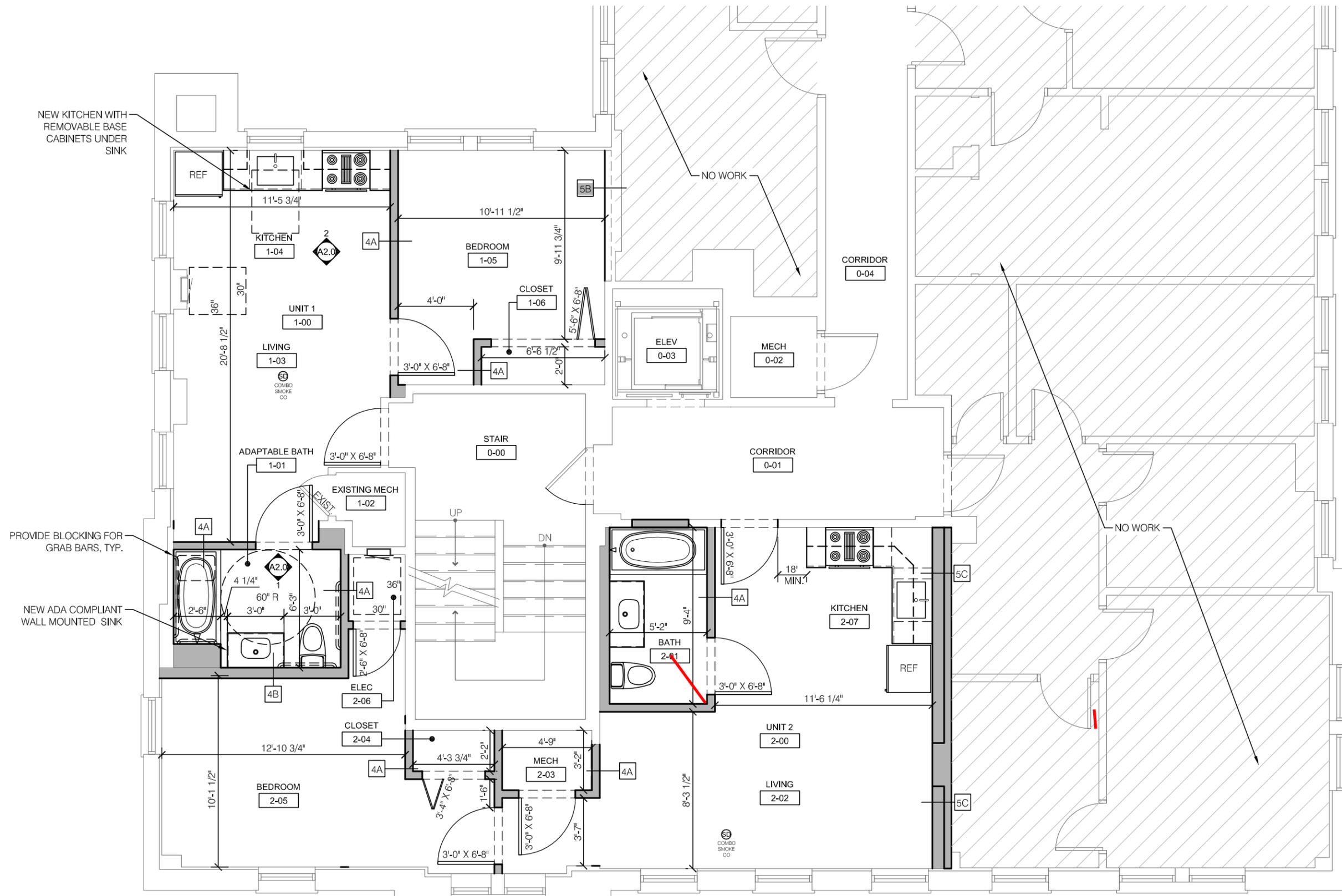
1. The requested variation is within the final jurisdiction of the Village Council.
2. The requested variation is in harmony with the general purpose and intent of the Winnetka Zoning Ordinance. The proposal is compatible, in general, with the character of existing development within the immediate neighborhood with respect to architectural scale and other site improvements.
3. There are practical difficulties or a particular hardship which prevents strict application of

Section 17.46.110 [Parking] of the Winnetka Zoning Ordinance which is related to the use or the construction or alteration of buildings or structures.

The evidence in the judgment of the Zoning Board of Appeals has established:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that zone. Larger, more expensive offices take much time to market and require construction work each time between users when the offices come open. There is greater demand for quality apartments that do not need renovations or down time, only maintenance between residents. They are proposing to make two large offices into one bedroom apartments.
2. The plight of the owner is due to unique circumstances. Such circumstances must be associated with the characteristics of the property in question, rather than being related to the occupants. The building is a gem of Winnetka's downtown and the building, as all building of its era, is built lot line to lot line with little or no onsite parking. The use they are requesting of apartments, is a permitted use, it is just a question of allowing the variance of parking of residential vs office space.
3. The variation, if granted, will not alter the essential character of the locality. The building already has apartments on the third floor and there is residential on two sides of the building now. More residential units will not change the character of the area.
4. An adequate supply of light and air to adjacent property will not be impaired. The outside of the building will not change or have any impact on neighboring buildings.
5. The hazard from fire or other damages to the property will not be increased. Fire and potential hazards should be less or the same with brand new apartments versus vintage offices. The applicant is working with a certified engineer to determine all construction is in line with the building code.
6. The taxable value of land and buildings throughout the Village will not diminish. Apartments vs offices should not diminish or change the value to the Village.
7. The congestion in the public street will not increase. The busiest time for parking and pedestrians in this area is during the day. Parking is not an issue in the evenings when residents will be at home. Residents who come home at night will provide much needed night pedestrian traffic and evening clients for first floor Lincoln and Elm Street retail. The apartments being located so close to the train will also provide a housing option for very public transit oriented residents to choose these apartments.
8. The public health, safety, comfort, morals and welfare of the inhabitants of the Village will not otherwise be impaired. The Board did not find any reason that health, safety, comfort, morals or welfare will change in any way if this parking variation is granted.

PROPOSED



NEW KITCHEN WITH REMOVABLE BASE CABINETS UNDER SINK

NO WORK

NO WORK

PROVIDE BLOCKING FOR GRAB BARS, TYP.

NEW ADA COMPLIANT WALL MOUNTED SINK

723 ELM ST. APARTMENTS

SECOND FLOOR PLAN - UNIT 2 NEW BATH LOCATION

SCALE: 3/16" = 1'-0"

10.15.2014





Agenda Item Executive Summary

Title: Resolution No. R-1-2015: Authorizing the Third Amendment to the License Agreement New Cingular Wireless PCS- Adoption

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 02/03/2015

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

Consent: YES NO

Item History:

In November 2007, the Village entered into a license agreement with New Cingular Wireless PCS LLC, which allowed certain wireless communication antennas and equipment to remain on the smokestack and within the Electric Plant for operation of New Cingular's wireless telecommunications system. In June 2010, the Village Council adopted Resolution R-28-2010, amending the license agreement and granting New Cingular's request to install a fiber optic connection between the cellular equipment located within the plant and AT&T fiber located in the Tower Road right-of-way. In October 2011, the Village Council adopted Resolution R-30-2011, amending the license agreement and granting New Cingular's request to install additional antennas, coaxial cable and additional carrier equipment.

Executive Summary:

New Cingular is now requesting approval of a third license amendment, to allow the installation of new fiber cable, signal amplifiers, quadplexers, antennas, and additional communications equipment within the leased room of the Electric Plant building. The addition of new equipment at the site expands New Cingular's use of the facilities and requires Council approval.

Village staff and New Cingular have tentatively agreed to the terms for the installation of the proposed equipment. This includes a \$4,800 increase in the annual lease payment. Staff has reviewed the proposed modifications and identified no conflict with Water and Electric Department operations.

The original license agreement was authorized by resolution. As such, this amendment, like the first and second amendments, must also be done by resolution. Resolution No. R-1-2015 authorizes the Third Amendment to the 2008 Cellular Antenna License Agreement between the Village of Winnetka and New Cingular Wireless PCS, substantially in the form attached to Resolution No. R-1-2015 as Exhibit 1.

Recommendation:

Consider adoption of Resolution No. R-1-2015, approving the Third Amendment to the 2008 Cellular Antenna License Agreement between the Village of Winnetka and New Cingular Wireless PCS, substantially in the form presented in Exhibit 1.

Attachments:

- Agenda Report dated January 27, 2015
- Resolution No. R-1-2015, Resolution Approving a Third Amendment to a License Agreement with New Cingular Wireless PCS
- Exhibit 1, Third Amendment to the November 1, 2007 Cellular Antenna Site License Agreement between the Village of Winnetka and New Cingular Wireless PCS
 - Exhibit A, Legal description of property
 - Exhibit B, Construction drawings
 - Exhibit C, Licensed facilities
- Exhibit 2, Photo Simulations

AGENDA REPORT

SUBJECT: Resolution R-1-2015 – Authorizing the Third Amendment to the New Cingular Wireless PCS, Cell Site Agreement

PREPARED BY: Brian Keys, Director Water & Electric

REF.: January 15, 2008 Council Meeting, pp. 124-138
June 15, 2010 Council Meeting, pp. 16-23
October 18, 2011 Council Meeting, pp. 18-44

DATE: January 27, 2015

In November 2007, the Village entered into a license agreement with New Cingular Wireless PCS LLC, which allowed certain wireless communication antennas and equipment to remain on the smokestack and within the Electric Plant for operation of New Cingular's wireless telecommunications system. The equipment and antennas were originally installed pursuant to a 1989 license agreement between the Village and Cellular One-Chicago, New Cingular's predecessor company. The new License Agreement addressed all equipment installed prior to November 1, 2007.

In June 2010, the Village Council adopted Resolution R-28-2010, amending the license agreement and granting New Cingular's request to install a fiber optic connection between the cellular equipment located within the plant and AT&T fiber located in the Tower Road right-of-way. In October 2011, the Village Council adopted Resolution R-30-2011, amending the license agreement and granting New Cingular's request to install additional antennas, coaxial cable and additional carrier equipment.

New Cingular is now requesting approval of a third license amendment, to allow the installation of new fiber cable, amplifiers, quadplexers, antennas, and additional communications equipment within the leased room of the Electric Plant building. The addition of new equipment at the site expands New Cingular's use of the facilities and requires Council approval.

The proposed changes are required to increase the speed and capacity of their cellular telephone network. There is no change to the propagation of the signal in this geographic area. The proposed modifications include removal of six existing antennas (3-72"x12"x6" and 3-55"x12"x9"). The proposed equipment includes:

- (3) Antennas: 72"x12"x9"
- (3) Antennas: 72"x11.9"x7.1"
- (12) Quadplexers: 2.7"x8.3"x9.8"
- (1) Fiber bundle
- (6) Tower mounted amplifiers: 9.9"x6.7"x3.1"
- (3) Remote radio units: 27.2"x12.1"x7.0" (within the leased room)

Photo simulations have been included for reference (Exhibit 2).

Village staff and New Cingular have tentatively agreed to the terms for the installation of the proposed equipment. This includes a \$4,800 increase in the annual lease payment. The total license fee, as amended, will be \$63,855.36 and continue to be subject to the 4% annual escalator. All other requirements of the initial License Agreement, including compliance with all applicable Village permit requirements, remain unchanged. Staff has reviewed the proposed modifications and identified no conflict with Water and Electric Department operations.

The original license agreement was authorized by resolution. As such, this amendment, like the first and second amendments, must also be done by resolution. Resolution R-1-2015 authorizes the Third Amendment to the 2008 Cellular Antenna License Agreement between the Village of Winnetka and New Cingular Wireless PCS, substantially in the form attached to Resolution R-1-2015 as Exhibit 1.

Recommendation:

Consider adoption of Resolution R-1-2015, approving the Third Amendment to the 2008 Cellular Antenna License Agreement between the Village of Winnetka and New Cingular Wireless PCS, substantially in the form presented in Exhibit 1.

RESOLUTION R-1-2015

**A RESOLUTION
APPROVING A THIRD AMENDMENT TO
A LICENSE AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC**

WHEREAS, the Village of Winnetka ("**Village**") is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, on January 15, 2008, the Council of the Village of Winnetka ("**Village Council**") adopted Resolution No. R-4-2008, approving and authorizing the execution of a license agreement ("**License Agreement**") with New Cingular Wireless PCS, LLC ("**Cingular**"), which License Agreement granted Cingular a license to install certain cellular telecommunication equipment ("**Facilities**") at the water and electric plant located at Tower Road in the Village ("**Water and Electric Plant**"); and

WHEREAS, on June 15, 2010, the Village Council adopted Resolution No. R-28-2010, approving and authorizing the execution of a first amendment to the License Agreement ("**First Amendment**") with Cingular; and

WHEREAS, on October 18 2011, the Village Council adopted Resolution No. R-30-2011 approving and authorizing the execution of a second amendment to the License Agreement ("**Second Amendment**") with Cingular; and

WHEREAS, Cingular now desires to install certain additional Facilities ("**Additional Facilities**") at the Water and Electric Plant; and

WHEREAS, the Village is willing to permit Cingular to install the Additional Facilities at the Water and Electric Plant in exchange for an initial increase in the amount of the annual license fee set forth in the License Agreement, as amended by the First Amendment and the Second Amendment, to \$63,855.36, and an additional increase thereafter by four percent each year until the expiration of the License Agreement (collectively, the "**Increased Fee**"); and

WHEREAS, the Village and Cingular desire to enter into a third amendment to the License Agreement ("**Third Amendment**") to permit Cingular to install the Additional Facilities in exchange for the Increased Fee; and

WHEREAS, the Village Council has determined that it is in the best interest of the Village to enter into the Third Amendment with Cingular;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF THIRD AMENDMENT. The Village Council hereby approves the Third Amendment in substantially the form attached to this Resolution as **Exhibit 1**, and in a final form approved by the Village Attorney and Village Manager.

SECTION 3: AUTHORIZATION TO EXECUTE THIRD AMENDMENT. The Village Council hereby authorizes the Village President to execute, and the Village Clerk to attest, the final Third Amendment only after receipt by the Village Clerk of at least two executed copies of the final Third Amendment from Cingular; provided, however, that if the Village Clerk does not receive such executed copies of the final Third Amendment from Cingular within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the final Third Amendment will, at the option of the Village Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval according to law.

ADOPTED this ____ day of _____, 2015, pursuant to the following roll call vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

Exhibit 1

Market: IL/WI
Cell Site Number: IL0062
Cell Site Name: Winnetka
Fixed Asset Number: 10005098

**THIRD AMENDMENT
TO THE NOVEMBER 1, 2007 CELLULAR ANTENNA SITE LICENSE AGREEMENT
BETWEEN THE VILLAGE OF WINNETKA AND NEW CINGULAR WIRELESS PCS,
LLC
(Water & Electric Plant)**

THIS THIRD AMENDMENT TO THE NOVEMBER 1, 2007 CELLULAR ANTENNA SITE LICENSE AGREEMENT BETWEEN THE VILLAGE OF WINNETKA AND NEW CINGULAR WIRELESS PCS, LLC ("Third Amendment"), dated as of this ____ day of _____, 2015, ("*Effective Date*"), is by and between the **VILLAGE OF WINNETKA**, an Illinois home rule municipal corporation ("*Village*"), and **NEW CINGULAR WIRELESS PCS, LLC**, a Delaware limited liability company ("*Licensee*").

NOW THEREFORE, in consideration of the recitals, mutual covenants, and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby mutually agree as follows:

SECTION 1. RECITALS.

A. The Village is the owner of the property commonly known as 725 Tower Road in the Village of Winnetka, IL and legally described in **Exhibit A** to this Third Amendment ("*Property*").

B. The Property is improved with a water and electric plant, including the Building and the Tower.

C. On November 1, 2007, the Village and the Licensee entered into that certain "License Agreement Permitting a Cellular Antenna Site at the Water & Electric Plant" ("*License Agreement*"), under which License Agreement the Village granted the Licensee a license to install and maintain certain telecommunications equipment within the Licensed Premises located at the Building and the Tower ("*License*").

D. On July 9, 2010, the Village and the Licensee entered into that certain "First Amendment to the November 1, 2007 Cellular Antenna Site License Agreement" ("*First Amendment*"), which First Amendment: (i) amended the License to permit the Licensee to install and maintain additional conduit on and within the Building; and (ii) increased the License Fee by \$3,000.00 per year.

E. On November 3, 2011, the Village and the Licensee entered into that certain "Second Amendment to the 2008 Cellular Antenna License Agreement" ("*Second Amendment*"), which Second Amendment: (i) amended the License to permit the Licensee to install and maintain certain additional telecommunications equipment on and within the Building

and the Tower; and (ii) increased the License Fee to \$52,500.00 effective November 3, 2011, and provided for a 4 percent annual increase in the License Fee each year thereafter.

F. The Licensee now desires to remove certain telecommunications equipment from, and to install and maintain certain other telecommunications equipment within, the Licensed Premises (collectively, the “**Removal and Installation**”), which equipment (“**Equipment**”) is described in the construction plans attached to and, by this reference, made a part of this Third Amendment as **Exhibit B** (“**Construction Plans**”).

G. The Village and the Licensee desire to enter into this Third Amendment to permit the Removal and Installation of the Equipment from and within the Licensed Premises.

SECTION 2. DEFINITIONS; RULES OF CONSTRUCTION.

A. Definitions. All capitalized words and phrases used throughout this Third Amendment have the meanings set forth in the various provisions of this Third Amendment. If a word or phrase is not specifically defined in this Third Amendment, it has the same meaning as in the License Agreement.

B. Rules of Construction. Except as specifically provided in this Third Amendment, all terms, provisions and requirements contained in the License Agreement remain unchanged and in full force and effect. In the event of a conflict between (i) the text of the License Agreement and the text of this Third Amendment, (ii) the text of the First Amendment and the text of this Third Amendment, or (iii) the text of the Second Amendment and the text of this Third Amendment, then the text of this Third Amendment controls.

SECTION 3. AMENDMENT OF LICENSE AGREEMENT.

The Village and the Licensee hereby agree that the License Agreement is amended as follows:

A. Licensee Facilities. The definition of “Licensee Facilities” set forth in Section 1, titled “Definitions,” of the License Agreement, as amended by the First Amendment and the Second Amendment, is hereby deleted in its entirety and replaced with the following: “The equipment, hardware, and other personal property owned by the Licensee and depicted on the Construction Plans.”

B. Licensed Premises. The Definition of “Licensed Premises” set forth in Section 1, titled “Definitions,” of the License Agreement, as amended by the First Amendment and the Second Amendment, is hereby deleted in its entirety and replaced with the following: “Those certain locations on and within the Building and the Tower depicted on **Exhibit C** attached to and, by this reference, made a part of this Third Amendment.”

C. License Fee. Section 6 of the License Agreement, titled “License Fee,” as amended by the First and the Second Amendment, is hereby deleted in its entirety and replaced with the following: “In consideration for the License granted by the Village pursuant to the License Agreement, the Licensee will pay the Village an annual license fee no later than November 1 of each year during the Term (“**License Fee**”). The License Fee due on November

1, 2014, will be \$63,855.36. Thereafter, the License Fee will increase by 4 percent each year until the expiration of the Term.”

SECTION 4. REMOVAL AND INSTALLATION OF LICENSEE FACILITIES.

The Licensee shall perform and complete the Removal and Installation of the Equipment in accordance with the Construction Plans in a good and workmanlike manner, all at the sole expense of the Licensee, subject to inspection and approval by the Village, and in accordance with the following:

A. Maintenance of Public Property. At all times during the Removal and Installation, the Licensee shall maintain the Licensed Premises, the Building, the Tower, and all streets, sidewalks, and other public property in and adjacent to the Licensed Premises in a safe, good and clean condition without hazard to public use at all times.

B. Cleaning and Repair of Public Property. The Licensee shall promptly clean all mud, dirt, or debris deposited on the Building, the Tower, and any street, sidewalk, or other public property by the Licensee or any agent of or contractor hired by, or on behalf of, the Licensee, and shall repair any damage that may be caused by the activities of the Licensee or any agent of or contractor hired by, or on behalf of, the Licensee in connection with the Removal and Installation. If the Licensee fails to clean or repair, or undertake with due diligence to clean or repair, the Building, the Tower, and any street, sidewalk, or other public property within one hour after the Village gives the Licensee notice to repair or to clean all mud, dirt, snow, ice or debris deposited on such property by the Licensee or any agent of or contractor hired by, or on behalf of, the Licensee, then the Village shall have the right, but not the obligation, to cause the affected public property to be cleaned and repaired and to recover from the Licensee all costs incurred by the Village in the performance of such work.

SECTION 5. MAINTENANCE OF THE LICENSEE FACILITIES.

A. Acknowledgment of Licensee Obligations. The Licensee acknowledges and agrees that the Licensee, and not the Village, shall be solely responsible for the maintenance, repair, replacement, and removal of the Licensee Facilities.

B. Maintenance in Good Condition. The Licensee shall maintain the Licensee Facilities at all times: (a) in the proper condition for their intended use, in a condition of good repair, and in a safe, clean, and sightly condition so as to avoid and prevent any and all hazards to the public; and (b) in accordance and compliance with the Construction Plans, all at the sole expense of the Licensee and subject to inspection and approval by the Village.

C. Compliance with Laws. The Licensee shall keep the Licensee Facilities in compliance at all times with all applicable federal, state and Village laws, statutes, codes, ordinances, resolutions, rules, and regulations, as the same have been or may be amended from time to time.

D. Abatement of Dangerous Condition. In the event the Licensee Facilities, or any part thereof, threaten the public health and safety, the Licensee agrees that: (a) the Village shall

have the right, but not the obligation, to take all necessary action to abate the dangerous condition; and (b) the Licensee shall reimburse the Village for all costs incurred by the Village in the performance of such abatement.

SECTION 6. REIMBURSEMENT OF VILLAGE COSTS.

In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Licensee shall pay to the Village, no later than 45 days after receipt by the Licensee of a written demand or demands therefor from the Village, all legal fees, costs, and expenses incurred or accrued in connection with the negotiation, preparation, consideration, and review of this Third Amendment, up to the amount of \$800.00. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Licensee shall be liable for and shall pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

IN WITNESS WHEREOF the parties hereto have caused this Third Amendment to be executed, effective as of the date first written above.

ATTEST:

VILLAGE OF WINNETKA,
an Illinois home rule municipal corporation

Robert M. Bahan, Village Clerk

By: _____
E. Gene Greable
Its: Village President

ATTEST:

NEW CINGULAR WIRELESS PCS, LLC
a Delaware Limited Liability Company

By: AT&T Mobility Corporation
Its: Manager

By: _____

By: _____

Its: _____

Its: _____

Market: IL/WI
Cell Site Number: IL0062
Cell Site Name: Winnetka
Fixed Asset Number: 10005098

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

See the attached Legal Description of the Property.

Market: IL/WI
Cell Site Number: IL0062
Cell Site Name: Winnetka
Fixed Asset Number: 10005098

EXHIBIT B

CONSTRUCTION PLANS

See the attached Construction Drawings comprised of 9 pages dated November 07, 2014 and prepared by Apex Engineers, Inc. 500 East 22nd Street, Suite B Lombard, Illinois 60148.

Market: IL/WI
Cell Site Number: IL0062
Cell Site Name: Winnetka
Fixed Asset Number: 10005098

EXHIBIT C

LICENSED PREMISES

See the attached Drawing comprised of 2 pages dated October 09, 2014 and prepared by Apex Engineers, Inc. 500 East 22nd Street, Suite B Lombard, Illinois 60148.

EXHIBIT A (SITE NO. 62)

Common address or approximate location of Premises:

Tower Road and Sheridan Road, Winnetka, Illinois

Legal Descriptions:

Lots 1, 2 and 3 in Chandler's Subdivision, being a subdivision of Block 15 of Hubbard Estate Subdivision, in the Northeast Fractional $\frac{1}{4}$ of Section 17, Township 42 North, Range 13, east of the third principal meridian, as per plat thereof recorded as document number 5849038 (except from said Lots 1, 2 and 3 that part bounded and described as follows, to wit: beginning at a point in the easterly line of Sheridan Road (being the westerly line of said Chandler's Subdivision) 30 feet southerly from (measured at right angles to) the northerly line of said Chandler's Subdivision; running thence northeasterly in a straight line to a point 36 feet southeasterly from (measured at right angles to) the said northerly line of said Chandler's Subdivision at a point 180 feet (as measured along said northerly line of said Chandler's Subdivision) from the easterly line of Sheridan Road; thence northeasterly in a straight line to a point 51 feet from (measured at right angles to) the said northerly line of said Chandler's Subdivision, at a point 255 feet (as measured along said northerly line of said Chandler's Subdivision) from the easterly line of Sheridan Road; thence northeasterly in a straight line to a point 55 feet from (measured at right angles to) the said northerly line of said Chandler's Subdivision, at a point 357.5 feet (measured along said northerly line of said Chandler's Subdivision) from the easterly line of Sheridan Road; thence southeasterly in a straight line to a point on the northerly line of said Lot 2 of said Chandler's Subdivision 370 feet (as measured along said northerly line of said Lot 2) from the easterly line of Sheridan Road; thence southeasterly in a straight line to a point 3 feet due north of a point in the north line of North Avenue (being the south line of said Chandler's Subdivision) said point in North Avenue being 468 feet east (measured along the north line of said North Avenue) of the northeast corner of Sheridan Road and North Avenue; thence south in a straight line a distance of 3 feet to the north line of North Avenue; thence west along said north line of North Avenue a distance of 468 feet to the point of intersection of the north line of North Avenue with the northeasterly line of Sheridan Road; thence northwesterly along the northeasterly line of Sheridan Road to the place of beginning) all in Cook County, Illinois.

Also parcel "J" - 011 shown on Exhibit "B" and also Tower Road east of Sheridan Road all in Cook County, Illinois.

PROJECT INFORMATION

APPLICANT: AT&T
 930 NATIONAL PARKWAY
 SCHAUMBURG, IL 60173

FA CODE: 10005098

PROPOSED USE: TELECOMMUNICATIONS FACILITY

STRUCTURE TYPE: SILO

SITE ADDRESS: 725 TOWER ROAD
 WINNETKA, IL 60093

PROPERTY OWNER: VILLAGE OF WINNETKA, ATTENTION: ROBERT BAHAN
 510 GREEN BAY ROAD, WINNETKA, IL 60093

CONTACT PERSON: BRIAN KEYS
 (847) 716-3556

PARCEL NUMBER: TBD

JURISDICTION: COOK COUNTY

LATITUDE: 42° 6' 55.501" N

LONGITUDE: 87° 43' 51.589" W

LAT/ LONG TYPE: NAD 83

GROUND ELEVATION: 588 FT MSL

POWER COMPANY: COMED

PHONE: (800) 334-7661

TELEPHONE COMPANY: AT&T

PHONE: (800) 257-0902



SITE NUMBER: IL0062
SITE NAME: WINNETKA

PROJECT:
 LTE 2C WAVE 4

PROJECT DESCRIPTION:
 REPLACE EXISTING GSM & LTE 1C ANTENNAS WITH NEW.
 USE EXISTING LTE RRUS 700 & INSTALL NEW AWS RRUS W/ A2 BOX, NEW AWS TMA
 & QUADPLEXERS IN EACH SECTOR. UPGRADE LTE RBS 6601 FOR 2C

AT&T APPROVAL

SITE ACQUISITION MANAGER: _____ Date _____

MASTEC CONSTRUCTION MANAGER: _____ Date _____

MASTEC SA PROJECT MANAGER: _____ Date _____

MASTEC SA SPECIALIST: _____ Date _____

MASTEC COMPLIANCE MANAGER: _____ Date _____

AT&T RF PROJECT MANAGER: _____ Date _____

AT&T PROJECT MANAGER: _____ Date _____

AT&T MOBILITY APPROVAL

Real Estate _____ Date _____

RF _____ Date _____

Operation _____ Date _____

LTE PROJECT

1ST carrier

2ND carrier

3RD carrier

4TH carrier

DRAWING INDEX

REV

IL0062-01 TITLE SHEET	F
IL0062-02 SITE PLAN	F
IL0062-03 TOWER ELEVATION & ANTENNAS LAYOUT	F
IL0062-04 EQUIPMENT LAYOUT	F
IL0062-05 UTILITY DETAILS	F
IL0062-06 ANTENNA MATRIX	F
IL0062-07 COAX / FIBER COLOR CODING	F
IL0062-08 GENERAL NOTES	F
IL0062-S01MOUNT MODIFICATION DETAILS	F

VICINITY MAP

DIRECTIONS: DEPART O'HARE INTERNATIONAL-TAKE THE RAMP ONTO I-190 E. TAKE EXIT 1C FOR I-294 N/TOLLWAY TOWARD MILWAUKEE. MERGE ONTO I-294 N. TAKE THE WILLOW ROAD EXIT. KEEP RIGHT AT THE FORK, FOLLOW SIGNS FOR GLENVIEW/NORTHBROOK AND MERGE ONTO WILLOW. SLIGHT RIGHT ONTO NEW WILLOW RD. CONTINUE ONTO WILLOW RD. TURN LEFT ONTO LINDEN ST. CONTINUE ONTO GREEN BAY RD. TURN RIGHT ONTO ELM ST. TURN LEFT ONTO SHERIDAN RD. TURN RIGHT ONTO TOWER RD.



APPLICABLE BUILDING CODES AND STANDARDS

CONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (AHJ) FOR THE LOCATION. THE EDITION OF THE AHJ ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.

BUILDING CODE:
 [INTERNATIONAL BUILDING CODE (IBC), 2009 AS ADOPTED BY LOCAL BUILDING AUTHORITY]

ELECTRICAL CODE:
 [NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70-2002;
 2008 NATIONAL ELECTRICAL CODE, AS
 ADOPTED BY LOCAL BUILDING AUTHORITY]

LIGHTNING PROTECTION CODE:
 [NFPA 780 - 2000, LIGHTNING PROTECTION CODE]
 CONTRACTOR'S WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING STANDARDS.
 AMERICAN CONCRETE INSTITUTE (ACI) 318, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE
 AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MANUAL OF STEEL CONSTRUCTION, ASD, NINTH EDITION
 TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA/EIA-222-F), STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWER AND ANTENNA SUPPORTING STRUCTURES:
 TIA 607, COMMERCIAL BUILDING GROUNDING AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) 81, GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUND SYSTEM
 IEEE 1100 (1999) RECOMMENDED PRACTICE FOR POWERING AND GROUNDING OF ELECTRONIC EQUIPMENT
 IEEE C62.41, RECOMMENDED PRACTICES ON SURGE VOLTAGES IN LOW VOLTAGE AC POWER CIRCUITS (FOR LOCATION CATEGORY "C3" AND "HIGH SYSTEM EXPOSURE")

TELCORDIA GR-1275, GENERAL INSTALLATION REQUIREMENTS
 TELCORDIA GR-1503, COAXIAL CABLE CONNECTIONS

ANSI T1.311, FOR TELECOM - DC POWER SYSTEMS - TELECOM, ENVIRONMENTAL PROTECTION FOR ANY CONFLICTS BETWEEN SECTIONS OF LISTED CODES AND STANDARDS REGARDING MATERIAL, METHODS OF CONSTRUCTION, OR OTHER REQUIREMENTS, THE MOST RESTRICTIVE REQUIREMENT SHALL GOVERN. WHERE THERE IS CONFLICT BETWEEN A GENERAL REQUIREMENT AND A SPECIFIC REQUIREMENT, THE SPECIFIC REQUIREMENT SHALL GOVERN.

THESE DRAWINGS ARE PREPARED BASED ON RFDS DATED 12/26/2013 REVISION #V1.0 GENERAL CONTRACTOR TO VERIFY AND INCORPORATE MOST RECENT VERSION OF RFDS PRIOR TO CONSTRUCTION.

HANDICAPPED REQUIREMENTS

FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAP ACCESS REQUIREMENTS NOT REQUIRED

PLUMBING REQUIREMENTS

FACILITY HAS NO PLUMBING

FIRE PROTECTION NOTE

BUILDING HAS EXISTING SPRINKLER SYSTEM



SITE QUALIFICATION PARTICIPANTS

	NAME	COMPANY	NUMBER
A/E	SATISHKUMAR C. PATEL	APEX ENGINEERS, INC.	(630) 627-1800
SA			
RF	DENIL SHAH	AT&T MOBILITY	(847) 330-7661
PM	BEZA ASSEGU	MASTEC	(847) 463-5909
CM		MASTEC	

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY PROFESSIONAL KNOWLEDGE THEY COMPLY WITH THE REQUIREMENT OF ALL APPLICABLE CODES AND ORDINANCES.

Satish Kumar C. Patel
 DATE: 11/07/14

SATISHKUMAR C. PATEL, S.E.
 ILLINOIS S.E. LICENSE # 081-004996
 EXPIRES 11-30-2014



1351 E. Irving Park Rd
 Itasca, IL 60143



Apex Engineers, Inc.
 Structural & Civil Engineers
 500 East 22nd Street, Suite B
 Lombard, Illinois 60148
 Ph. (630) 627-1800
 Fax. (630) 627-1165
 APEX JOB No. C105-502

WINNETKA
SITE NO. IL0062
SITERRA NO. 53085-A
 725 TOWER ROAD
 WINNETKA, IL 60093



NO.	DATE	REVISIONS	BY	CHK	APP'D
F	11/07/14	REVISED PER COMMENTS	DS	LM	SP
E	09/25/14	REVISED PER VILLAGE COMMENTS	RD	LM	SP
D	09/20/14	REVISED PER COMMENTS	LM	LM	SP
C	07/17/14	REVISED PER NEW RFDS	EW	LM	SP
B	05/29/14	ISSUED FOR REVIEW	LM	LM	SP

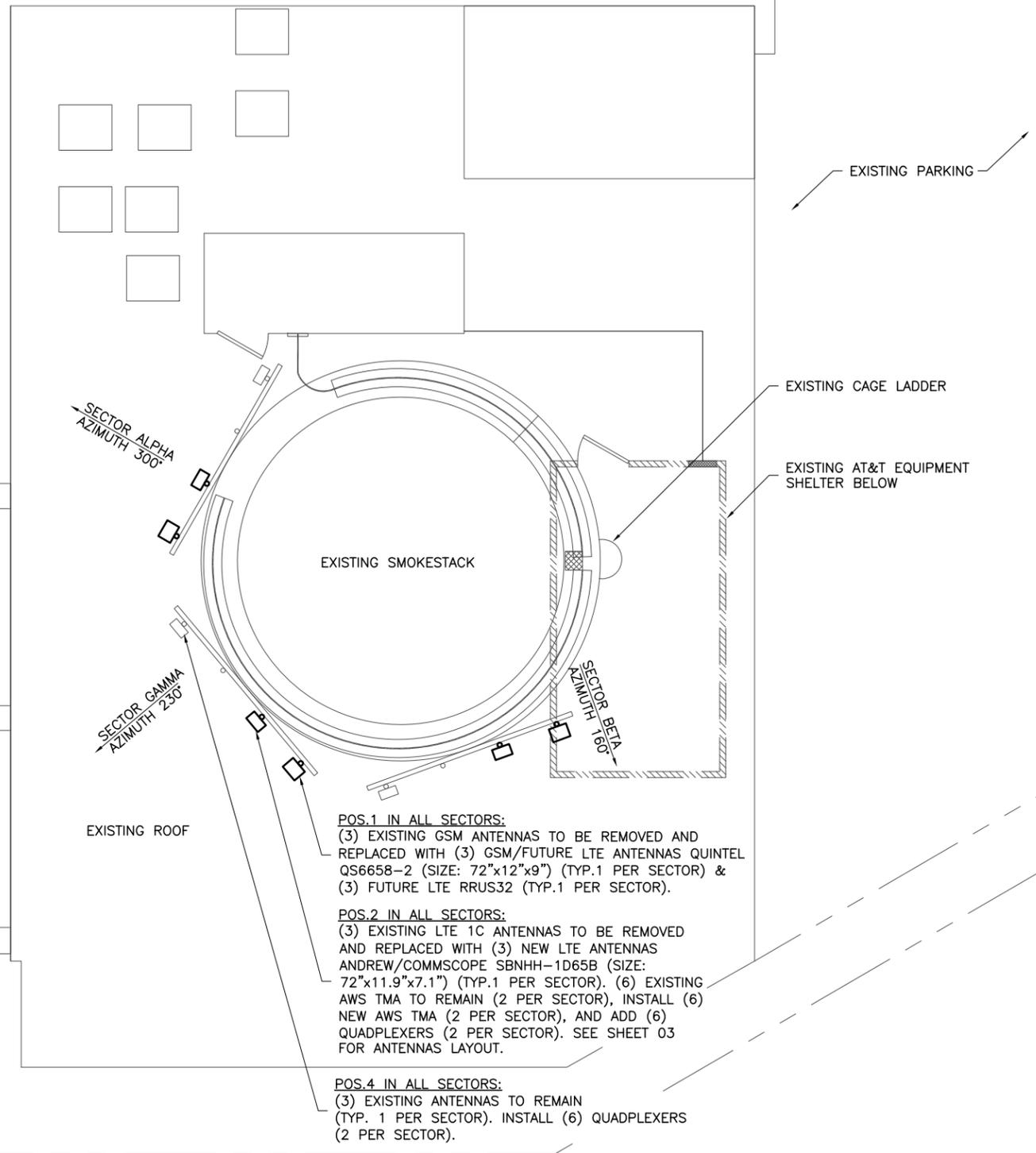
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AT&T MOBILITY

TITLE SHEET

DRAWING NUMBER	REV
IL0062-01	F

PICTURES ARE TAKEN ON 01/31/2014



EXISTING TOWER



EXISTING ANTENNAS



LTE EQUIPMENT LOCATION



NEW RRUS AWS LOCATION

 1 SITE PLAN
SCALE: 1/8"=1'-0"

MasTec
Network Solutions
1351 E. Irving Park Rd
Itasca, IL 60143

Apex Engineers, Inc.
Structural & Civil Engineers
500 East 22nd Street, Suite B
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Fax. (630) 627-1165
APEX JOB No. CI05-502

WINNETKA
SITE NO. IL0062
SITERRA NO. 53085-A
725 TOWER ROAD
WINNETKA, IL 60093



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SCALE: AS SHOWN		DESIGNED BY: XX	DRAWN BY: XX		

AT&T MOBILITY	
SITE PLAN	
DRAWING NUMBER	REV
IL0062-02	F

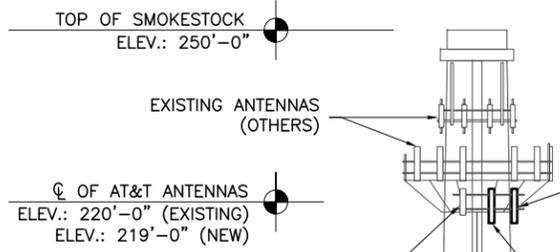
6

5

4

3

2



NOTE:
 1. REFER TO RF DESIGN SHEET / ANTENNA CONFIGURATION DRAWING / RET CONTROL DIAGRAM & INSTALL AS REQUIRED UPPER TMA'S, LOWER DIPLEXERS, BIAS-T, PDUs, RET CONTROLLER & HR CABLE, MCU, BOTTOM JUMPERS, GSM 850 RADIOS, LMU CABLES, 500HM LOADS OR TERMINATION CAPS
 2. ALL ANTENNA AZIMUTH TO BE FROM TRUE NORTH

POS.1 IN ALL SECTORS:
 (3) EXISTING GSM ANTENNAS TO BE REMOVED AND REPLACED WITH (3) GSM/FUTURE LTE ANTENNAS QUINTEL QS6658-2 (SIZE: 72"x12"x9") (TYP.1 PER SECTOR) & (3) FUTURE LTE RRU32 (TYP.1 PER SECTOR).

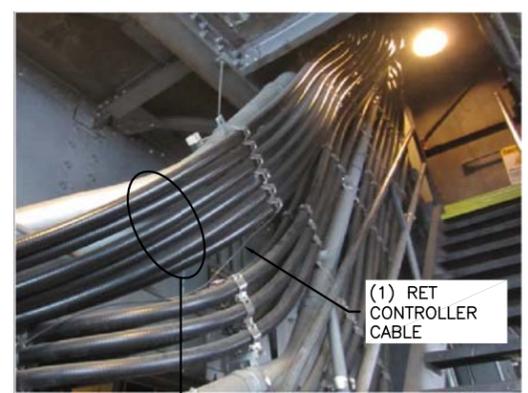
POS.2 IN ALL SECTORS:
 (3) EXISTING LTE 1C ANTENNAS TO BE REMOVED AND REPLACED WITH (3) NEW LTE ANTENNAS ANDREW/COMMSCOPE SBNHH-1D65B (SIZE: 72"x11.9"x7.1") (TYP.1 PER SECTOR). (6) EXISTING AWS TMA TO REMAIN (2 PER SECTOR), INSTALL (6) NEW AWS TMA (2 PER SECTOR), AND ADD (6) QUADPLEXERS (2 PER SECTOR). SEE SAME SHEET FOR ANTENNAS LAYOUT.

POS.4 IN ALL SECTORS:
 (3) EXISTING ANTENNAS TO REMAIN (TYP. 1 PER SECTOR). INSTALL (6) QUADPLEXERS (2 PER SECTOR).

COLOR/ APPURTENANCE OF THE NEW ANTENNAS WILL BE THE SAME AS IT IS NOW

ANTENNA MOUNTING PLATFORM REINFORCEMENT:

CONTRACTOR TO INSTALL ADDITIONAL HORIZONTAL MEMBERS PER STRUCTURAL ASSESSMENT LETTER PREPARED BY APEX ENGINEERS, INC., DATED 05/09/2014. EXISTING ANTENNA FRAMES WITH MODIFICATION WILL BE CAPABLE OF SUPPORTING THE FUTURE LOADS. SEE DRAWING SHEET S01.



(12) EXISTING 7/8" & (6) 1-5/8" COAX CABLES. APPROXIMATE COAX LENGTH: ±220'

(6) EXISTING 1 5/8" COAX

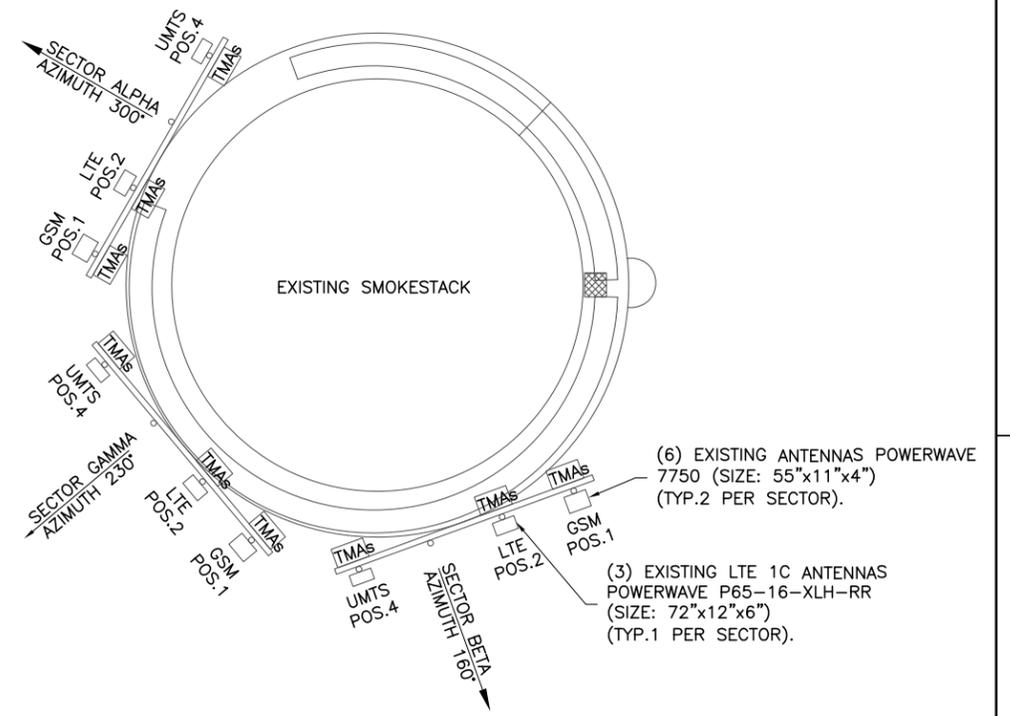
(12) EXISTING 7/8" COAX
 (1) EXISTING RET COAX



TOP OF BUILDING ROOF ELEV.: 63'-9"

FINISH GRADE ELEV.: 0'-0"

1 TOWER ELEVATION
 SCALE: 1/32"=1'-0"



2 EXISTING LTE 1C ANTENNA LAYOUT
 SCALE: N.T.S.

RELOCATE/ ADD/ REPLACE MOUNTING PIPES AS REQUIRED TO ACCOMMODATE NEW ANTENNAS

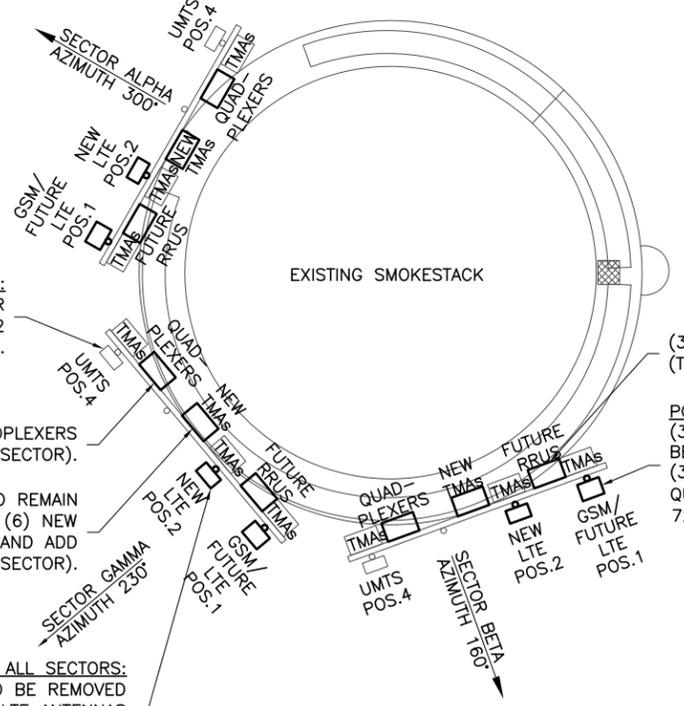
POS.4 IN ALL SECTORS:
 (3) EXISTING ANTENNAS (TYP. 1 PER SECTOR) & (6) EXISTING TMA'S (TYP.2 PER SECTOR) TO REMAIN.

INSTALL (6) QUADPLEXERS (2 PER SECTOR).
 (6) EXISTING AWS TMA TO REMAIN (2 PER SECTOR), INSTALL (6) NEW AWS TMA (2 PER SECTOR), AND ADD (6) QUADPLEXERS (2 PER SECTOR).

POS.2 IN ALL SECTORS:
 (3) EXISTING LTE 1C ANTENNAS TO BE REMOVED AND REPLACED WITH (3) NEW LTE ANTENNAS ANDREW/COMMSCOPE SBNHH-1D65B (SIZE: 72"x11.9"x7.1") (TYP.1 PER SECTOR).

(3) FUTURE LTE RRU32 (TYP.1 PER SECTOR).

POS.1 IN ALL SECTORS:
 (3) EXISTING GSM ANTENNAS TO BE REMOVED AND REPLACED WITH (3) GSM/FUTURE LTE ANTENNAS QUINTEL QS6658-2 (SIZE: 72"x12"x9") (TYP.1 PER SECTOR).



3 PROPOSED ANTENNA LAYOUT
 SCALE: N.T.S.

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 Network Solutions
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 Fax. (630) 627-1165
 APEX JOB No. CI05-502

WINNETKA
 SITE NO. IL0062
 SITERRA NO. 53085-A
 725 TOWER ROAD
 WINNETKA, IL 60093

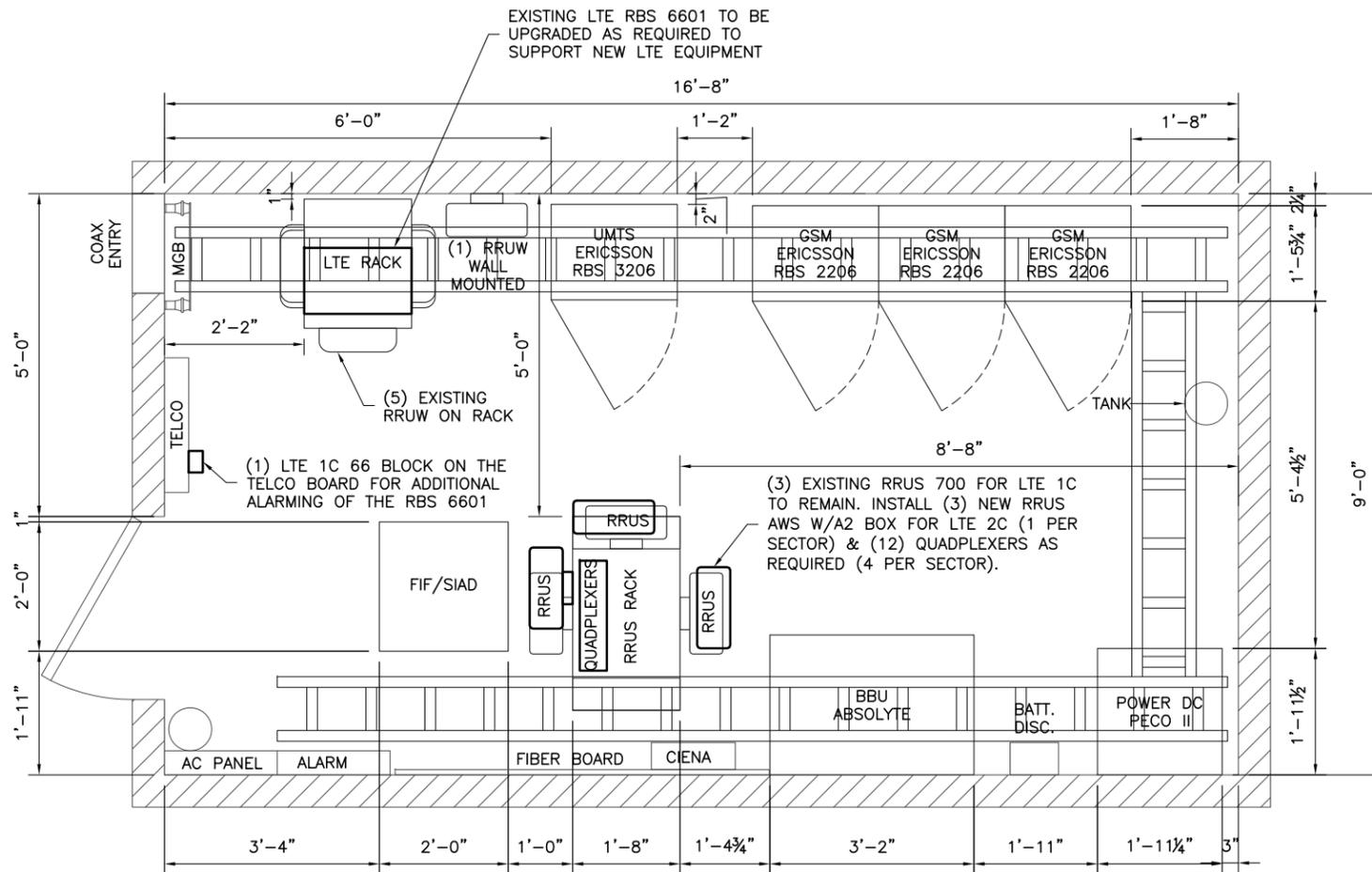


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E	09/25/14	REVISED PER VILLAGE COMMENTS	RD	LM	SP
D	09/20/14	REVISED PER COMMENTS	LM	LM	SP
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NO.	DATE	REVISIONS	BY	CHK	APP'D
SCALE: AS SHOWN		DESIGNED BY: XX	DRAWN BY: XX		

AT&T MOBILITY	
TOWER ELEVATION & ANTENNA LAYOUT	
DRAWING NUMBER	REV
IL0062-03	F

NOTES:

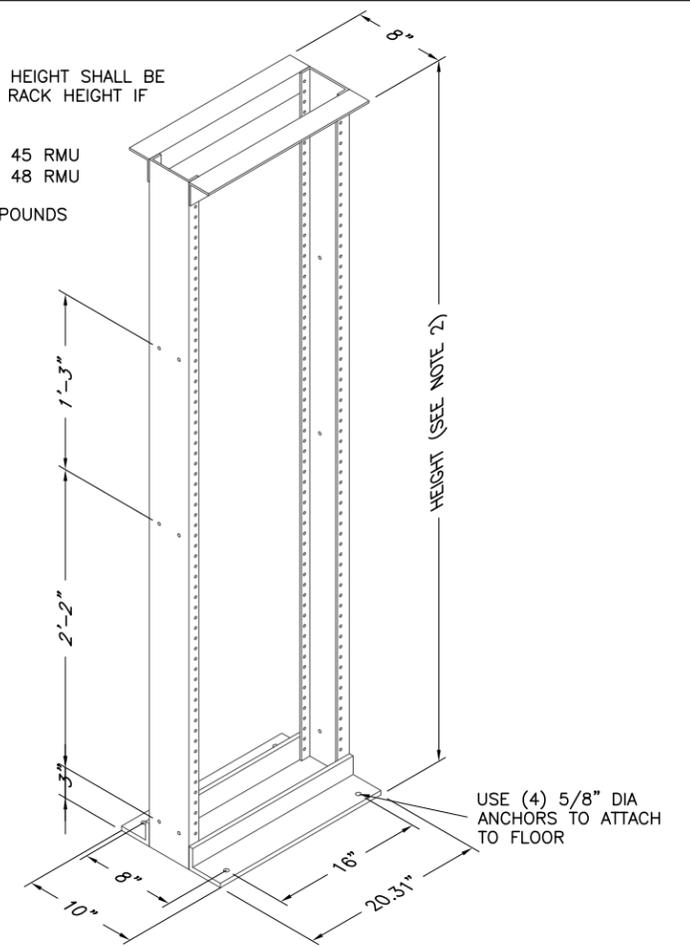
- EXISTING SPACE FOR PROPOSED EQUIPMENT ASSUMED TO BE ADEQUATE, PRIOR TO INSTALLATION, COORDINATE FINAL LOCATION WITH CONSTRUCTION MANAGER.
- COORDINATE WITH CONSTRUCTION MANAGER FOR THE PROVISION OF DC CIRCUIT BREAKERS AND OTHER ANCILLARY ITEMS TO SUPPORT THE NEW EQUIPMENT.
- PROPERLY BOND ALL EQUIPMENT AND CONDUCTIVE SURFACES TO EXISTING GROUND PER NEC AND AT&T STANDARDS.



1 EQUIPMENT LAYOUT
SCALE: 3/8"=1'-0"

NOTE:

- FLOOR MOUNTED RACK HEIGHT SHALL BE IDENTICAL TO EXISTING RACK HEIGHT IF SPACE IS AVAILABLE.
- 7'-0" RACK HEIGHT - 45 RMU
7'-6" RACK HEIGHT - 48 RMU
- RACK WEIGHT = 40± POUNDS



INDOOR FLOOR MOUNTED 19" RACK



RBS 6601-INDOOR BASEBAND UNIT:

- FOOTPRINT (HxWxD)
 - 66 x 483 x 350 MM (2.6 x 19 x 14 IN)
 - 1.5 U HEIGHT & 19" RACK MOUNTABLE
- WEIGHT
 - 10 KG (22 LBS)
- CLIMATE CONTROL
 - FANS (+41 TO +122F AMBIENT)
- BREAKERS/ POWER CABLE
 - -48 VDC (1x15 AMP BREAKER)
 - DC CABLE SIZE #12 AWG (4 MM²)
- POWER CONSUMPTION
 - ≈100 WATTS (TYPICAL, WITH ONE DUL-20, AND ONE SAU)
- EXTERNAL ALARMS
 - 8 INTERNAL
 - 32 VIA SEPARATE UNIT SAU UNIT
- POWER & BATTERY BACKUP
 - FROM AT&T POWER CABINET

2 FIF RACK W/RBS 6601
SCALE: NTS

MasTec
Network Solutions
1351 E. Irving Park Rd
Itasca, IL 60143

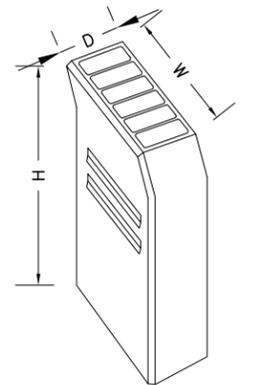
Apex Engineers, Inc.
Structural & Civil Engineers
500 East 22nd Street, Suite B
Lombard, Illinois 60148
Ph. (630) 627-1800
Fax. (630) 627-1165
APEX JOB No. CI05-502

WINNETKA
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WINNETKA, IL 60093

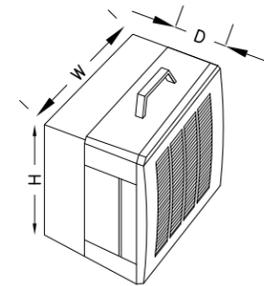


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AT&T MOBILITY	
EQUIPMENT LAYOUT	
DRAWING NUMBER	REV
IL0062-04	F



RRUs-01 & RRUW

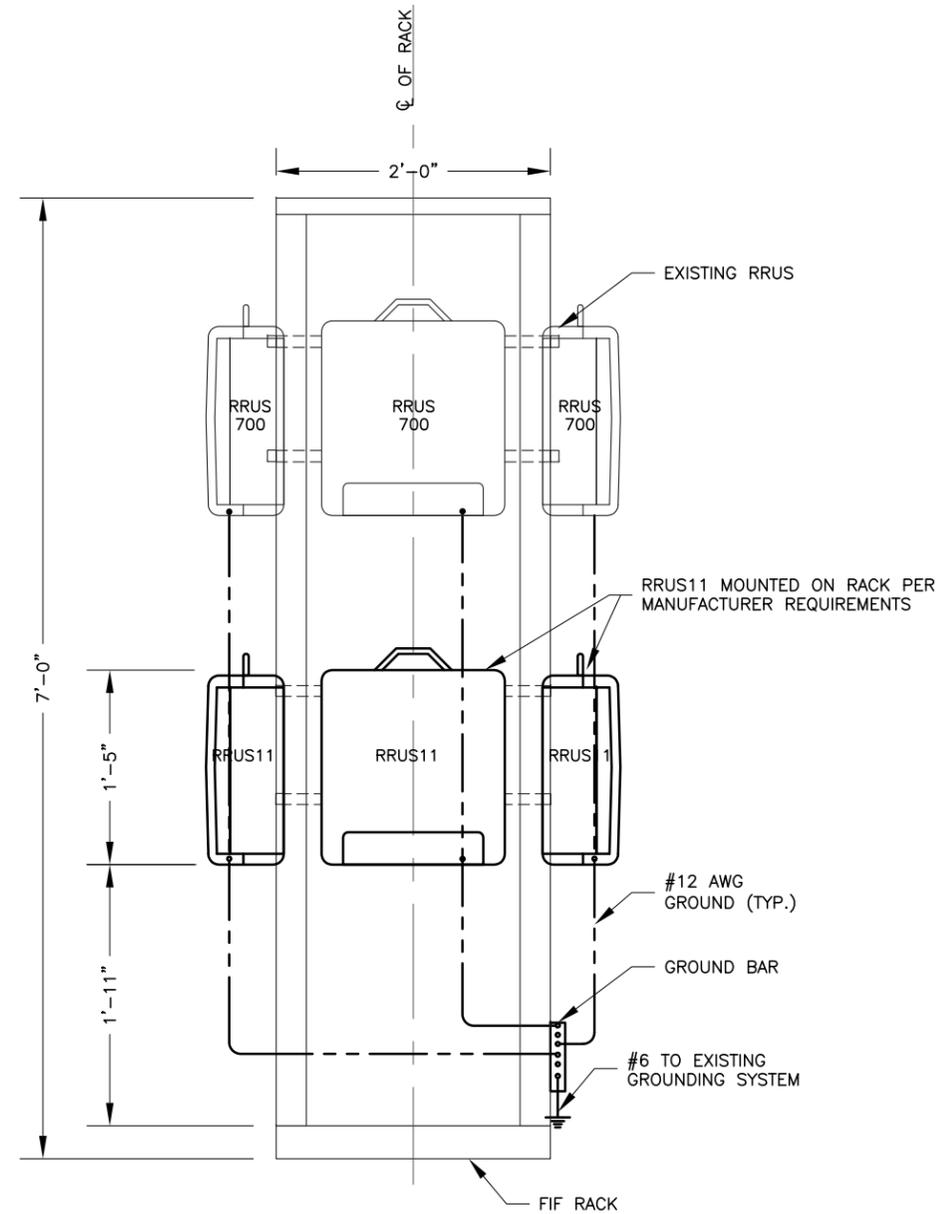


RRUs-11

SIZE AND WEIGHT TABLE

RRU	WIDTH	DEPTH	HEIGHT	WEIGHT W/O BRACKET
RRUS-01/RRUW WITHOUT SOLAR SHIELD	13.8"	4.4"	23.6"	39 LBS
RRUS-01/RRUW WITH SOLAR SHIELD	15.1"	6.7"	25.0"	44 LBS
RRUS11(700 MHz) WITHOUT SOLAR SHIELD	16.3"	5.8"	16.3"	44 LBS
RRUS11 (700 MHz) WITH SOLAR SHIELD	17.8"	7.2"	17.3"	49 LBS
RRUS11 (AWS 1700/2100 MHz) WITHOUT SOLAR SHIELD	16.3"	5.8"	16.3"	50 LBS
RRUS11 (AWS 1700/2100 MHz) WITH SOLAR SHIELD	17.8"	7.2"	17.3"	55 LBS

1 RRU SPECIFICATIONS
SCALE: N.T.S.



2 FIF RACK W/RRUS
SCALE: NTS

MasTec
Network Solutions
1351 E. Irving Park Rd
Itasca, IL 60143

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SCALE: AS SHOWN		DESIGNED BY: XX	DRAWN BY: XX		

AT&T MOBILITY

UTILITY DETAILS

DRAWING NUMBER	REV
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NEW MATERIAL EXCLUDING COAX –
ALL MATERIALS PROVIDED BY CONTRACTOR

SECTOR	ANTENNA NUMBER	POLARITY/PORT	TOP AND BOTTOM JUMPER COLOR	COAX ID	ANTENNA MODEL NUMBER	ANTENNA VENDOR	TMA/ RRU MODEL NUMBER	AZIMUTH	MECHANICAL DOWNTILT	ELECTRICAL DOWNTILT	ANTENNA CENTERLINE FROM GROUND	ANTENNA TIP HEIGHT	COAXIAL FEEDER		ANTENNA TYPE	
													SIZE	LENGTH		
A	A1	850/1900	R W SI	A1-1	QS6658-2	QUINTEL	2 TMA ERICSSON KRY 112 75/1 1900 W 850 RRUS32 (FUTURE)	300°	-	-	219'-0"	222'-0"	7/8" LDF5-50	±220'-0"	GSM ANTENNA	
		WCS	R W Br	A1-2									7/8" LDF5-50	±220'-0"	LTE ANTENNA (FUTURE)	
	A2	700	R O SI	A2-1	SBNHH-1D65B	ANDREW/ COMMSCOPE	(4) TMA POWERWAVE AWS W/700 BYPASS + (2) QUADPLEXER	300°	-	-	219'-0"	222'-0"	1-5/8" LDF7-50	±220'-0"	LTE 1C/2C ANTENNA	
		AWS	R O Br	A2-2									1-5/8" LDF7-50	±220'-0"		
	A3		R Br SI	A3-1												
			R Br Br	A3-2												
	A4	850	R V SI	A4-1	7750	POWERWAVE	2 TMA ERICSSON KRY 112 76/1 1900 W 850 + (2) QUADPLEXER	300°	-	-	220'-0"	222'-0"	7/8" LDF5-50	±220'-0"	UMTS ANTENNA	
		1900	R V Br	A4-2									7/8" LDF5-50	±220'-0"		
B	B1	850/1900	BI W SI	B1-1	QS6658-2	QUINTEL	2 TMA ERICSSON KRY 112 75/1 1900 W 850 RRUS32 (FUTURE)	160°	-	-	219'-0"	222'-0"	7/8" LDF5-50	±220'-0"	GSM ANTENNA	
		WCS	BI W Br	B1-2									7/8" LDF5-50	±220'-0"	LTE ANTENNA (FUTURE)	
	B2	700	BI O SI	B2-1	SBNHH-1D65B	ANDREW/ COMMSCOPE	(4) TMA POWERWAVE AWS W/700 BYPASS + (2) QUADPLEXER	160°	-	-	219'-0"	222'-0"	1-5/8" LDF7-50	±220'-0"	LTE 1C/2C ANTENNA	
		AWS	BI O Br	B2-2									1-5/8" LDF7-50	±220'-0"		
	B3		BI Br SI	B3-1												
			BI Br Br	B3-2												
	B4	850	BI V SI	B4-1	7750	POWERWAVE	2 TMA ERICSSON KRY 112 76/1 1900 W 850 + (2) QUADPLEXER	160°	-	-	220'-0"	222'-0"	7/8" LDF5-50	±220'-0"	UMTS ANTENNA	
		1900	BI V Br	B4-2									7/8" LDF5-50	±220'-0"		
C	C1	850/1900	G W SI	C1-1	QS6658-2	QUINTEL	2 TMA ERICSSON KRY 112 75/1 1900 W 850 RRUS32 (FUTURE)	230°	-	-	219'-0"	222'-0"	7/8" LDF5-50	±220'-0"	GSM ANTENNA	
		WCS	G W Br	C1-2									7/8" LDF5-50	±220'-0"	LTE ANTENNA (FUTURE)	
	C2	700	G O SI	C2-1	SBNHH-1D65B	ANDREW/ COMMSCOPE	(4) TMA POWERWAVE AWS W/700 BYPASS + (2) QUADPLEXER	230°	-	-	219'-0"	222'-0"	1-5/8" LDF7-50	±220'-0"	LTE 1C/2C ANTENNA	
		AWS	G O Br	C2-2									1-5/8" LDF7-50	±220'-0"		
	C3		G Br SI	C3-1												
			G Br Br	C3-2												
	C4	850	G V SI	C4-1	7750	POWERWAVE	2 TMA ERICSSON KRY 112 76/1 1900 W 850 + (2) QUADPLEXER	230°	-	-	220'-0"	222'-0"	7/8" LDF5-50	±220'-0"	UMTS ANTENNA	
		1900	G V Br	C4-2									7/8" LDF5-50	±220'-0"		

THESE DRAWINGS ARE PREPARED BASED ON
RFDS DATED 12/26/2013 REVISION #V1.0
GENERAL CONTRACTOR TO VERIFY AND
INCORPORATE MOST RECENT VERSION OF RFDS
PRIOR TO CONSTRUCTION.

1 ANTENNA MATRIX
NTS

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WINNETKA
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725 TOWER ROAD
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AT&T MOBILITY
ANTENNA MATRIX

DRAWING NUMBER	REV
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CABLE MARKING COLOR CONVENTION TABLE

ALPHA, A, X, #1	A1-1 +45	A1-2 -45	A2-1 +45	A2-2 -45	A3-1 +45	A3-2 -45	A4-1 +45	A4-2 -45
SECTOR ANTENNA PORT (+/-)	RED							
BAND (LOW/HI) *SEE NOTES 13 AND 15	WHITE	WHITE	ORANGE	ORANGE	BROWN	BROWN	VIOLET	VIOLET
BEAM (LEFT/RIGHT) *SEE NOTE 14 BELOW	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN
	ORANGE / VIOLET							
	SLATE / YELLOW							

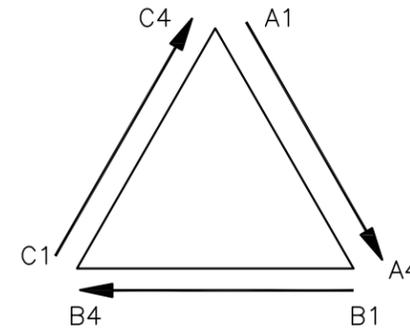
BETA, B, Y, #2	B1-1 +45	B1-2 -45	B2-1 +45	B2-2 -45	B3-1 +45	B3-2 -45	B4-1 +45	B4-2 -45
SECTOR ANTENNA PORT	BLUE							
BAND (LOW/HI) *SEE NOTES 13 AND 15	WHITE	WHITE	ORANGE	ORANGE	BROWN	BROWN	VIOLET	VIOLET
BEAM (LEFT/RIGHT) *SEE NOTE 14 BELOW	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN
	ORANGE / VIOLET							
	SLATE / YELLOW							

GAMMA, C, Z, #3	C1-1 +45	C1-2 -45	C2-1 +45	C2-2 -45	C3-1 +45	C3-2 -45	C4-1 +45	C4-2 -45
SECTOR ANTENNA PORT	GREEN							
BAND (LOW/HI) *SEE NOTES 13 AND 15	WHITE	WHITE	ORANGE	ORANGE	BROWN	BROWN	VIOLET	VIOLET
BEAM (LEFT/RIGHT) *SEE NOTE 14 BELOW	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN
	ORANGE / VIOLET							
	SLATE / YELLOW							

DELTA, D, #4	D1-1 +45	D1-2 -45	D2-1 +45	D2-2 -45	D3-1 +45	D3-2 -45	D4-1 +45	D4-2 -45
SECTOR ANTENNA PORT	YELLOW							
BAND (LOW/HI) *SEE NOTES 13 AND 15	WHITE	WHITE	ORANGE	ORANGE	BROWN	BROWN	VIOLET	VIOLET
BEAM (LEFT/RIGHT) *SEE NOTE 14 BELOW	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN	SLATE	BROWN
	ORANGE / VIOLET							
	SLATE / YELLOW							

NOTE 1*: ALL COLOR CODE TAPE SHALL BE 3M-35 AND SHALL BE INSTALLED USING A MINIMUM OF (3) WRAPS OF TAPE.
 NOTE 2*: ALL COLOR BANDS INSTALLED AT THE TOWER TOP SHALL BE A MINIMUM OF 3" WIDE AND SHALL HAVE A MINIMUM OF 3/8" OF SPACING BETWEEN EACH COLOR.
 NOTE 3*: ALL COLOR BANDS INSTALLED AT OR NEAR THE GROUND MAY BE ONLY 3/8" WIDE. EACH TOP-JUMPER SHALL BE COLOR CODED WITH (1) SET OF 3" WIDE BANDS.
 NOTE 4*: EACH MAIN COAX SHALL BE COLOR CODED WITH (1) SET OF 3" BANDS NEAR THE TOP-JUMPER CONNECTION AND WITH 3/8" COLOR BANDS JUST PRIOR TO ENTERING THE BTS OR TRANSMITTER BUILDING.
 NOTE 5*: ALL BOTTOM JUMPERS SHALL BE COLOR CODED WITH (1) SET OF 3/8" BANDS ON EACH END OF THE BOTTOM JUMPER. NOTE 6*: ALL COLOR CODES SHALL BE INSTALLED SO AS TO ALIGN NEATLY WITH ONE ANOTHER FROM SIDE-TO-SIDE.
 NOTE 7*: EACH COLOR BAND SHALL HAVE A MINIMUM OF (3) WRAPS AND SHALL BE NEATLY TRIMMED AND SMOOTHED OUT SO AS TO AVOID UNRAVELING.
 NOTE 8*: X-POLE ANTENNAS SHOULD USE "XX-1" FOR THE "+45" PORT, "XX-2" FOR THE "-45" PORT.
 NOTE 9*: COLORBAND #4 REFERS TO THE FREQUENCY BAND: ORANGE=850, VIOLET=1900. USED ON JUMPERS ONLY.
 NOTE 10*: RF FEEDLINE SHALL BE IDENTIFIED WITH A METAL TAG (STAINLESS OR BRASS) AND STAMPED WITH THE SECTOR, ANTENNA POSITION, AND CABLE NUMBER.
 NOTE 11*: ANTENNAS MUST BE IDENTIFIED, USING THE SECTOR LETTER AND ANTENNA NUMBER, WITH A BLACK MARKER PRIOR TO INSTALLATION.
 NOTE 12*: ONLY "SECTOR-SPLIT" ANTENNA COAX SHALL CONTAIN A 5TH COLORBAND TO INDICATE "LEFT" OR "RIGHT" BEAM.
 NOTE 13*: "SECTOR-SPLIT" ANTENNA COAX SHALL USE BLACK TAPE AS A PLACEHOLDER ON MAINLINE FOR COLORBAND #4 (FREQ BAND)
 NOTE 14*: "SECTOR-SPLIT" ANTENNAS SLATE FOR THE LEFT BEAM, AND YELLOW FOR THE RIGHT BEAM
 NOTE 15*: "LOW" BAND REFERS TO 700MHZ OR 850MHZ, "HI" BAND REFERS TO 1900MHZ OR 2100MHZ

FIGURE 1: ANTENNA ORIENTATION

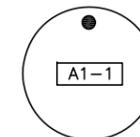


NOTE: ALPHA STARTS AT 0 (NORTH) OR FIRST AZIMUTH AFTER 0
 NOTE: BETA IS FIRST AZIMUTH AFTER ALPHA IN CLOCK-WISE DIRECTION
 NOTE: GAMMA IS FIRST AZIMUTH AFTER BETA IN CLOCK-WISE DIRECTION
 NOTE: DELTA IS FIRST AZIMUTH AFTER GAMMA IN CLOCK-WISE DIRECTION
 NOTE: AZIMUTH IS IDENTIFIED BY THE PANEL, NOT THE ELEMENTS INSIDE

CABLE MARKING TAGS

TO PROVIDE ADDITIONAL IDENTIFICATION RF CABLES SHALL BE IDENTIFIED WITH A METAL TAG MADE OF STAINLESS STEEL OR BRASS AND STAMPED WITH THE SECTOR, ANTENNA POSITION, AND CABLE NUMBER. THE ID MARKING LOCATIONS SHOULD BE AS PER "CABLE MARKING LOCATIONS TABLE". THE TAG SHOULD BE ATTACHED WITH CORROSIVE PROOF WIRE OR WAX STRING AROUND THE CABLE. THE TAG SHOULD BE LABELED AS SHOWN BELOW IN FIGURE 2.

FIGURE 2: TAG DETAIL EXAMPLE



Version 2.06 March 6TH, 2012
 Version 2.07 August 10TH, 2012

CABLE MARKING LOCATIONS TABLE

TAPE	TAG	LOCATIONS
X		EACH TOP JUMPER SHALL BE COLOR CODED WITH (1) SET OF 3" WIDE BANDS.
X		EACH MAIN COAX SHALL BE COLOR CODED WITH (1) SET OF 3" WIDE BANDS NEAR THE TOP-JUMPER CONNECTION AND WITH (1) SET OF 3/4" WIDE COLOR BANDS JUST PRIOR TO ENTERING THE BTS OR TRANSMITTER BUILDING.
	X	MARKING TAGS SHALL BE ATTACHED AT CABLE ENTRY PORT ON THE INTERIOR OF THE SHELTER
X		ALL BOTTOM JUMPERS SHALL BE COLOR CODED WITH (1) SET OF 3/4 " WIDE BANDS ON EACH END OF BOTTOM JUMPER.

SITE FIBER COLOR CODE CHART

SECTOR A			
FIBER CABLE PAIR #	TAPE BAND COLOR: RED	FUNCTION	
1	Diagonal lines /	LTE-700-A-RRU-A1	
2	Diagonal lines \	LTE-AWS-A-RRU-A2	
3	Diagonal lines /	LTE/UMTS-850/1900-A-RRU-A3	
4	Diagonal lines \	SECTOR A SPARE	

SECTOR B			
FIBER CABLE PAIR #	TAPE BAND COLOR: BLUE	FUNCTION	
5	Diagonal lines /	LTE-700-B-RRU-B1	
6	Diagonal lines \	LTE-AWS-B-RRU-B2	
7	Diagonal lines /	LTE/UMTS-850/1900-B-RRU-B3	
8	Diagonal lines \	SECTOR B SPARE	

SECTOR C			
FIBER CABLE PAIR #	TAPE BAND COLOR: GREEN	FUNCTION	
9	Diagonal lines /	LTE-700-C-RRU-C1	
10	Diagonal lines \	LTE-AWS-C-RRU-C2	
11	Diagonal lines /	LTE/UMTS-850/1900-C-RRU-C3	
12	Diagonal lines \	SECTOR C SPARE	

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SCALE: AS SHOWN DESIGNED BY: XX DRAWN BY: XX

AT&T MOBILITY

COAX / FIBER COLOR CODING

DRAWING NUMBER	REV
IL0062-07	F

GENERAL NOTES

1. FOR THE PURPOSE OF CONSTRUCTION DRAWING, THE FOLLOWING DEFINITIONS SHALL APPLY:
 CONTRACTOR – GENERAL CONTRACTOR (CONSTRUCTION)
 OWNER – AT&T
 OEM – ORIGINAL EQUIPMENT MANUFACTURE
2. PRIOR TO THE SUBMISSION OF BIDS, THE BIDDING CONTRACTOR SHALL VISIT THE CELL SITE TO FAMILIARIZE WITH THE EXISTING CONDITIONS AND TO CONFIRM THAT THE WORK CAN BE ACCOMPLISHED AS SHOWN ON THE CONSTRUCTION DRAWINGS. ANY DISCREPANCY FOUND SHALL BE BROUGHT TO THE ATTENTION OF OWNER.
3. ALL MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. CONTRACTOR SHALL ISSUE ALL APPROPRIATE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS, AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK.

 ALL WORK CARRIED OUT SHALL COMPLY WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS AND LOCAL JURISDICTIONAL CODES, ORDINANCES AND APPLICABLE REGULATIONS.
4. DRAWINGS PROVIDED HERE ARE NOT TO SCALE AND ARE INTENDED TO SHOW OUTLINE ONLY.
5. UNLESS NOTED OTHERWISE, THE WORK SHALL INCLUDE FURNISHING MATERIALS, EQUIPMENT, APPURTENANCES, AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED ON THE DRAWINGS.
6. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY STATED OTHERWISE.
7. IF THE SPECIFIED EQUIPMENT CANNOT BE INSTALLED AS SHOWN ON THESE DRAWINGS, THE CONTRACTOR SHALL PROPOSE AN ALTERNATIVE INSTALLATION FOR APPROVAL BY THE OWNER.
8. CONTRACTOR SHALL DETERMINE ACTUAL ROUTING OF CONDUIT, POWER AND T1 CABLES, GROUNDING CABLES AS SHOWN ON THE POWER, GROUNDING AND TELCO PLAN DRAWING.
9. THE CONTRACTOR SHALL PROTECT EXISTING IMPROVEMENTS, PAVEMENTS, CURBS, LANDSCAPING AND STRUCTURES. ANY DAMAGED PART SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF OWNER.
10. CONTRACTOR SHALL LEGALLY AND PROPERLY DISPOSE OF ALL SCRAP MATERIALS SUCH AS COAXIAL CABLES AND OTHER ITEMS REMOVED FROM THE EXISTING FACILITY. ANTENNAS REMOVED SHALL BE RETURNED TO THE OWNER'S DESIGNATED LOCATION.
11. CONTRACTOR SHALL LEAVE PREMISES IN CLEAN CONDITION.
12. ALL WORK SHALL BE IN COMPLIANCE WITH CURRENT VERSION OF AT&T CONSTRUCTION SPECIFICATIONS INCLUDING UPDATES. IF CONTRACTOR DOES NOT HAVE A COPY OF SPECS, NOTIFY AT&T IMMEDIATELY.

GENERAL NOTES (USE WHERE APPLICABLE)

GROUNDING NOTES

1. COAX CABLE SHALL BE GROUNDED AT ANTENNA LEVEL WITHIN 5' OF ANTENNA, COAX WILL ADDITIONALLY BE GROUNDED AT THE BASE OF THE TOWER 18" BEFORE THE CABLE REACHES A HORIZONTAL PLANE. IF EQUIPMENT CABINET IS MORE THAN 15' FROM THE TOWER AN ADDITIONAL GROUND KIT WILL BE ADDED 24" BEFORE CABLE ENTERS CABINET.
2. ALL COAX GROUND KITS WILL BE ANDREW "COMPACT SURE GROUND" OR APPROVED EQUAL.
3. VERIFY THE GROUNDING CONTINUITY BETWEEN THE TOWER BASE AND THE NEW AT&T CABINET GROUND BAR. CONTRACTOR SHALL ENSURE THAT ALL METALLIC OBJECTS WITHIN 6' FROM CABINET HAVE GROUNDING CONTINUITY. THE CONTRACTOR SHALL CORRECT ANY DEFECTS BY ADDING GROUNDING CONDUCTOR TO ENSURE CONTINUITY.
4. CONTRACTOR SHALL PERFORM A GROUND IMPEDANCE TEST PRIOR TO CONSTRUCTION TO ENSURE SITE IS LOWER THAN 5-OHM. IF SITE HAS A RESISTANCE HIGHER THAN 5 OHM REPORT TO AT&T FOR FURTHER DIRECTION.
5. GROUNDING CONDUCTORS SHALL BE COPPER ONLY. EITHER SOLID OR STRANDED CONDUCTORS ARE PERMITTED. ALL EXTERNAL BURIED CONDUCTORS MUST BE BARE. EQUIPMENT GROUND LEADS IN CABLE TRAYS MUST BE GREEN INSULATED.
6. CONTRACTOR TO PROVIDE GROUND WIRES, BARS AND CONNECTIONS AS SHOWN ON GROUNDING RISER DIAGRAM.
7. ROUTE GROUNDING CONDUCTORS ALONG THE SHORTEST AND STRAIGHTEST PATH POSSIBLE, EXCEPT AS OTHERWISE INDICATED. RADIUS BENDS OF GROUNDING LEADS TO BE A MINIMUM OF 12". #6 WIRE MAY BE BENT WITH 6" RADIUS BEND WHERE FIELD CONDITIONS PROHIBIT WIDER SWEEPS.
8. GROUNDING CONNECTIONS SHALL BE EXOTHERMIC TYPE ("CADWELD") TO ANTENNA MASTS, FENCE POSTS, AND GROUND RODS, REMAINING GROUNDING CONNECTIONS SHALL BE COMPRESSION/ MECHANICAL FITTINGS.

ELECTRICAL NOTES

1. ALL ELECTRICAL WORK SHALL CONFIRM TO THE 2008 NATIONAL ELECTRIC CODE.
2. ALL ELECTRICAL ITEMS SHALL BE U.L. APPROVED OR LISTED.
3. POWER WIRES AND CABLES SHALL BE COPPER WITH TYPE XHHW, THWN, OR THHN INSULATION. SOLID CONDUCTORS FOR #10 AWG AND SMALLER, STRANDED FOR LARGER THAN #10 AWG. MINIMUM SIZE #12 AWG.
4. POWER WIRES OUTSIDE CABINET AND CABLES SHALL BE INSTALLED IN CODE COMPLIANT RIGID CONDUIT OR FLEXIBLE LIQUID TIGHT CONDUIT AS INDICATED ON DRAWING.
5. CONTRACTOR TO OBTAIN ALL PERMITS, PAY PERMIT FEES, AND BE RESPONSIBLE FOR SCHEDULING INSPECTIONS.
6. CONTRACTOR TO OBTAIN LOCAL POWER AND TELEPHONE COMPANY APPROVAL AND COORDINATE WITH UTILITY COMPANIES SERVICE ENTRANCE REQUIREMENTS.

COAX NOTES

1. MINIMUM SEPARATION BETWEEN ANTENNAS IS 36" IF CONTRACTOR CAN NOT MAINTAIN MINIMUM DISTANCE CONTACT ENGINEER FOR SOLUTION / ALTERNATE DESIGN.
2. COAX CABLE LENGTH SHOWN IS APPROXIMATE. CONTRACTOR IS REQUIRED TO MAKE ACTUAL FIELD MEASUREMENT PRIOR TO PURCHASE AND BE RESPONSIBLE FOR SAME.
3. COAX CABLE SHALL BE RAISED / SUPPORTED WITH HOISTING GRIP AT APPROPRIATE POINTS PER MANUFACTURER REQUIREMENTS.
4. CONTRACTOR WILL PROVIDE COAX CABLE, RF CONNECTORS AND RF GROUNDING KITS.
5. CONTRACTOR SHALL SUPPORT COAX CABLE PER MANUFACTURER REQUIREMENTS. SUPPORT SHALL BE STAINLESS STEEL SNAP IN OR NON-COMPRESSING BUTTERFLY CLAMP. NO NYLON OR PLASTIC "ZIP-TIES" WILL BE ALLOWED. COAX MAY BE UNSUPPORTED INSIDE MONOPOLE INSTALLATIONS.
6. NO COAX SHALL BE OUTSIDE THE POLE MORE THAN 20'-0" (UNLESS OTHERWISE DIRECTED). TO GET FROM AN EXISTING PORTHOLE TO ANTENNA HEIGHT IF DISTANCE IS GREATER THAN 20'-0" A NEW 6"x9" PORTHOLE SHALL BE INSTALLED. PORTHOLE SHALL BE INSTALLED PER TOWER MANUFACTURER REQUIREMENTS. NO HOLES WILL BE CUT WITH A TORCH. ALL HOLES WILL BE CUT WITH DIAMOND WHEEL. NO NEW PORTHOLE SHALL BE INSTALLED UNLESS PRIOR WRITTEN APPROVAL IS GIVEN BY "AT&T".



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AT&T MOBILITY

GENERAL NOTES

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6

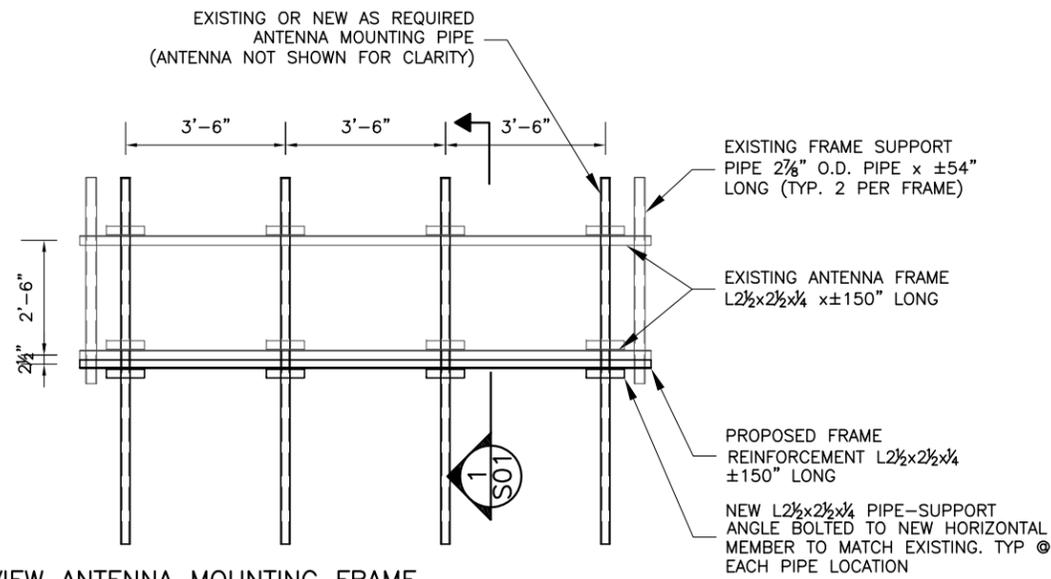
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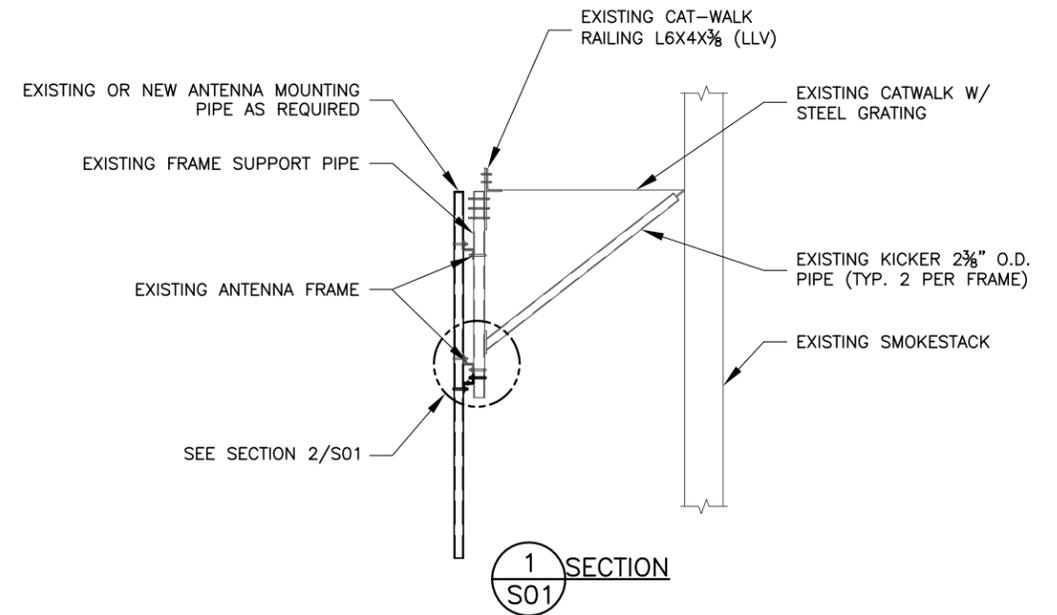
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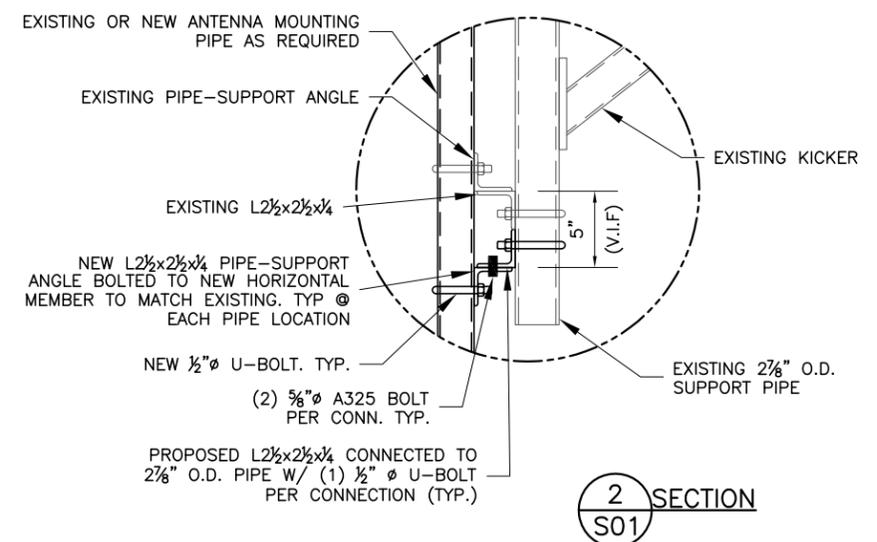
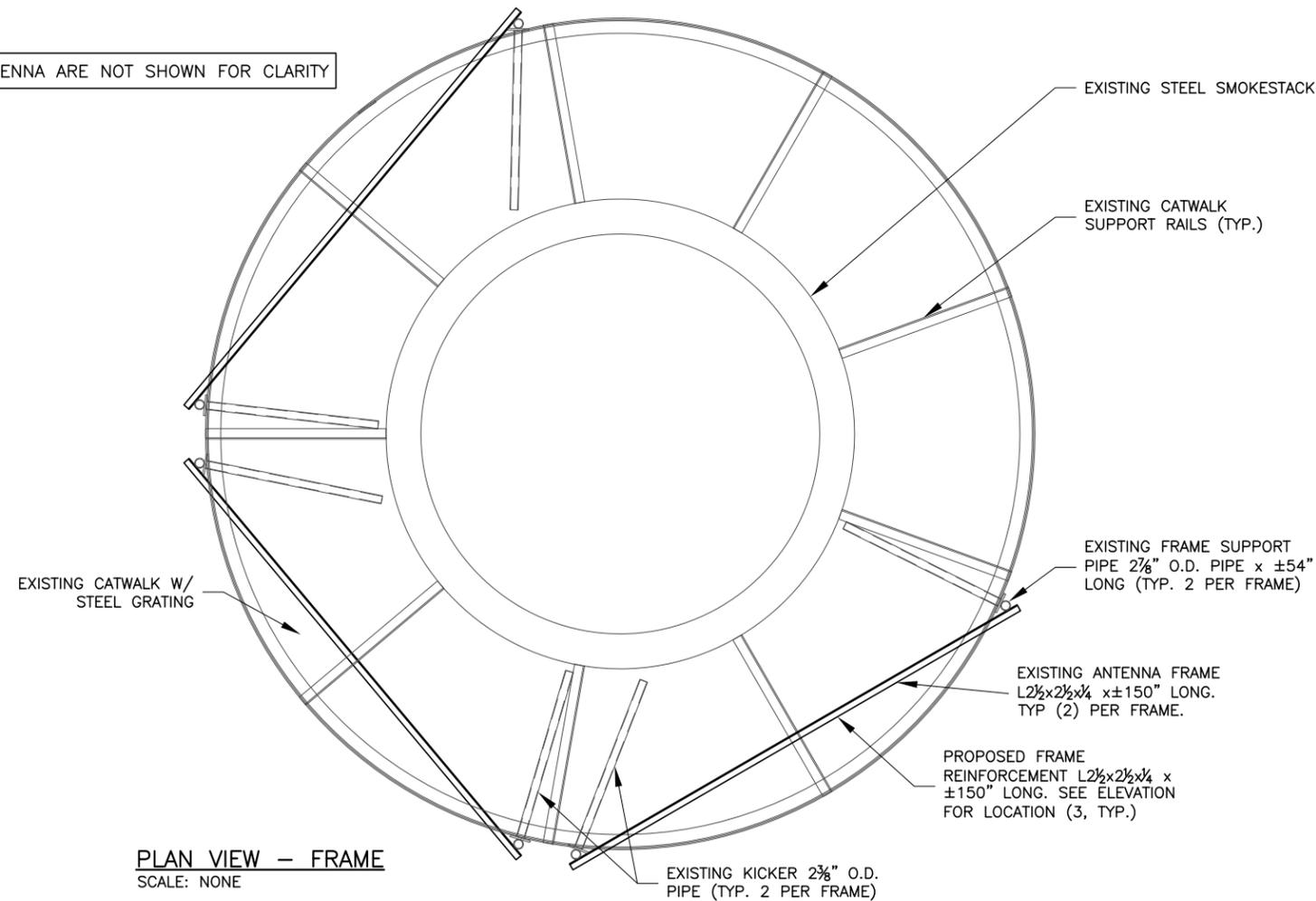
ONLY FRONT FACE INFORMATION IS SHOWN FOR CLARITY



ELEVATION VIEW ANTENNA MOUNTING FRAME
SCALE: NONE



ANTENNA ARE NOT SHOWN FOR CLARITY



NOTES:

- CONTRACTOR TO REVIEW MOUNT MAPPING REPORT PREPARED BY APEX ENGINEERS, INC. DATED 05-09-2014
- ALL MATERIALS ARE GALVANIZED
- CONTRACTOR TO FIELD VERIFY ALL EXISTING SIZES AND DIMENSIONS IN FIELD. NOTIFY ENGINEERS FOR ANY DISCREPANCY PRIOR TO CONSTRUCTION
- RELOCATE EXISTING COAX/JUMPERS/MISC. ITEMS AS REQUIRED

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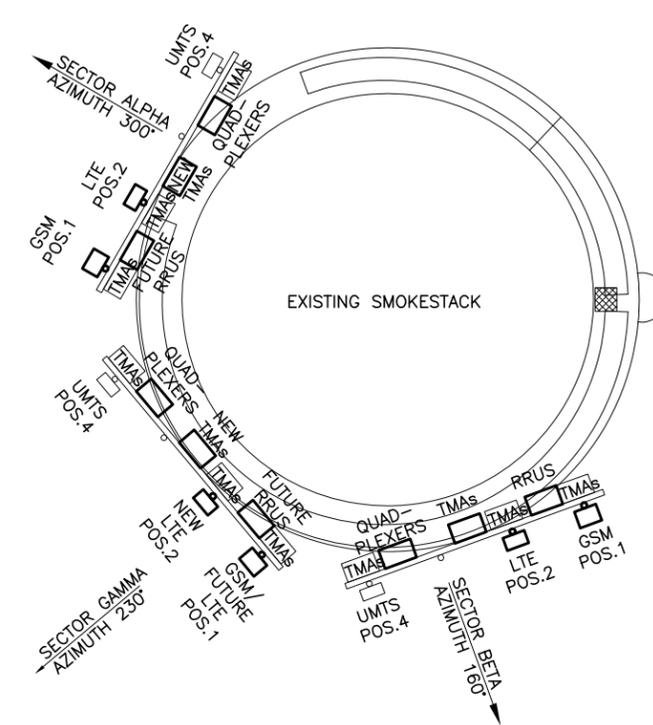
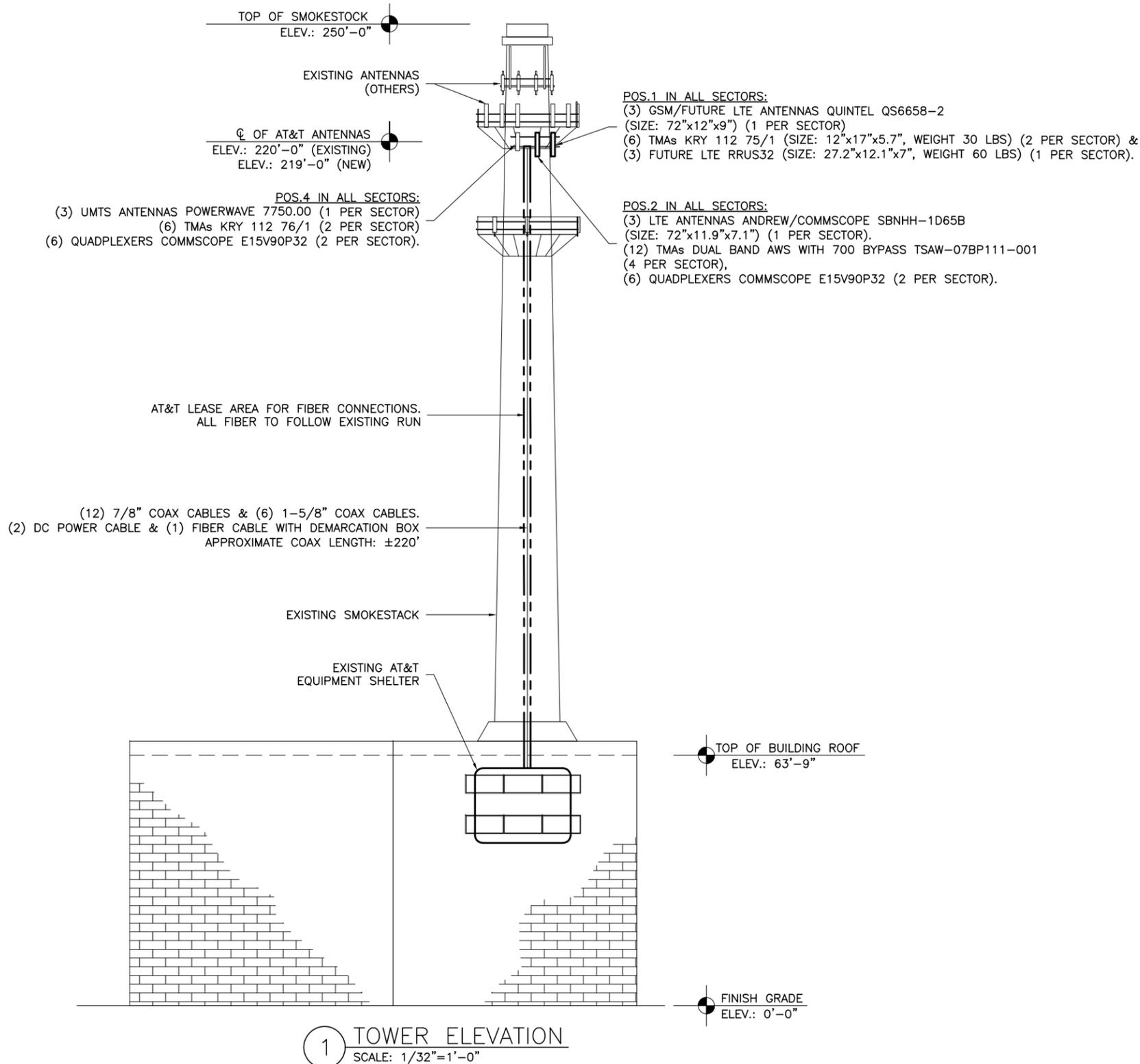


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AT&T MOBILITY

MOUNT MODIFICATION DETAILS

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IL0062-S01	F



FINAL CONFIGURATION PER SECTOR:
ANTENNA POSITION 1: GSM/FUTURE LTE, QUINTEL QS6658-2 (SIZE: 72"x12"x9", WEIGHT: 77 LBS) (3 TOTAL)
ANTENNA POSITION 2: LTE, COMMSCOPE SBNHH-1D65B (SIZE: 72"x11.9"x7.1", WEIGHT: 40.6 LBS) (3 TOTAL)
ANTENNA POSITION 4: UMTS, POWERWAVE 7750.00 (SIZE: 55"x11"x4", WEIGHT: 39 LBS) (3 TOTAL)
 (4) QUADPLEXERS, COMMSCOPE E15V90P32 (SIZE: 2.7"x8.3"x9.8", WEIGHT: 9.8 LBS) (12 TOTAL)
 (2) TMAs, KRY 112 75/1 (SIZE: 12"x17"x5.7", WEIGHT 30 LBS) (6 TOTAL),
 (2) TMAs, KRY 112 76/1 (SIZE: 10.5"x7"x4.5", WEIGHT 15.4 LBS) (6 TOTAL),
 (4) TMAs, DUAL BAND AWS WITH 700 BYPASS TSAW-07BP111-001 (SIZE: 9.9"x6.7"x3.1", WEIGHT 9 LBS) (12 TOTAL),
 (1) FUTURE LTE RRUS32 (SIZE: 27.2"x12.1"x7", WEIGHT 60 LBS) (3 TOTAL)

2 FINAL ANTENNA CONFIGURATION
SCALE: N.T.S.

MasTec
Network Solutions
1351 E. Irving Park Rd
Itasca, IL 60143

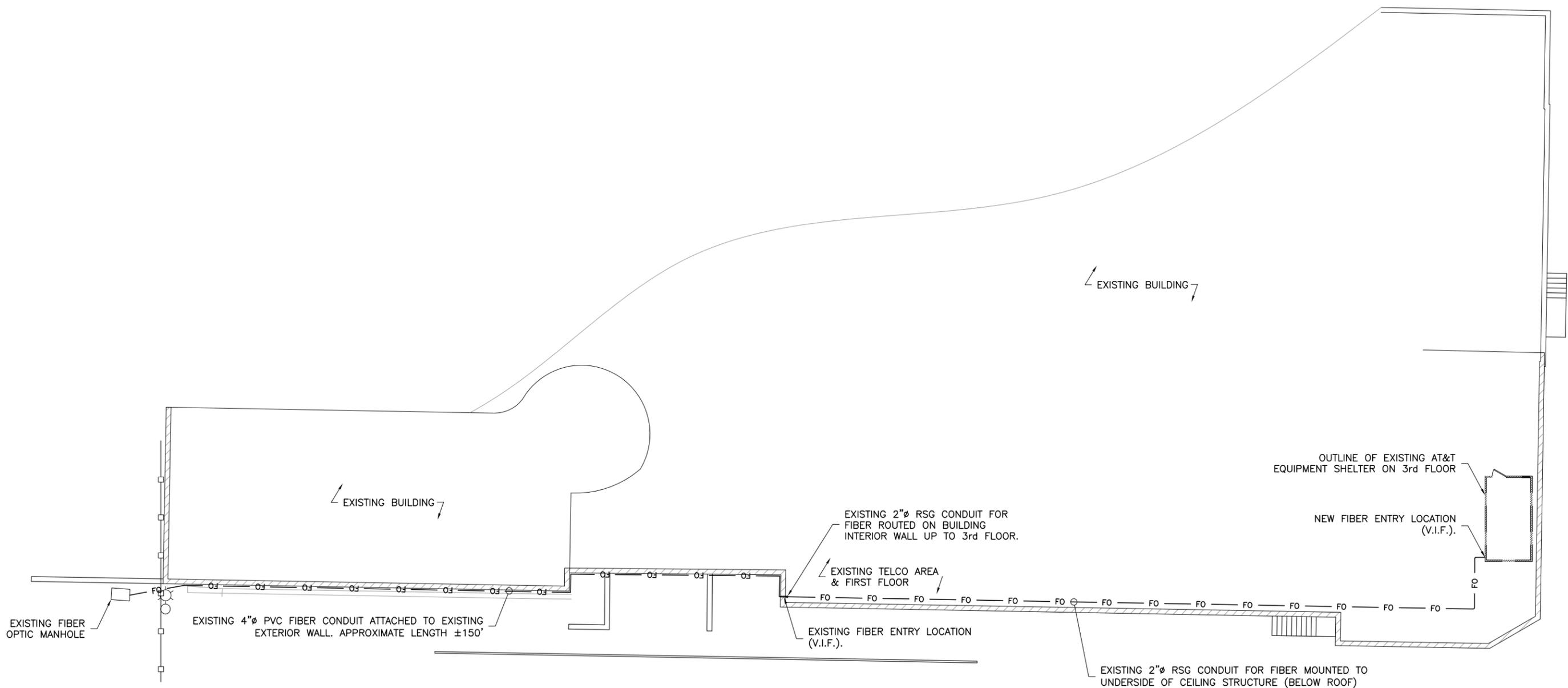
Apex Engineers, Inc.
Structural & Civil Engineers
500 East 22nd Street, Suite B
Lombard, Illinois 60148
Ph. (630) 627-1800
Fax. (630) 627-1165
APEX JOB No. CI05-502

WINNETKA
SITE NO. IL0062
SITERRA NO. 53085-A
725 TOWER ROAD
WINNETKA, IL 60093



NO.	DATE	REVISIONS	BY	CHK	APP'D
	10/09/14		RD	LM	SP
SCALE: AS SHOWN		DESIGNED BY: XX	DRAWN BY: XX		

AT&T MOBILITY	
TOWER ELEVATION & ANTENNA LAYOUT	
DRAWING NUMBER	REV
IL0062-01	



1 EXISTING FIBER CONDUIT ROUTE PLAN
SCALE: 3/64"=1'-0"

MasTec
Network Solutions
1351 E. Irving Park Rd
Itasca, IL 60143



Apex Engineers, Inc.
Structural & Civil Engineers
500 East 22nd Street, Suite B
Lombard, Illinois 60148
Ph. (630) 627-1800
Fax. (630) 627-1165
APEX JOB No. CI05-502

WINNETKA
SITE NO. IL0062
SITERRA NO. 53085-A
725 TOWER ROAD
WINNETKA, IL 60093



NO.	DATE	REVISIONS	BY	CHK	APP'D
	10/09/14		RD	LM	SP
SCALE: AS SHOWN		DESIGNED BY: XX	DRAWN BY: XX		

AT&T MOBILITY	
EXISTING FIBER CONDUIT ROUTE PLAN	
DRAWING NUMBER	REV
IL0062-02	

6

5

4

3

2

Exhibit 2

IL0062

SECTOR BETA & GAMMA BEFORE

SECTOR BETA & GAMMA AFTER

POS. 1:

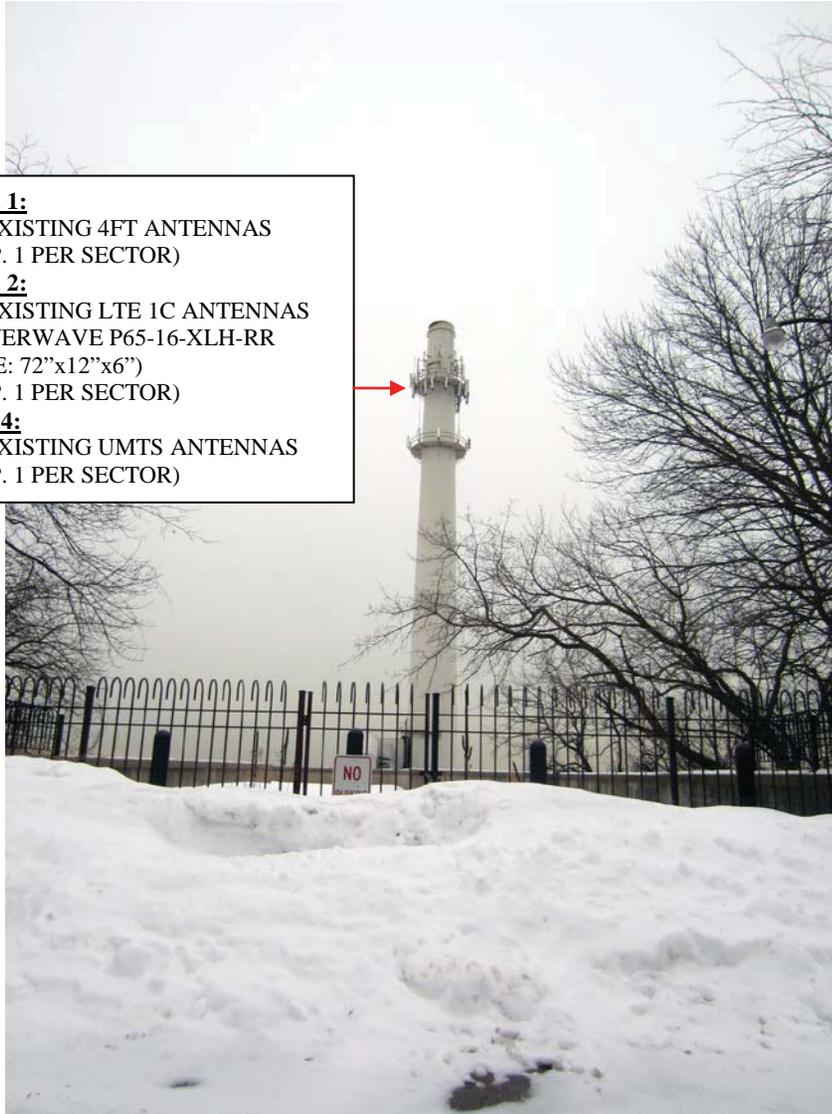
(3) EXISTING 4FT ANTENNAS
(TYP. 1 PER SECTOR)

POS. 2:

(3) EXISTING LTE IC ANTENNAS
POWERWAVE P65-16-XLH-RR
(SIZE: 72"x12"x6")
(TYP. 1 PER SECTOR)

POS.4:

(3) EXISTING UMTS ANTENNAS
(TYP. 1 PER SECTOR)



POS. 1:

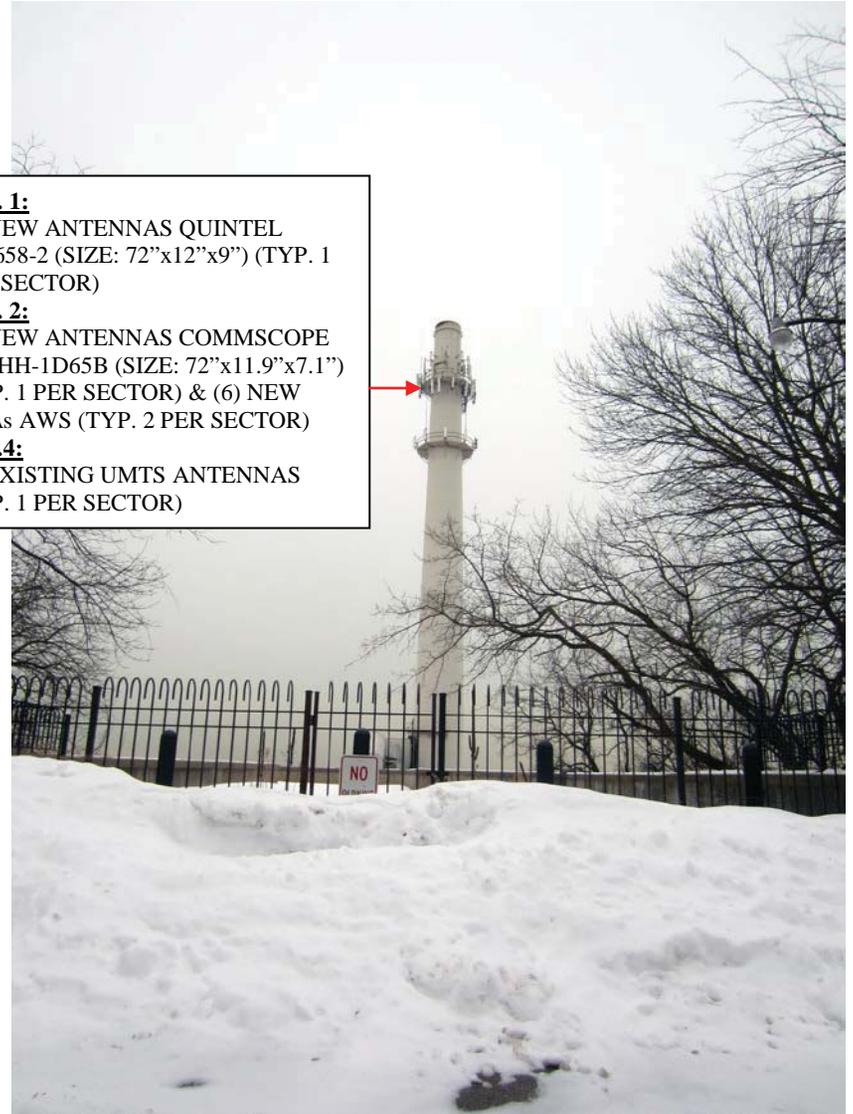
(3) NEW ANTENNAS QUINTEL
QS6658-2 (SIZE: 72"x12"x9") (TYP. 1
PER SECTOR)

POS. 2:

(3) NEW ANTENNAS COMMSCOPE
SBNHH-1D65B (SIZE: 72"x11.9"x7.1")
(TYP. 1 PER SECTOR) & (6) NEW
TMAs AWS (TYP. 2 PER SECTOR)

POS.4:

(3) EXISTING UMTS ANTENNAS
(TYP. 1 PER SECTOR)

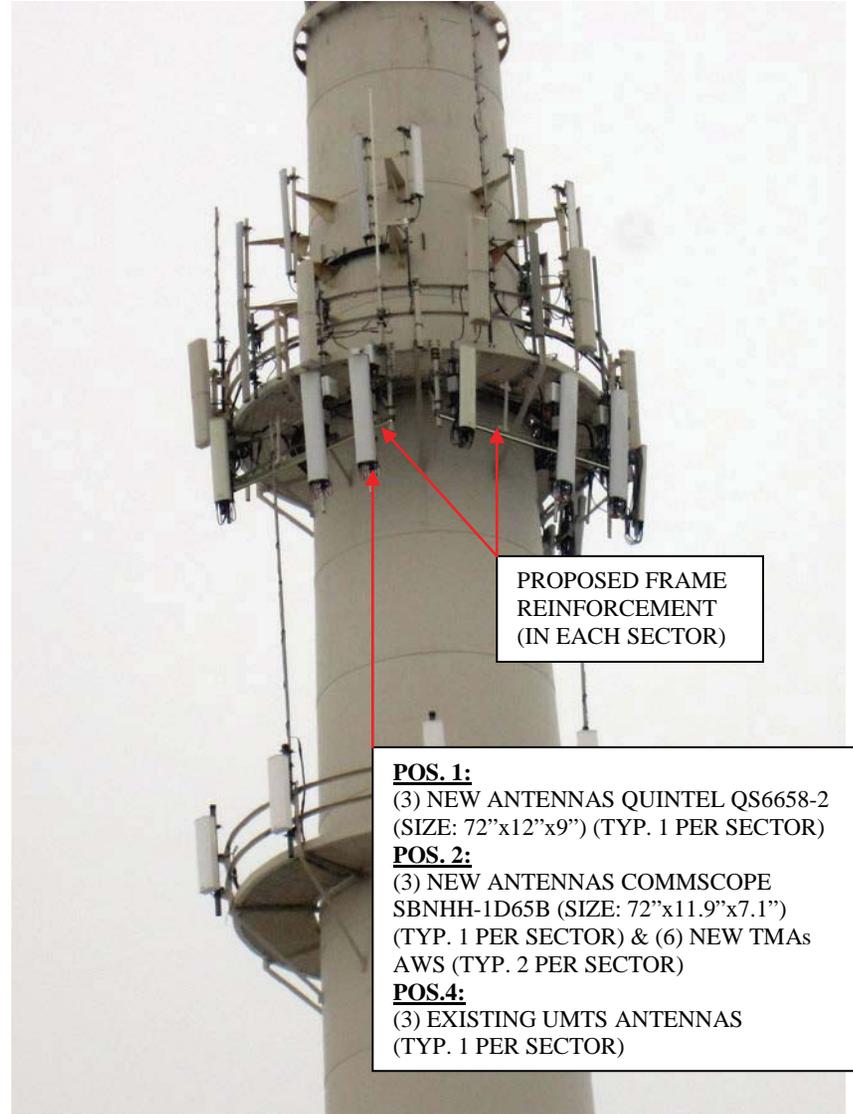


SECTOR BETA & GAMMA BEFORE



POS. 1:
(3) EXISTING 4FT ANTENNAS
(TYP. 1 PER SECTOR)
POS. 2:
(3) EXISTING LTE 1C ANTENNAS
POWERWAVE P65-16-XLH-RR
(SIZE: 72"x12"x6") (TYP. 1 PER SECTOR)
POS.4:
(3) EXISTING UMTS ANTENNAS
(TYP. 1 PER SECTOR)

SECTOR BETA & GAMMA AFTER



PROPOSED FRAME
REINFORCEMENT
(IN EACH SECTOR)

POS. 1:
(3) NEW ANTENNAS QUINTEL QS6658-2
(SIZE: 72"x12"x9") (TYP. 1 PER SECTOR)
POS. 2:
(3) NEW ANTENNAS COMMSCOPE
SBNHH-1D65B (SIZE: 72"x11.9"x7.1")
(TYP. 1 PER SECTOR) & (6) NEW TMA_s
AWS (TYP. 2 PER SECTOR)
POS.4:
(3) EXISTING UMTS ANTENNAS
(TYP. 1 PER SECTOR)



Agenda Item Executive Summary

Title: Vehicle Purchase: Suburban Purchasing Cooperative, Contract #124A

Presenter: Brian L. Keys, Director of Water & Electric

Agenda Date: 02/03/2015

Consent: YES NO

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

Item History:

The FY 2015 Water & Electric Budget contains funding to replace Water & Electric vehicle #51. This is the vehicle assigned to the Water & Electric Director.

Executive Summary:

Water & Electric vehicle #51 is a 2007 Ford Explorer with 166,000 miles. The adopted FY 2015 Budget contains \$30,000 for replacement of this vehicle. The Electric Fund contains \$20,100 in account #500.40.01-542 and the Water Fund contains \$9,900 in account #520.60.01-542.

Staff has identified a suitable vehicle on the Suburban Purchasing Cooperative Contract #124A. The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference, DuPage Mayors & Managers Conference, South Suburban Mayors and Managers Association, and the Will County Governmental League. The cooperative benefits governmental entities by aggregating their purchasing power. The total cost of the vehicle under the cooperative contract is \$28,914. The vehicle specification has been attached for reference.

Recommendation:

Consider authorizing the Village Manager to purchase one (1) 2015 Ford Explorer from Bredemann Ford under Suburban Purchasing Cooperative Contract #124A in an amount not to exceed \$28,914.

Attachments:

Suburban Purchasing Cooperative #124A, 2015 Ford Explorer



SPC Contract #124A
Suburban Purchasing Cooperative
2015 Ford Explorer FWD
Call: Duey Schroeder (847) 998-4024
Email: dueyschroeder@bredemann.com

Standard Package: \$23,976 with orders placed starting 8/03/2014
Free delivery within 30 miles of dealership

Mechanical

- Alternator - 175 Amp
- Axle Ratio - 3.39 (FWD), Non-limited Slip
- Battery - maintenance-free (58-AH)
- Electronic Power Assist Steering
- Engine - 3.5L Ti-VCT V6
- Fuel Tank - 18.6 gallons
- Hill Start Assist
- Suspension - independent front & rear
- Transmission — 6-speed SelectShift Automatic

Exterior

- *Auto Headlamps
- Antenna, Roof-mounted
- Bumpers - Painted Body Color, front & rear
- Cladding - Lower bodyside cladding (Black)
- Door Handles - Black (MIC)
- Exhaust Tips - Dual Chrome
- Glass - 2nd and 3rd Row Privacy Glass
- Grille - Foundry Gray Painted
- Headlamps - BiFunctional Projector Beam Halogen
- Liftgate Appliqué - Chrome with embossed Explorer
- Mirrors - Black (MIC), Power Electric Remote, Manual Folding with Integrated Blind Spot Mirrors
- Roof Side Rails - Black with Black End Caps
- Spare - Mini Spare
- Spoiler - Body Color
- Tail Lamps - LED
- Tires - P245/60R18 A/S BSW
- Wheel-Lip Molding - Black (MIC)
- Wheels — 18" painted aluminum

Interior/Comfort

- Air Filtration System
- Appliqués - Cork Galvano

- Cargo Hooks
- Center-stack - Dark Slate Metallic
- Climate Control
Auxiliary A/C
Manual Single Zone
- Console
Floor - Armrest / Storage
Overhead Console with Lights and
Sunglass Holder
- Floor mats, color-keyed, carpeted, front & rear
- Glove box locking
- Grab Handles - (1) at passenger seat, (2) in 2nd Row
- Load Floor Tie-Down Hooks
- Mirror - Manual Rearview day/night
- Power Door-Locks
- Powerpoints - (4 total) 12-volt, 1st Row (2),
2nd Row & rear cargo area
- Rear Dome/Map Light, 2nd and 3rd Row
- Scuff Plates - Front & Rear MIC Embossed with Explorer
- Seats
1st Row Cloth, Bucket Seats, 6-way power driver with manual lumbar and recline,
2-way (fore/aft) Manual Passenger Seat w/ Manual Recline
2nd Row - 60/40 Split-Fold-Flat Bench
(Fore/Aft adjustable seat-40 section only)
3rd Row - 50/50 Split-Folding Seat
- Steering Column - Manual Tilt/Telescoping
- Steering Wheel - Speed Controls, 5-Way Controls and Secondary Audio Controls
- Sun visors, color-keyed, single blade covered vanity mirrors
- Windows, Power with 1-touch down drivers

Safety/Security

- Advance Trac® w/RSC® (Roll Stability Control™)

- Airbags, 2nd generation driver & front passenger, side seat
- Battery saver feature
- Belt Minder® (Front Driver/Passenger)
- Front-passenger knee airbag standard
- Front-passenger Sensing System
- Illuminated entry
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Safety Canopy®
- Seat Belts, Pretensioner/Energy-Management System w/ adjustable height in 1st Row
- Security - SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)
- Traction Control

Functional

- Audio - Single-CD, MP3-Capable, 6 Speakers
- Cruise Control
- Easy Fuel Capless Fuel-Filler
- Keyless Entry – 2 integrated keyhead transmitters
- Liftgate - 1 piece
- Media Hub - Includes Auxiliary Input Jack with courtesy light (Auxiliary input Jack not included when equipped with SYNC®)
- MyFord®

4.2" color LCD display in instrument cluster (analog displays for fuel, speedometer and tachometer)

4.2" color LCD display in IP center-stack (display for outside temp)

5-Way steering wheel control switch pads

- MyKey® owner controls feature
- Trailer Sway Control
- Wjpers - Front Speed - Sensitive Intermittent; Rear 2-speed with Defroster

4WD Models Include

- Hill Descent Control
- Recovery Hooks, Front Only
- Terrain Management System™

Warranty

- Basic: 3 year/36,000 miles
- Drivetrain: 5 years/60,000 miles
- Corrosion: 5 years/unlimited miles
- Emission: 8 years/80,000 miles
- Roadside assistance: 5 years/60,000 miles

Delivery

- Includes all manufacturers' destination & delivery charges
- Free delivery within 30 miles of dealership

Mileage

- City 17 / Hwy 24

2015 EXPLORER FWD OPTIONAL EQUIPMENT ORDER FORM

Please enter the following:

Ford Fleet Number: QE 028

Municipality: Village of Winnetka

Contact Name: Phil Soldano / Brian Keys

Phone Number: 847-716-3267 / 847-716-3556

Purchase Order Number: _____

Sales Tax Exempt Number: E9996-1246-07 \$28,914.00 ✓

Please submit P.O. to: **Bredemann Ford**
2038 Waukegan Road
Glenview, IL 60025
Phone: 847-998-4024
Fax: 847-998-4584
Contact person: Duey Schroeder
dueyschroeder@bredemann.com

Check desired options:

v		Option description	Price
<input type="checkbox"/>	K7D	Explorer XLT FWD	\$2,841.00
<input checked="" type="checkbox"/>	K8B/K8D	Explorer 4WD (Incl. D&D)	\$1,780.00
<input type="checkbox"/>	201A	XLT Equipment Group- Requires the XLT trim level	\$1,309.00
<input checked="" type="checkbox"/>	998/44J	3.5L Ti-VCT V6 with 6 speed Selectshift Automatic Transmission w/shifter button	N/C
<input type="checkbox"/>	44C	6 Speed Selectshift Automatic Transmission (Requires & only avail w trailer tow	N/C
<input type="checkbox"/>	999/446	2.0L EcoBoost Engine & 6-Speed Automatic Transmission - FWD only	\$928.00
<input checked="" type="checkbox"/>	153	License plate bracket	N/C
<input checked="" type="checkbox"/>	942	Daytime running lights	\$39.00
<input type="checkbox"/>	16N	All weather rubber mats	\$66.00
<input type="checkbox"/>	41H	Engine block heater	\$30.00
<input checked="" type="checkbox"/>	76R	Reverse sensing system - Standard on XLT	\$240.00
<input checked="" type="checkbox"/>	53M	SYNC voice activated communications & entertainment system. Requires satellite radio. Standard on XLT.	\$428.00
<input type="checkbox"/>	61N	Navigation System- Only available with XLT 201A Equipment Group	\$694.00
<input checked="" type="checkbox"/>	52T	Trailer tow package - Class II	\$497.00
<input type="checkbox"/>	60T	Cargo shade	\$114.00
<input type="checkbox"/>	60V	Rear bumper protector	\$66.00
<input type="checkbox"/>	50N	Roof rack crossbars	\$122.00
<input type="checkbox"/>	50M	Splash guards	\$179.00
<input type="checkbox"/>		Rustproof & undercoat	\$345.00
<input checked="" type="checkbox"/>		Scotch Guard	\$165.00
<input checked="" type="checkbox"/>		CD Rom service manual	\$235.00
<input type="checkbox"/>		Paper service manual	Not available
<input type="checkbox"/>		5 year/100,000 mile powertrain extended warranty	\$985.00
<input checked="" type="checkbox"/>		5 year/100,000 mile powertrain extended warranty for 4WD	\$1,045.00
<input type="checkbox"/>		License transfer and title	\$120.00
<input checked="" type="checkbox"/>		New Municipal license plates and title	\$105.00
<input checked="" type="checkbox"/>		REMOTE START	404.00
<input checked="" type="checkbox"/>		Delivery Charge over 30 Miles from Dealership: \$100 plus \$1.00 per mile over 30	N/C
EXTERIOR COLORS			
<input type="checkbox"/>	J4 - Deep Impact Blue		N/C
<input type="checkbox"/>	UH - Tuxedo Black Metallic		N/C
<input type="checkbox"/>	RR - Ruby Red Metallic Tinted Clearcoat		\$345.00
<input checked="" type="checkbox"/>	UX - Ingot Silver Metallic		N/C

<input type="checkbox"/>	YZ - Oxford White	N/C
<input type="checkbox"/>	BT - Dark Side - XLT only	N/C
<input type="checkbox"/>	H5 - Caribou Metallic - XLT only;	N/C
<input type="checkbox"/>	UG - White Platinum Tricoat - XLT only	\$519.00
<input type="checkbox"/>	H9 - Bronze Fire Metallic Tinted Clearcoat - XLT only	\$345.00
<input type="checkbox"/>	J7 - Magnetic Metallic - XLT only	N/C
INTERIOR COLORS		
<input checked="" type="checkbox"/>	7L - Medium Light Stone	N/C
<input type="checkbox"/>	8L - Medium Light Stone - XLT only	N/C
<input type="checkbox"/>	8W - Charcoal Black - XLT only	N/C



Agenda Item Executive Summary

Title: Bid #014-003: Utility Line Clearance (Tree Trimming)

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 02/03/2015

Consent: YES NO

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

Item History:

The Village of Winnetka issued Bid #014-003 for the cyclical trimming of trees near overhead power lines and emergency storm assistance for the months of April 1, 2014 through March 31, 2015. At the February 18, 2014 Village Council Meeting, the Village Manager was authorized to execute a purchase order with Asplundh Tree Experts. The current agreement with Asplundh Tree Expert Company is scheduled to end on March 31, 2015. The Village has an option to extend the contract for a second year based on rates submitted by the contractor.

Executive Summary:

Staff is recommending acceptance of the second year unit prices submitted by Asplundh Tree Expert Company. Asplundh Tree Expert Co. has performed line clearance for the Water & Electric Department in a satisfactory manner during the last four years.

The FY 2015 budget (account #500.42.30-567) contains \$150,000 for line clearance work.

Recommendation:

Consider authorizing the Village Manager to execute a purchase order to Asplundh Tree Expert Co. in an amount not to exceed \$150,000, based on the second year unit pricing contained in Bid #014-003.

Attachments:

Agenda Report dated January 16, 2015

Exhibit A, Schedule of Prices for each bidder

AGENDA REPORT

Subject: Bid #014-003: Utility Line Clearance (Tree Trimming)

Prepared by: Brian Keys, Director Water & Electric

Ref: October 20, 2014 Budget Meeting
February 18, 2014 Village Council Meeting, pp. 17-19

Date: January 16, 2015

The Village of Winnetka issued Bid #014-003 for the cyclical trimming of trees near overhead power lines and emergency storm assistance for the months of April 1, 2014 through March 31, 2015. At the February 18, 2014, Village Council Meeting, the Village Manager was authorized to execute a purchase order with Asplundh Tree Experts. The current agreement with Asplundh Tree Expert Company is scheduled to end on March 31, 2015. The Village has an option to extend the contract for a second year based on rates submitted by the contractor.

The bid document required contractors to provide rates for each classification of worker and equipment used on an hourly basis for normal work hours and during after hour situations. Rates were also requested for two additional years with annual renewals at the Village's option. Exhibit A contains the unit prices for labor and equipment as bid by each company in each year for the three years. Second year labor rates are as follows:

Labor Rates for Utility Line Clearance (Year #2) – Normal Working Hours

	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.
Crew Leader	\$48.46	\$72.00
Trimmer	\$44.22	\$70.00
Apprentice Trimmer	\$38.70	\$70.00
Groundman	\$30.05	\$70.00
General Foreman	\$48.79	\$72.00

Staff is recommending acceptance of the second year unit prices submitted by Asplundh Tree Expert Company. Asplundh Tree Expert Co. has performed line clearance for the Water & Electric Department in a satisfactory manner during the last four years. No safety incidents occurred during this period. In addition, the contractor identified additional vegetation hazards such as diseased trees and/or dead limbs outside the trimming area for further review by staff.

The FY 2015 budget (account #500.42.30-567) contains \$150,000 for line clearance work.

Recommendation:

Consider authorizing the Village Manager to execute a purchase order to Asplundh Tree Expert Co. in an amount not to exceed \$150,000, based on the second year unit pricing contained in Bid #014-003.

Exhibit A

SCHEDULE OF PRICES FOR UTILITY LINE CLEARANCE DURING NORMAL WORK DAY

Personnel	4/1/14 to 3/31/15		4/1/15 to 3/31/16		4/1/16 to 3/31/17	
	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.
Crew Leader	\$47.28	\$70.00	\$48.46	\$72.00	\$49.67	\$74.00
Trimmer	\$43.14	\$68.00	\$44.22	\$70.00	\$45.32	\$72.00
Apprentice Trimmer	\$37.76	\$68.00	\$38.70	\$70.00	\$39.67	\$72.00
Groundman	\$29.32	\$68.00	\$30.05	\$70.00	\$30.80	\$72.00
General Foreman	\$47.60	\$70.00	\$48.79	\$72.00	\$50.01	\$74.00

Equipment

Pick Up Truck	\$9.25	\$10.00	\$9.25	\$10.00	\$9.71	\$10.00
Trim Truck with 2 power saws	\$10.00	\$12.00	\$10.00	\$12.00	\$10.50	\$12.00
Chipper	\$4.75	\$10.00	\$4.75	\$10.00	\$4.99	\$10.00
Aerial Device with hydraulic tools and 1 gas power saw	\$16.00	\$15.00	\$16.00	\$15.00	\$16.00	\$15.00
Extra power saw	No Charge					

SCHEDULE OF PRICES FOR UTILITY LINE CLEARANCE AFTER NORMAL WORK HOURS

Personnel	4/1/14 to 3/31/15		4/1/15 to 3/31/16		4/1/16 to 3/31/17	
	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.
Crew Leader	\$64.46	\$95.00	\$66.07	\$95.00	\$67.72	\$98.00
Trimmer	\$58.43	\$90.00	\$59.89	\$90.00	\$61.39	\$98.00
Apprentice Trimmer	\$50.57	\$90.00	\$51.83	\$90.00	\$53.13	\$98.00
Groundman	\$38.23	\$90.00	\$39.19	\$90.00	\$40.17	\$95.00
General Foreman	\$67.95		\$69.65		\$71.39	

Equipment

Pick Up Truck	\$9.25	\$12.00	\$9.25	\$12.00	\$9.71	\$12.00
Trim Truck with 2 power saws	\$10.00	\$12.00	\$10.00	\$12.00	\$10.50	\$12.00
Chipper	\$4.75	\$12.00	\$4.75	\$12.00	\$4.99	\$12.00
Aerial Device with hydraulic tools and 1 gas power saw	\$16.00	\$15.00	\$16.00	\$15.00	\$16.80	\$15.00
Extra power saw	No Charge					



Agenda Item Executive Summary

Title: Resolution No. R-3-2015: Repetitive Loss Area Analysis Reports- Adoption

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

Agenda Date: 02/03/2015

Consent: YES NO

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

Item History:

In the summer of 2013, Village received an affirmative response from the Federal Emergency Management Agency (FEMA) to the Village's March 2012 formal application to participate in the Community Rating System (CRS) program. The CRS is a voluntary program of the National Flood Insurance Program (NFIP) designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders. Since that time, staff has been working closely with the officials from FEMA and the Insurance Services Office (ISO), who are the administrative component of the CRS program, to provide the necessary documentation, perform the necessary studies, and implement the necessary programs to qualify for entry into the program.

Executive Summary:

While the CRS program is voluntary, there are mandatory Activities every community must participate in to be eligible for the CRS discount. The Village has addressed all of these mandatory requirements, except for the Repetitive Loss Properties, which falls under Series 500, Flood Damage Reduction. Repetitive Loss Properties are defined as those properties for which two or more claims of more than \$1,000 have been paid by the National Flood Insurance Program within any 10-year period since 1978. Nationally, these properties represent only 1% of all the NFIP's insurance policies, but they account for nearly 1/3 of the claim payments.

According to FEMA's records, there are 18 Repetitive Loss properties in the Village of Winnetka, which classifies the Village as a Category C community. To participate in the CRS program, Category C communities must adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA). Because the required scope for a separate Floodplain Management Plan is excessive, and partially duplicative of the adopted Stormwater Master Plan, the Village has opted for the RLAA. The RLAA is intended to identify repetitive loss areas, determine potential causes and risks of flooding, survey properties to identify specific potential mitigation strategies, and communicate this information to property owners. Based on the Village's specific claim history, there are 4 separate Repetitive Loss Areas (RLA) within the Village, shown in Exhibits A through D. The Village selected Baxter & Woodman Consulting Engineers to perform the RLAA for each of the four RLAs for a total fee of \$13,900.

The Village has completed RLAA reports for each of the RLA study areas, which are attached for Council review. In order for the Village to participate in the CRS program, the Village must adopt the RLAA reports. Resolution No. R-3-2015 provides for adoption of RLAA reports for all for RLAs.

The Village has been notified that upon adoption of the RLAA's, we can expect to enter the program with a Class 6 rating, which will provide a 20% discount on flood insurance premiums for those properties that have flood insurance within the Special Flood Hazard Area. The Village's CRS rating is anticipated to become effective for policy renewals subsequent to May 1, 2015.

Recommendation:

1. Review Repetitive Loss Area Reports for Areas 1 through 4;
2. Consider adoption of Resolution No. R-3-2015, adopting Repetitive Loss Area Reports for Repetitive Loss Areas 1 through 4.

Attachments:

- Agenda Report
- Resolution No. R-3-2015
- Exhibit A (RLA Report #1)
- Exhibit B (RLA Report #2)
- Exhibit C (RLA Report #3)
- Exhibit D (RLA Report #4)

Agenda Report

Subject: Resolution R-3-2015: Adopting Federal Emergency Management Agency Community Rating System Repetitive Loss Area Analysis Reports

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

Date: January 23, 2015

Background

In the summer of 2013, Village received an affirmative response from the Federal Emergency Management Agency (FEMA) to the Village's March 2012 formal application to participate in the Community Rating System (CRS) program. The CRS is a voluntary program of the National Flood Insurance Program (NFIP) designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders. Since that time, staff has been working closely with the officials from FEMA and the Insurance Services Office (ISO), who are the administrative component of the CRS program, to provide the necessary documentation, perform the necessary studies, and implement the necessary programs to qualify for entry into the program.

While the CRS program is voluntary, there are mandatory Activities every community must participate in to be eligible for the CRS discount. The Village has addressed all of these mandatory requirements, except for addressing Repetitive Loss Properties, which falls under Series 500, Flood Damage Reduction. Repetitive Loss Properties are defined as those properties for which two or more claims of more than \$1,000 have been paid by the National Flood Insurance Program within any 10-year period since 1978. Nationally, these properties represent only 1% of all the NFIP's insurance policies, but they account for nearly 1/3 of the claim payments. Each year, FEMA produces a list of repetitive loss properties for communities interested in the CRS program. (The address list is for Village use only, and is protected by the Privacy Act of 1974.)

There are three repetitive loss categories:

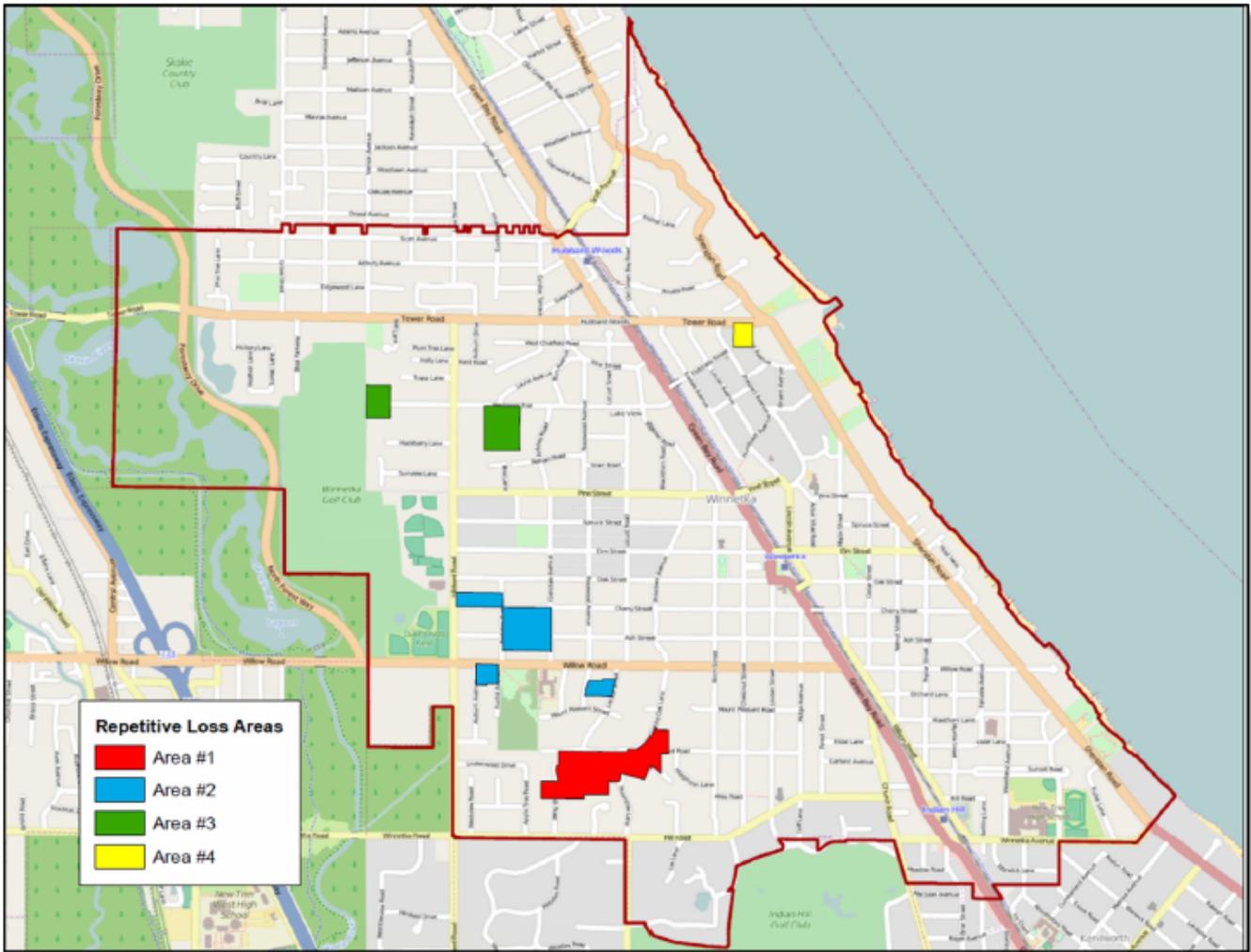
- Category A: A community that has no repetitive loss properties, or whose repetitive loss properties all have had mitigation measures applied to them.
- Category B: A community that has at least 1, but fewer than 10, repetitive loss properties that have not received mitigation.
- Category C: A community that has 10 or more repetitive loss properties that have not received mitigation.

Repetitive Loss Area Analysis

According to FEMA's 2013 records, there are 18 Repetitive Loss properties in the Village of Winnetka, which classifies the Village as a Category C community. To participate in the CRS program, Category C communities must adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA). Because the required scope for a separate Floodplain Management Plan is excessive, and partially duplicative of the adopted Stormwater Master Plan, the Village has opted for the RLAA. The RLAA is intended to reduce the risk of flood insurance losses, using a very specific scope of analysis:

- Identify repetitive loss properties and determine boundaries of RLAs
- Notify and survey property owners within RLAs
- Inspect properties to identify flood risks and potential causes, and possible mitigation strategies
- Communicate the results to property owners so that they can consider reducing their risk of flooding through an understanding of the problems and possible solutions.
- Update the reports annually

Based on the Village’s specific claim history, there are 4 separate Repetitive Loss Areas (RLA) within the Village, shown below:



The Village selected Baxter & Woodman Consulting Engineers to perform the RLAA for each of the four RLAs for a total fee of \$13,900.

In 2014, the Village sent out a survey and separate letters to each property within the identified RLAs. The survey was designed to solicit information from the homeowner as to what type of flooding and flood damage their home experienced during a certain flood event. The double letter mailing served two functions: to provide information to the homeowner that they are in a RLA and how to better prepare for flood events and to mitigate, protect and prevent the damages incurred during a flood event. Following

this letter of notification, Baxter & Woodman then collected data and information; inspected each property in the RLA; and reviewed alternate protection and preventative measures for each property, documenting the results in these reports. The reports for each of the RLA study areas are attached for Council review. On an annual basis, to remain in good standing with the CRS program, the Village must update the RLAA reports, and assist/encourage the RLA property homeowners in implementing the recommended flood hazard mitigations measures and in obtaining any available funding assistance for those measures.

In order for the Village to participate in the CRS program, the Village must adopt the RLAA reports. Resolution R-3-2015 (**Attachment #1**) provides for adoption of RLAA reports for all for RLAs. The RLAA reports are shown as **Exhibits A, B, C, and D** of Resolution R-3-2015.

The Village has been notified that upon adoption of the RLAA's, we can expect to enter the program with approximately 2,006 rating points, which will qualify the Village as a Class 6 (between 2,000 and 2,499 rating points). A Class 6 rating will provide a 20% discount on flood insurance premiums for those properties that have flood insurance within the Special Flood Hazard Area (10% for properties located outside the Special Flood Hazard Area). As flood insurance premiums are increasing as a result of recent Federal action, this 20% savings will be significant. The Village's CRS rating is anticipated to become effective for policy renewals subsequent to May 1, 2015.

Recommendation:

1. Review Repetitive Loss Area Reports for Areas 1 through 4;
2. Consider adoption of Resolution R-3-2015, adopting Repetitive Loss Area Reports for Repetitive Loss Areas 1 through 4.

Attachments:

1. Resolution R-3-2015

RESOLUTION R-3-2015

**A RESOLUTION
ADOPTING REPETITIVE LOSS AREA ANALYSIS REPORTS FOR REPETITIVE
LOSS AREAS 1, 2, 3, AND 4 IN THE VILLAGE OF WINNETKA**

WHEREAS, the Village of Winnetka (“*Village*”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has been a participant in good standing in the Federal Emergency Management Agency (“*FEMA*”) National Flood Insurance Program (“*NFIP*”) since 1973; and

WHEREAS, the Village engages in a variety of floodplain management activities, including without limitation the development of regulations, mapping, public education and awareness, and stormwater management, to protect against flood damages and to educate property owners; and

WHEREAS, the Village has applied for entry to the Community Rating System (“*CRS*”), a program administered through the NFIP that reduces flood insurance policy premiums in communities that undertake floodplain management activities that exceed the NFIP’s minimum requirements, including without limitation the preparation of a repetitive loss area analysis for each repetitive loss area located within the community; and

WHEREAS, FEMA 2013 records indicate that there are 18 repetitive loss properties in the Village (collectively, the “*Repetitive Loss Properties*”), which properties are defined as properties for which the NFIP has paid two or more claims that exceed \$1,000 within any 10-year period since 1978; and

WHEREAS, the Village has identified four repetitive loss areas (collectively, the “*Repetitive Loss Areas*”) within the Village that consist of the Repetitive Loss Properties; and

WHEREAS, communities with more than 10 repetitive loss properties must undertake a repetitive loss area analysis to inform property owners of the causes of, and potential mitigation strategies to address, flooding; and

WHEREAS, the Village has prepared Repetitive Loss Area Analysis Reports (collectively, the “*RLAA Reports*”) for each of the Repetitive Loss Areas; and

WHEREAS, the Village has notified the owners of the Repetitive Loss Properties within the Repetitive Loss Areas, of the causes and risks of, and potential mitigation strategies to address, flooding; and

WHEREAS, to become a participant in the CRS, the Council of the Village of Winnetka (“*Village Council*”) must approve and adopt the RLAA Reports; and

WHEREAS, the Village Council has determined that approving and adopting the RLAA Reports is in the best interest of the Village and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL AND ADOPTION OF RLAA REPORTS. The Village Council hereby approves and adopts the RLAA Reports attached to and, by this reference, made a part of this Resolution as **Exhibits A, B, C, and D.**

SECTION 3: EXERCISE OF HOME RULE AUTHORITY. This Resolution is adopted by the Village Council in the exercise of its home rule powers.

SECTION 4: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval according to law.

ADOPTED this ____ day of _____, 2015, pursuant to the following roll call vote:
AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #1



Prepared by:

BAXTER & WOODMAN
Consulting Engineers

www.baxterwoodman.com

November 2014

Village of Winnetka, Illinois Repetitive Loss Area Analysis - Area #1

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LIST OF DEFINITIONS

100-Year Flood (1% Annual Chance Flood)

A storm event that has a 1% chance of being equaled or exceeded in any given year.

100-Year Flood Elevation

The high water elevation produced by the 100-year flood.

100-Year Floodplain

The area that would be inundated by the 100-year flood.

500-Year Flood (0.2% Annual Chance Flood)

A storm event that has a 0.2% chance of being equaled or exceeded in any given year.

500-Year Floodplain

The area that would be inundated by the 500-year flood.

CRS (Community Rating System)

A voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages.

FEMA (Federal Emergency Management Agency)

The Federal agency responsible for implementing the NFIP.

FIRM (Flood Insurance Rate Map)

A series of maps provided by FEMA that designate areas of a community according to various levels of flood risk.

MWRDGC (Metropolitan Water Reclamation District of Greater Chicago)

An independent government and taxing body that manages water supply, wastewater, and stormwater in Cook County, Illinois.

NFIP (National Flood Insurance Program)

The program enabling property owners in participating communities to purchase insurance protection from the Federal government against losses from flooding.

Repetitive Loss Property

A property for which two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978.

RLA (Repetitive Loss Area)

The properties on the repetitive loss list prepared by FEMA and all nearby properties with the same or similar flooding conditions.

RLAA (Repetitive Loss Area Analysis)

A detailed, site-specific plan to reduce flood losses in repetitively flooded areas.

EXECUTIVE SUMMARY

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, a Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. This Report focuses on Repetitive Loss Area #1, one of the four designated Repetitive Loss Areas (RLAs) within the Village of Winnetka. RLA #1 is comprised of the yellow shaded areas shown in Figure 2.

This Repetitive Loss Area Analysis (RLAA) followed a five step process.

- Step 1 – Advise all the properties in each RLA that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.
- Step 5 – Document the findings in a report.

Section 3 of this Report describes the next steps, which include: implementing recommended flood hazard mitigation measures, obtaining funding assistance for these measures, and annually updating this Report.

1. BACKGROUND

1.1 Problem Statement

Flooding is a reoccurring problem for communities across the nation, including Winnetka. Neighborhood flooding events disrupt transportation, commerce, and lives. Property damage due to flooding is much more than an inconvenience; it carries a high price of both time and money.

Simply put, a flood is a damaging overflow of water into a building or onto land that is dry most of the time. One type of flooding occurs when streams or rivers overflow into a floodplain, but flooding also occurs outside of floodplains when the rate of stormwater runoff exceeds the capacity of the drainage system. Flooding in Winnetka is typically due to the capacity of the drainage system and not due to overflowing rivers or streams.

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, this Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. The Village joined the NFIP in 1973 and recently applied for entry into the CRS program. Additional information about the NFIP, the CRS program, and a RLAA is provided below.

1.2 National Flood Insurance Program

The NFIP is based on a cooperative agreement between the Federal Emergency Management Agency (FEMA) and local units of government. FEMA agrees to underwrite flood insurance policies within a community and the community agrees to regulate development in the floodplain. Participation in the NFIP is voluntary, but communities have incentive to join because Federally-backed flood insurance is not available in non-participating communities and a non-participating community will not receive Federal aid for damage to insurable buildings in the floodplain.

The three basic components of the NFIP are floodplain mapping, flood insurance, and floodplain management regulations. Floodplain mapping is provided by FEMA on a series of maps called Flood Insurance Rate Maps (FIRM), which designate areas of a community according to various levels of flood risk. Regardless of its risk level, any building in an NFIP participating community can be covered by a flood insurance policy, even buildings not located in a mapped floodplain. A flood insurance policy is only mandated for Federally-backed mortgages on buildings in the floodplain. Any new buildings constructed in a floodplain, and any improvements or repair of existing buildings in a floodplain, is subject to the Flood Hazard Protection Regulations (Chapter 15.68) of the Village Code.

1.3 Community Rating System

The CRS is a voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. Communities can be rewarded for activities such as: reducing flood damage to existing buildings, managing development in areas not shown in the floodplain on the FIRMs, protecting new buildings from floods greater than the 100-year flood, helping insurance agents obtain flood data, and helping people obtain flood insurance. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders.

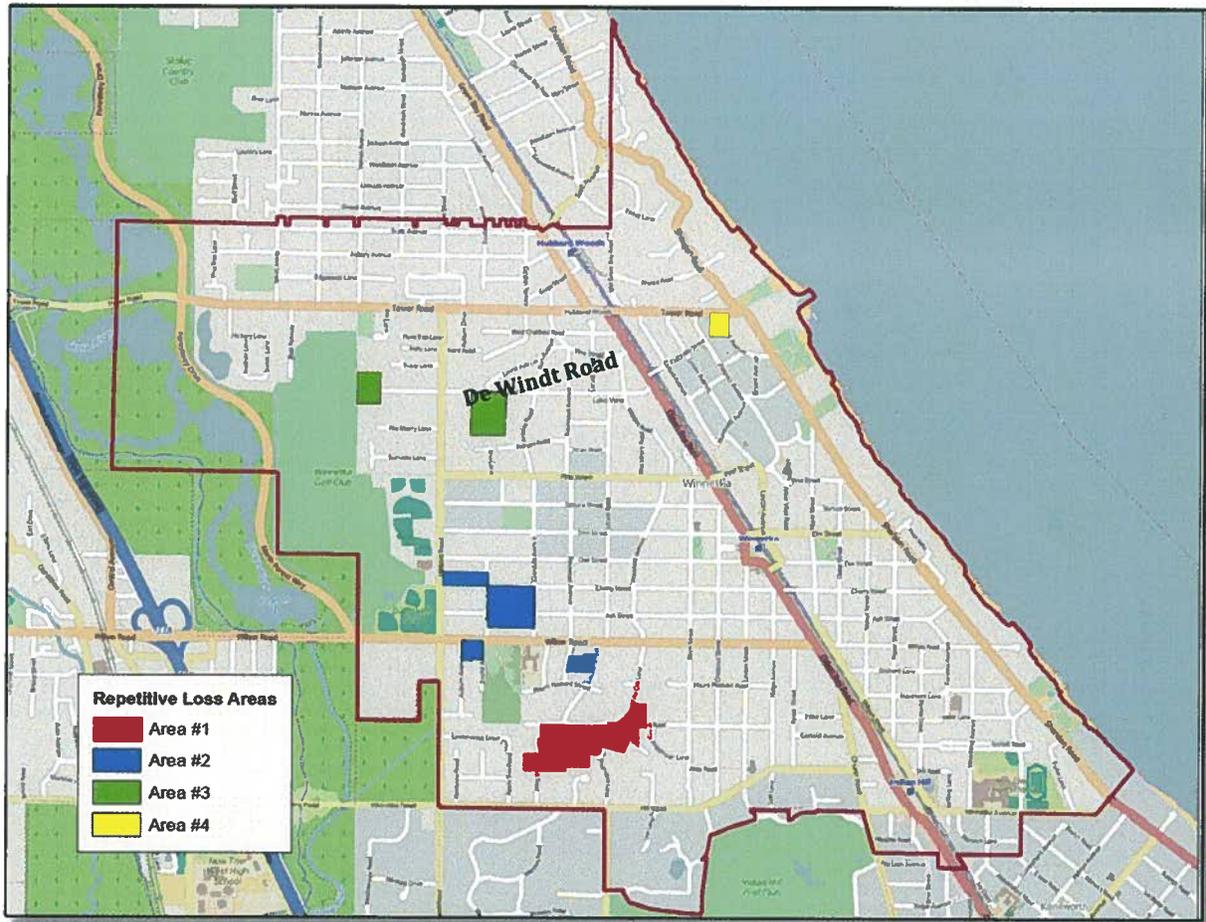
Once a community has been accepted into the CRS, the community's floodplain management activities are rated according to the scoring system described in the CRS Coordinator's Manual. CRS communities are rated on a scale of 1-10. A Class 10 community receives no reduction in flood insurance premiums, but every class above 10 receives an additional 5% premium reduction. Class 1 requires the most credit points and provides a 45% premium reduction.

1.4 Repetitive Loss Area

The NFIP considers a property a Repetitive Loss Property if two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978. According to FEMA's records, there are 18 Repetitive Loss Properties within the Village. Many more properties in Winnetka may have reached the damage threshold for Repetitive Loss Properties, but not all properties are covered by flood insurance and flood insurance claims are not submitted for all flood damage sustained.

In order for a community with 10 or more Repetitive Loss Properties to participate in the CRS program, special conditions have to be met. One condition requires the Village to adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA) prior to its entry into the CRS program. A Repetitive Loss Area (RLA) consists of Repetitive Loss properties and the surrounding properties that experience the same or similar flooding conditions, whether or not the buildings on those surrounding properties have been damaged by flooding. Figure 1 shows the 4 RLAs in Winnetka.

FIGURE 1

Repetitive Loss Areas in Winnetka

The process of developing a RLAA consists of five steps:

- Step 1 – Advise all the properties in each Repetitive Loss Area (RLA) that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data. Building entry is not necessary for this step since adequate information can be collected by observing the building from the street.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #1 • 131058.90

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activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.

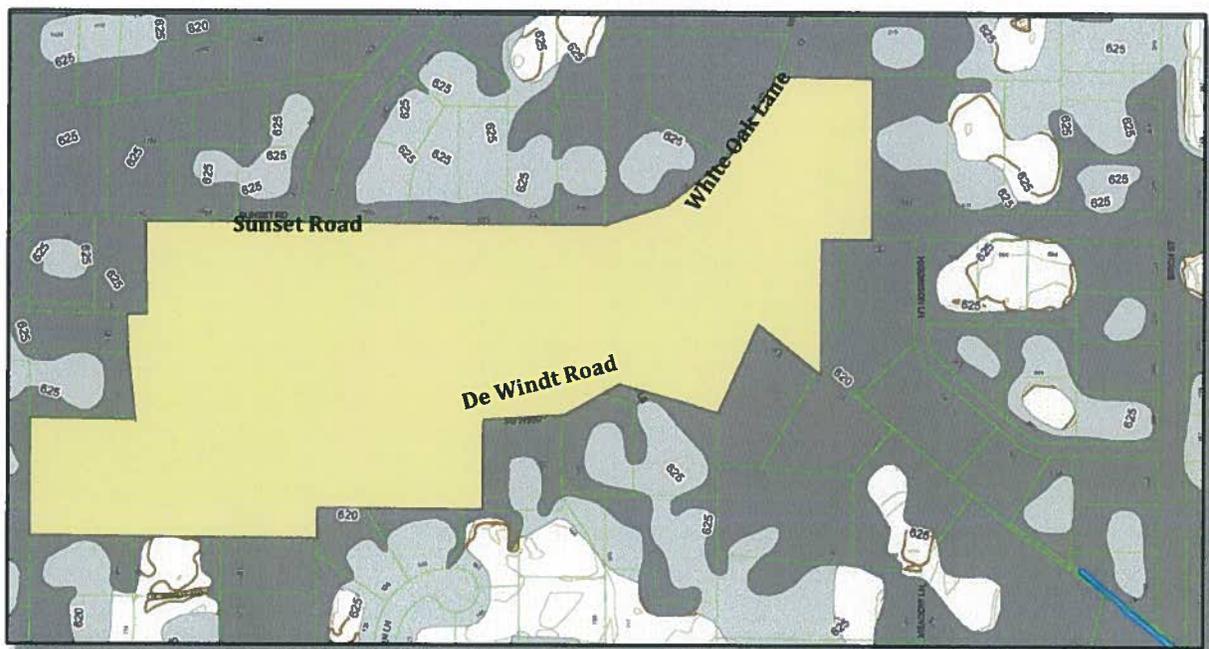
- Step 5 – Document the findings in a report. The report should include: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

This Report focuses on RLA #1, one of the four designated RLAs within the Village of Winnetka. RLA #1 is defined by the yellow shaded areas in Figure 2. The dark grey shaded areas are the 100-year floodplain. The light grey shaded areas are the 500-year floodplain.

Area #1 is a large contiguous area in the southwest part of Winnetka and is shown in Figure 2. The limits are roughly bounded by Sunset Road and White Oak Lane on the north, Higginson Lane on the east, and De Windt Road on the south and west.

FIGURE 2

Repetitive Loss Area #1



2. REPETITIVE LOSS AREA ANALYSIS

2.1 Step 1 – Advise the Residents

Flooding has been an ongoing problem in Winnetka for many years. The most extreme storm event in recent history took place on July 22 and 23, 2011. Following that event, the Village sent a survey to all residents inquiring about flooding they may have experienced during the July 2011 storm event. This survey and a summary of the survey results are included in Appendix A.

On April 15, 2014, as part of the Village's annual outreach letter mailed to residents in RLAs, the Village notified residents of the ongoing RLAA and requested their input. Upon completion of a draft of this Report, another letter was sent out to residents in the RLA informing them of this Report, where and how they would be able to review it, and where and how they might submit comments regarding it. Both letters are included in Appendix B.

2.2 Step 2 – Collect Data

Plans and studies from several sources were utilized in this analysis. The sources listed below provided data related to the causes and impacts of flooding in the RLA.

- FEMA
- Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
- Village of Winnetka

A request for information was also sent to the Illinois State Water Survey (ISWS), but no additional information was available. Correspondence with MWRDGC and ISWS can be found in Appendix C.

2.2.1 Previous Studies and Plans

Flood Insurance Study – Cook County, Illinois and Incorporated Areas (FEMA 17031CV001G, 2008)

Within the RLA, the Cook County Flood Insurance Study (FIS) determined the 100-year flood elevation to be approximately 625.3 (based on the North American Vertical Datum of 1988). The Village's topographic maps indicate the ground elevations within the RLA generally range between 620 and 626.

Detailed Watershed Plan - North Branch of the Chicago River and Lake Michigan Watershed: Volume 1 (HDR, January 2011)

Within the RLA, MWRDGC's Detailed Watershed Plan determined the 100-year flood elevation to be 625.5 (based on the North American Vertical Datum of 1988).

2.2.2 Flood Insurance and Flood Event Data

According to both the FIRM and the Cook County Flood Inundation Map, every property within the RLA is at least partially, if not fully, within the 100-year floodplain. This data correlates well with flood data reported by residents and Village staff.

2.2.3 Flooding Experiences of Property Owners

A flooding survey was sent to all residents in the Village of Winnetka in August of 2011. Of the approximately 4,425 properties in the Village, 1,061 survey responses were received. This 24% response rate is a very good response for surveys of this type. Of 31 properties within RLA #1, 12 home owners responded. The 39% response rate is very good and is believed to be representative of the RLA.

- 33% of the respondents reported overland flooding.
- 67% reported sewer backups.

A full summary of the survey results is included in Appendix A.

2.3 Step 3 – Inspect Buildings

On-site inspections of buildings in the RLA were performed in April of 2014. This inspection was performed from the public right-of-way by a licensed professional engineer. As such, the engineer did not survey building elevations in relation to the 100-year flood elevation. Therefore, the flood protection assessments in this Report are based upon visual observation of relative elevations. Each property within the RLA was visited and the following attributes were documented:

- Foundation type and condition;
- Relative low-opening elevations;
- Relative elevation of first floor;
- Basement window types and elevation;
- Window well types and elevation;
- Subsurface or at-grade doors;
- Garage location and relative elevation;
- Property grading;
- Downspout discharge location; and
- Neighborhood topography and flow routes.

The summary of the collected data for RLA #1 is as follows:

- 19% of the buildings have a low-opening elevation (basement windows, window wells, doorways, etc.) that appears to be below the 100-year flood elevation;
- 42% of the properties have ground adjacent to the building that is flat or sloped toward the building; and
- 13% of the properties have downspouts discharging adjacent to the building foundation.

A full summary of the results is included in Appendix E, and the data collected is included as Attachment 1.

2.4 Step 4 – Review Alternatives

Many types of flood hazard mitigation exist, and there is not one mitigation measure that fits every case. Nor is there even one application that fits most cases. Successful mitigation often requires multiple strategies. The CRS Coordinator's Manual breaks the primary types of mitigation down as displayed in Figure 3.

FIGURE 3

Categories of Floodplain Management Activities (FEMA FIA-15, 2013)

1. **Preventive** activities keep flood problems from getting worse. The use and development of flood-prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.
2. **Property Protection** activities are usually undertaken by property owners on a building-by-building or parcel basis.
3. **Natural Resource Protection** activities preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.
4. **Emergency Services** measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.
5. **Structural Projects** keep flood waters away from an area with a levee, reservoir, or other flood control measure. They are usually designed by engineers and managed or maintained by public works staff.
6. **Public Information** activities advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.

2.4.1 Preventative

The Village regulates residential and commercial development through its building code, planning and zoning requirements, stormwater management regulations and floodplain regulations. Any project located in a floodplain, regardless of its size, requires a permit from the Village, unless the project can be characterized as routine maintenance. Depending on the size and scope of the project, a development within the Village may also fall under the jurisdiction of the MWRDGC, the Cook County Department of Transportation and Highways, the Illinois Environmental Protection Agency, the Illinois Department of Natural Resources, the Illinois Department of Transportation, and/or the U.S. Army Corps of Engineers.

Responsibility: Village of Winnetka, along with Federal, State, and other local regulatory agencies
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.2 Property Protection

These measures are generally performed by the property owners or their agents. FEMA has published numerous manuals that help a property owner determine which property protection measures are appropriate for particular situations, several of which are listed below. The manuals listed below are available for review at Public Works, Village Hall, and the Winnetka Public Library.

- FEMA 259, *Engineering Principles and Practices of Retrofitting Floodprone Residential Structures*
- FEMA 312, *Homeowner's Guide to Retrofitting: Six Ways to Protect Your House from Flooding*
- FEMA 551, *Selecting Appropriate Mitigation Measures for Floodprone Structures*
- FEMA 348, *Protecting Building Utilities from Flood Damage*
- FEMA 511, *Reducing Damage from Localized Flooding*
- FEMA 102, *Floodproofing Non-Residential Structures*
- FEMA 55, *Coastal Construction Manual (Volume 1 and 2)*
- FEMA 84, *Answers to Questions about the NFIP*
- FEMA 54, *Elevated Residential Structures Book*
- FEMA 268, *Protecting Floodplain Resources: A Guidebook for Communities*
- FEMA 347, *Above the Flood: Elevating Your Floodprone House*
- FEMA 257, *Mitigation of Flood and Erosion Damage to Residential Buildings in Coastal Areas*
- FEMA 85, *Protecting Manufactured Homes from Floods and Other Hazards*

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. Each of these methods are described below. A table of floodproofing types versus relative cost can be found in Appendix E.

Sewer Improvements

Heavy rains can saturate the soil and infiltrate the sanitary sewer system through leaky joints or cracks in the pipes. The inflow of stormwater floods the sanitary sewer system causing water to back-up into the home through lower level plumbing fixtures. This occurrence can be prevented by

Village of Winnetka, Illinois

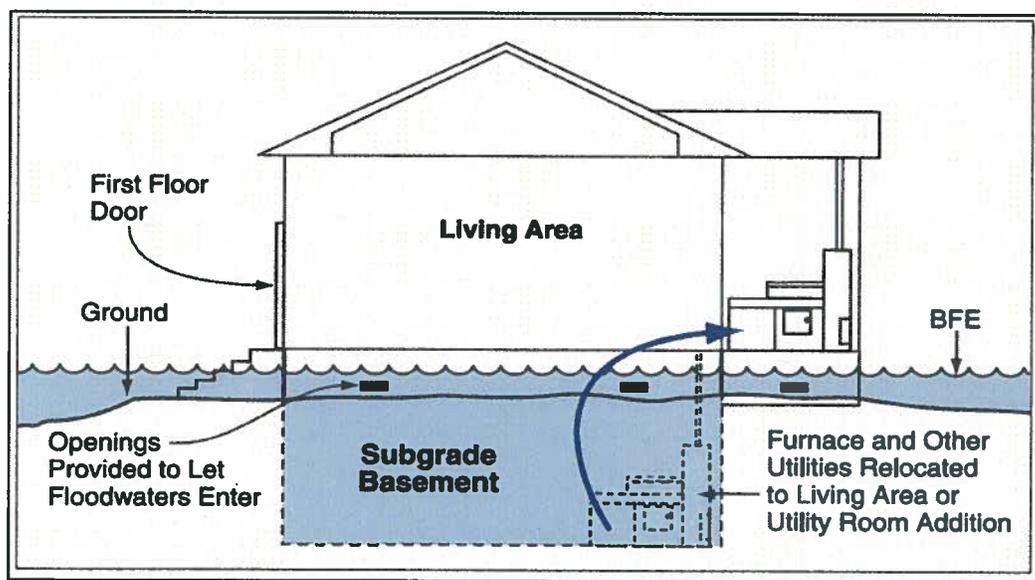
installing a sewer backflow preventer, an overhead sewer system, floor drain plugs and/or stand pipes. A backflow preventer will allow the sanitary sewer water to flow freely from the home to the sewer, but restrict the reverse flow. Backflow preventers do require maintenance and can fail if debris in the sewer prevents the valve seating properly. An overhead sewer system pumps wastewater from basement level plumbing fixtures up to an elevation near the ground level, where it can drain by gravity into the sewer service line. This higher sewer makes it unlikely that water will back-up into the building. Floor drain plugs and stand pipes are much simpler ways to stop a sewer back-up. Some floor drain plugs stop water from flowing in either direction and are typically installed manually before a storm event. Other floor drain plugs utilize a float that will not interfere with the normal operation of the drain, but can fail if debris in the sewer prevents the valve from seating properly. Stand pipes involve fitting a length of pipe (generally three feet or less) in the floor drain so that the sewer back-up is contained within the stand pipe.

Wet Floodproofing

Wet floodproofing consists of modifying uninhabited portions of a home, such as a crawl space, garage, or unfinished basement with flood-damage resistant materials, to allow floodwaters to enter the structure without causing damage (see Figure 4). Wet floodproofing requires portions of the building need to be cleared of valuable items and mechanical utilities. A key component of wet floodproofing is providing openings large enough for the water to flow through the structure such that the elevation of the water in the structure is equal to the elevation of the water outside of the structure. This equilibrium of floodwater prevents hydrostatic pressure from damaging structural walls.

FIGURE 4

Wet Floodproofing Example (FEMA P-312, December 2009)



Dry floodproofing consists of completely sealing around the exterior of the building so that water cannot enter the building (see Figure 5). Dry floodproofing is not a good option for areas where floodwater is deep or flows quickly. The hydrostatic pressure and/or hydrodynamic force can structurally damage the building by causing the walls to collapse or causing the entire structure to float. However, in areas that have minimal velocity and low depth, dry floodproofing can be a good option.

FIGURE 5

Dry Floodproofing (FEMA P-312, December 2009)

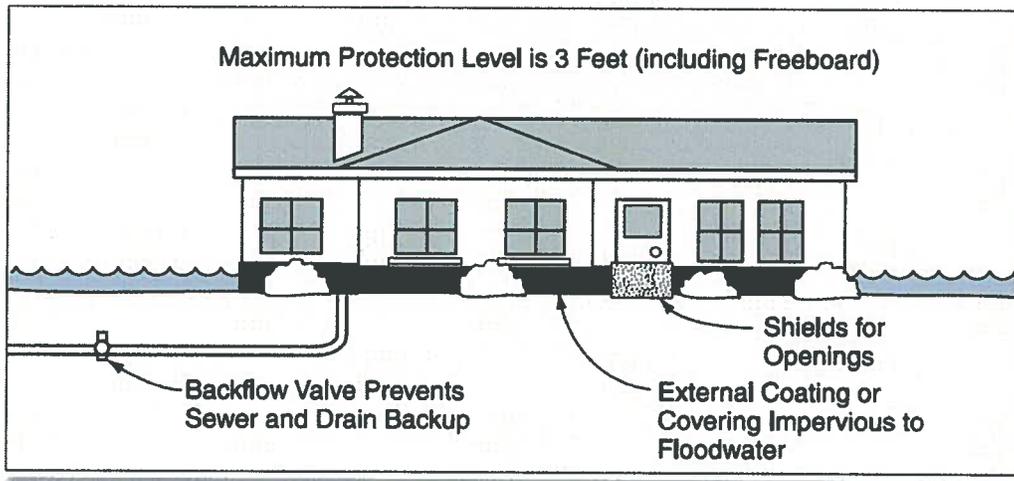


FIGURE 6

New Brick Veneer Over Waterproof Coating FEMA P-312, December 2009

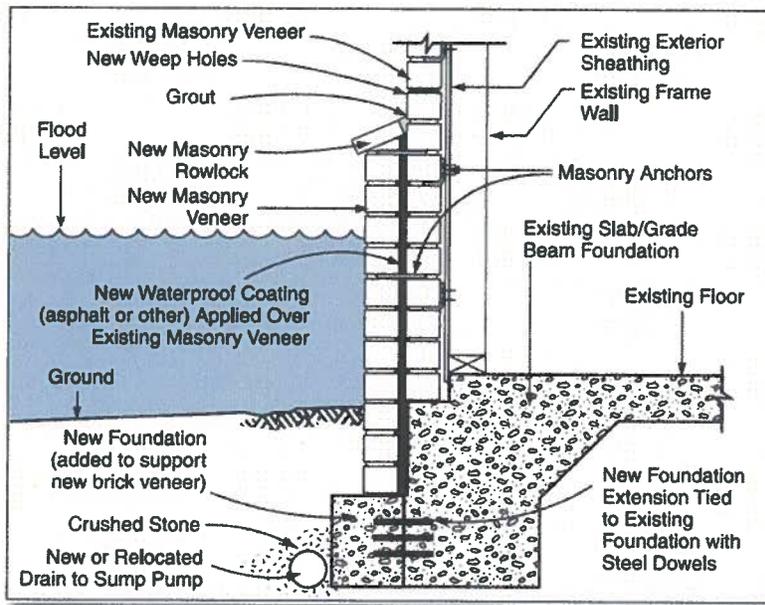


FIGURE 7

Driveway Berm



FIGURE 8

Raised Concrete Window Well

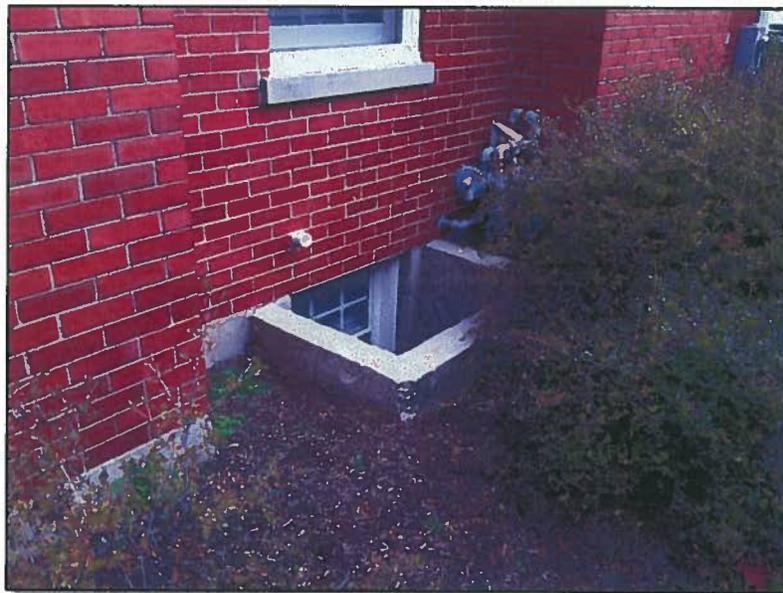


FIGURE 9

Glass Block Basement Windows

Figures 6, 7, 8, and 9 display various methods of dry floodproofing. The schematic detail in Figure 6 portrays an asphalt coating spread on the exterior of a structure covered by a decorative brick veneer. Figure 7 is an example of a driveway reconstructed to prevent surface water in the street from flooding a below-grade garage. Figure 8 is a raised concrete window well that is sealed to the side of the structure to prevent floodwaters from entering through the basement window. Figure 9 is an alternate to the window well; the glass pane window is removed and replaced with glass blocks that can withstand the pressure of ponding floodwaters.

Many flood hazards can be mitigated with various forms of dry flood proofing. Properties that do not have adequate protection of their low opening (window or basement door) can effectively raise the low opening height with a window well or a flood gate. The ultimate height of the low opening depends on several factors, such as: the level of flood protection desired, the appearance, and cost. The flood protection elevation could be set 1-foot higher than the existing low opening elevation, or it could be set to match the elevation of the lowest opening into a home that cannot be raised. This might be the elevation of the threshold of a door, for example.

Properties that do not have adequate grading can re-grade their lawns. The ground adjacent to a building should slope away from the building so stormwater runoff does not accumulate against the foundation wall, where it can seep into the building. If possible, a minimum ground slope of 1% is desirable. Furthermore, downspouts should extend at least 6 feet away from a building foundation. In cases where the ground adjacent to the building is flat or slopes toward the building, the

downspouts should extend far enough to ensure stormwater does not drain back toward the foundation.

The NFIP only allows dry floodproofing for residential retrofits that are not classified as a substantial improvement. A substantial improvement is any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement.

FIGURE 10

Elevated House



Elevation

Sometimes dry or wet floodproofing are not enough and greater measures must be taken. For example, if the floodwaters are too high for dry floodproofing and the inhabited area is too low for wet floodproofing, it may be necessary to raise the structure. While this can be a much costlier endeavor, it may be the only solution to protect a home from floodwaters. The structure in Figure 10 is an example of a home that is elevated above the 100-year flood elevation. The Cook County Watershed Management Ordinance requires all substantially improved residential buildings have their lowest floor elevated 2 feet above the 100-year flood elevation. This may preclude a basement in the elevated building.

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Demolition

The only way to ensure a structure will not accumulate additional losses from future flood events is to demolish the structure completely. There are two options demolishing a structure.

1. A government agency can purchase the property, demolish the structure, and convert the property to a park or other open space.
2. The property owner may retain ownership, demolish the structure, and build a new structure in a manner that meets all local building and flood protection code requirements.

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. These are the most common methods of property protection, although other methods exist ranging a very broad span of cost and effort.

Responsibility: Property Owners
 Timeline: As Soon As Possible
 Funding: Private Funding or Grant Funding

2.4.3 Natural Resource Protection

Care should be taken to maintain the streams, wetlands and other natural resources within a floodplain. Removing debris from streams and channels prevents obstructions. Preserving and restoring natural areas provides flood protection, preserves water quality and provides natural habitat. Most of the natural resources within the Village are in open spaces owned and maintained by either the Winnetka Park District or the Cook County Forest Preserve District.

Responsibility: Winnetka Park District, Cook County Forest Preserve
 Timeline: Ongoing
 Funding: Government taxing bodies

2.4.4 Emergency Services

Advance identification of an impending storm is only the first part of an effective Flood Warning and Response Plan. To truly realize the benefit of an early flood warning system, the warning must be disseminated quickly to floodplain occupants and critical facilities. Appropriate response activities must then be implemented, such as: road closures, directing evacuations, sandbagging, and moving building contents above flood levels. Finally, a community should take measures to protect public health and safety and facilitate recovery. These measures may include: cleaning up debris and garbage, clearing streets, and ensuring that that citizens have shelter, food, and safe drinking water.

Responsibility: Village of Winnetka
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.5 Structural Projects

In response to the flood damage resulting from severe storm events in September 2008 and July 2011, the Village initiated several Flood Risk Reduction Assessments to determine what structural improvements could be made to mitigate flood damage from future storm events in the areas that have proven to be the most susceptible to flooding.

Construction of the Winnetka Avenue Pump Station Improvements was completed in the summer of 2014. These improvements, which include the replacement of four pumps at the station to increase capacity from 40,000 gallons/minute to 60,000 gallons/minute, will directly benefit residents in RLA #1 by improving flow in storm sewers in south and west Winnetka and increasing the discharge capacity of the Forest Preserve ditch.

Final engineering began in 2014 for the Willow Road Tunnel Improvements, which will also directly benefit residents in RLA #1. The planned improvements consist of a large trunk sewer under Willow Road and Glendale Avenue with a branch along Birch Street that will divert flood flows away from RLA #1. Construction is anticipated to begin in 2016.

Responsibility: Village of Winnetka
 Timeline: 2014-2018
 Funding: Stormwater Utility

2.4.6 Public Information

One of the most important, and often overlooked, aspects of mitigation is public awareness. Awareness starts with recognition of the flood risk. FIRM panels, which designate areas of a community according to various levels of flood risk, can be viewed at www.FEMA.gov. Also, real estate transactions require disclosure of known flood hazards.

The next level of awareness is related to hazard mitigation measures. Often homeowners can greatly reduce their risks with mitigation efforts; they just do not know it. For that reason, as part of this analysis, every resident in the RLA has been contacted and informed of the opportunity to review this Report. In addition, the Village sends out an annual outreach letter to every resident in each RLA.

Responsibility: Village of Winnetka, FEMA, real estate agents
 Timeline: Ongoing
 Funding: Flood insurance premiums, real estate transaction fees, and municipal revenues

2.5 Step 5- Document the Findings

This Report documents the findings of the required RLAA. As required, the Report includes: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

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3. NEXT STEPS

3.1 Recommendations

First and foremost, the Village should continue its ongoing flood hazard mitigation initiatives. These initiatives include: enforcing development regulations and keeping them up-to-date; planning and constructing capital improvement projects; informing the public about flood hazards and mitigation options; and providing critical emergency services. Other government agencies, such as FEMA, MWRDGC, the Cook County Forest Preserve District, and the Winnetka Park District, should continue doing their part, as well. Finally, homeowners and residents should take steps to protect their property and reduce the likelihood of future flood losses.

Since every property in RLA #1 is within the 100-year floodplain, every property owner should carry flood insurance. In most cases, a sewer back-up or basement flood rider should be added to the insurance policy so that the building contents are covered.

Figure 11 lists common flood hazards that are known to exist in RLA #1 based on information received from residents and observations made during the on-site building inspections. Many of the flood hazards are related to openings that appear to be at or below the 100-year flood elevation. It should be noted that the 100-year flood elevation is not the highest possible elevation that flood waters may reach; greater flood elevations can and do occur. Common practice when installing flood protection measures is to protect the building to 2 feet above the 100-year flood elevation in order to account for uncertainties in the calculated flood elevation, wave action, and unpredictable effects such as those caused by ice or debris jams.

FIGURE 11

Common Flood Hazards and Typical Suggested Solutions

Common Flood Hazard	Typical Suggested Solution
Home within the 100-year floodplain	Carry flood insurance and elevate all mechanical facilities and valuable property above the 100-year flood elevation
Sanitary sewer back-up	Install an overhead sewer system or other backflow prevention
Unprotected window below the 100-year flood elevation	Replace a glass pane window with a glass block window or increase the height and seal around the edges of the window well
Unprotected door below the 100-year flood elevation	Install a flood barrier, such as a driveway berm, a permanent concrete flood wall, or a removable flood gate
Detached garages below the 100-year flood elevation	Raise the garage above the 100-year flood elevation or wet floodproof the garage
Downspouts splash on grade near the foundation	Install downspout extensions that discharge away from the foundation and ensure there is positive drainage from the foundation
Unprotected finished floor below the 100-yr flood elevation	Dry floodproof or elevate the building above the 100-year flood elevation

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The common flood hazards and typical suggested solutions in this Report are broad-based recommendations for the entire RLA. They are not applicable to all properties in the RLA, but appear to be applicable to many of the properties. Property owners should consider obtaining an elevation certificate to determine the exact elevation of their house in relation to the 100-year flood elevation and should consult with an engineer, plumber, or other contractor regarding mitigation measures for a specific property.

The common flood hazards and typical suggested solutions in this Report are broad-based recommendations for the entire RLA. They are not applicable to all properties in the RLA, but appear to be applicable to many of the properties. Property owners should consider obtaining an elevation certificate to determine the exact elevation of their house in relation to the 100-year flood elevation and should consult with an engineer, plumber, or other contractor regarding mitigation measures for a specific property.

Due to the height of the 100-year flood elevation above the ground throughout most of RLA #1, high intensity storm events are likely to cause some flooding, even on properties that have a well-graded yard that slopes away from the building foundation and a private yard drain system; however, many of the properties in RLA #1 have very low rear yards that are likely to collect and retain water after small amounts of rainfall. Installing private yard drain systems connected to the Village storm sewer system should reduce the duration of standing water in these locations; however, it should be noted that the depth of flooding may not be reduced for high intensity storm events when the Village's storm sewer system is at capacity.

3.2 Funding Assistance

In certain cases, a flood insurance policy holder will be eligible for up to \$30,000 of coverage over and above the structural flood insurance coverage. This coverage is called Increased Cost of Compliance (ICC). It applies in cases where local floodplain management regulations require a substantially damaged building to be elevated or retrofitted. This coverage is not dependent upon a community receiving a disaster declaration, but it is only available if the building damage was caused by a flood and if there was a flood insurance policy on the building before the flood.

Several other sources of hazard mitigation assistance will become available once the Cook County All Hazards Mitigation Plan is complete and has been adopted by both the County and the Village. The Plan is currently being developed and may be completed in 2014. The most common hazard mitigation assistance programs are: the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Each program has its own eligibility and funding criteria, but each can be used to fund property protection measures as shown in Figure 12 below, provided that the Benefit Cost Ratio exceeds 1.0. In general, these programs are funded when FEMA approves an application prepared jointly by a local government, such as the Village, and the Illinois Emergency Management Agency (IEMA). In most cases, FEMA pays 75% of eligible expenses, but the federal share can reach 90% for Repetitive Loss Properties and 100% for Severe Repetitive Loss (SRL) properties.

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FIGURE 12

Eligible Activities by Hazard Mitigation Assistance Program (FEMA Hazard Mitigation Assistance Unified Guidance, July 2013)

Eligible Activities	HMGP	PDM	FMA
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction			√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Minor Localized Flood Reduction Projects	√	√	√
Structural Retrofitting of Existing Buildings	√	√	
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Generators	√	√	
5 Percent Initiative Projects	√		
Advance Assistance	√		

3.3 Continuation

The CRS program requires an annual update to this RLAA. The annual update must review each recommended action, discuss the actions that were implemented and those that were not, and recommend any changes to the recommended actions. The report must be made available to the public, including the media and property owners and residents of the RLA. This process must continue every year for the Village to maintain its standing in the CRS program. Also, this update must preface each CRS cycle verification visit. Refer to Section 510 of the CRS Coordinator's Manual for more information (FEMA FIA-15, 2013).

4. WORKS CITED

- Baxter & Woodman Consulting Engineers. (2012). *Flood Risk Reduction Assessment - Additional Study Areas*. Winnetka: Village of Winnetka Illinois.
- Christopher B. Burke Engineering, Ltd. (October 2011). *Winnetka Flood Risk Reduction Assessment*. Winnetka: Village of Winnetka Illinois.
- FEMA 17031CV001G. (2008). *Flood Insurance Study - Cook County, Illinois and Incorporated Areas*.
- FEMA 551. (March 2007). *Selecting Appropriate Mitigation Measures for Floodprone Structures*.
- FEMA FIA-15. (2013). *Community Rating System Coordinator's Manual*. National Flood Insurance Program, Community Rating System.
- FEMA P-312. (December 2009). *Homeowner's Guide to Retrofitting - Six Ways to Protect Your Home From Flooding* (Second Edition ed.).
- HDR. (January 2011). *North Branch of the Chicago River and Lake Michigan Watershed: Volume 1*. Metropolitan Water Reclamation District of Greater Chicago.

Appendix A: Resident Survey

Dear Winnetka Resident:

In light of the recent rain storm on Friday, July 22 and Saturday, July 23, 2011, the Village is conducting a Village-wide survey to get an accurate account of basement flood occurrences, and in particular, sanitary sewer backups. This information will be used to evaluate the existing sanitary sewer systems, as well as to plan for possible future sanitary sewer improvements.

Please take a few moments to fill out the attached survey and return it by Friday, September 23. The survey may also be returned via fax at 847-716-3599 or by email to sanitarysewersurvey@winnetka.org. Residents may also access the survey on the Village website at www.villageofwinnetka.org. We thank you in advance for your help in this endeavor. If you have any questions, please contact the Public Works Department at 847-716-3568.

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1. Address _____, Winnetka, Illinois
2. How long have you lived at this address? _____ years
3. Was your home built before 1970? NO YES DON'T KNOW
4. Did you experience flooding in your house or basement or attached garage during the July 22-23, 2011 storm? NO YES
5. If yes, please indicate the location(s) that water entered the building:

<input type="checkbox"/> Floor drain, laundry tub, shower or toilet	<input type="checkbox"/> Wall or floor seepage
<input type="checkbox"/> Window well or doorway	<input type="checkbox"/> Sump pump failure
<input type="checkbox"/> Other _____	<input type="checkbox"/> Not sure
6. If water entered via floor drain, laundry tub, shower, or toilet, approximately what time did flooding commence? _____
What time did flooding subside? _____
7. How much water did you get? (feet-inches) _____
8. If water entered via floor drain, laundry tub, shower, or toilet, approximately how many times in the last five years has this occurred? _____. Do you recall the approximate month/year of the occurrence(s)? _____
9. Does your building have any protection from sanitary sewer back-ups? NO
 YES Not sure
10. If yes, indicate what type of protection and approximate date of installation:

2011 Flooding Survey Results		
Total Properties	31	
Total Respondents	12	
	39%	response rate
Did you experience flooding in your house, basement, or attached garage during the July 22-23 storm?	92%	Yes
	8%	No
Type of Flooding	67%	Floor drain, laundry, tub, shower, or toilet
	8%	Window well or doorway
	17%	Wall or floor seepage
	8%	Sump pump failure
	8%	Other
What time did flooding commence?	25%	12am-6am
	0%	6am-12pm
	0%	12pm-6pm
	8%	6pm-12am
What time did flooding subside?	0%	12am-6am
	33%	6am-12pm
	0%	12pm-6pm
	0%	6pm-12am
How much water did you get?	42%	0-1 foot
	17%	1-3 feet
	17%	3-6 feet
	0%	>6 feet
How many occurrences in the last five years?	25%	0
	17%	1
	17%	2
	0%	3
	0%	4
	0%	5
In what years did it flood?	0	2007
	17%	2008
	8%	2009
	0%	2011
Does your building have protection for sanitary backups?	8%	Yes
	50%	No
	42%	Not sure
If yes, what type?	0%	Sump pump
	0%	Backflow preventor
	0%	Ejector pit
	0%	Elevated drain pipe

Appendix B: Letters to the Residents



April 15, 2014

Resident

Winnetka, IL 60093

**Re: Village of Winnetka
Analysis of Flood Prone Areas and
Repetitive Loss Areas**

Dear Resident:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. You have received this letter because your property has either been subject to flooding on more than one occasion for which claims have been made and received on your flood insurance policy of more than \$1,000 from the National Flood Insurance Program within any rolling 10-year period for your home, or because your property is located in an area where adjacent properties have experienced flood damage on several occasions for which flood insurance claims have been made. Your input in this analysis will be valuable whether your house has been damaged by flooding or not.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) produces a list of repetitive loss properties within each National Flood Insurance Program (NFIP) community, which the Village of Winnetka is an active member in good standing, that has one or more repetitive loss properties. Repetitive loss properties are those properties for which two or more claims of more than \$1,000 have been paid by the NFIP within any 10-year period since 1978. Although these properties represent only 1% of all the NFIP's insurance policies, they account for nearly one-third of the claim payments. In order for the Village of Winnetka to participate in the CRS program with repetitive loss properties, an outreach program must be implemented in an attempt to try to mitigate the cause of the flood damage, either on your property or in your neighborhood. All specific repetitive loss property information is for the Village's internal use only, and is protected by the Privacy Act of 1974.

If your property is a repetitive loss property, or if you have any information to share regarding the recurrence and severity of past flooding in the area, the Village of Winnetka is kindly requesting that you provide information regarding the exact nature of the flood damage so that we may better provide you with the appropriate property protection measures for the flood situation. Please forward the information regarding the flood damage that resulted in the flood insurance claims to the Village of Winnetka, attention Susan Chen, 1390 Willow Road, Winnetka, IL 60093; by phone at (847) 716-3532; or by e-mail to schen@winnetka.org. Please note that if you responded to the Village's flood survey in August 2011, the Village can incorporate the information you provided at that time into this analysis. You will be notified again once a draft of the analysis report is available for review and comment. We hope you can participate in this analysis and we look forward to your input.

As many of you are aware, the Village of Winnetka is in the process of pursuing several possible large scale storm water management mitigation projects which can be viewed on the Village of Winnetka's website www.villageofwinnetka.org. Unfortunately, some of the repetitive loss areas are situated on private streets with private storm sewers. While the Village of Winnetka is unable to undertake specific public improvements in these areas, certain aspects of the proposed storm water mitigation plans will help to mitigate the flooding in these areas. Meanwhile, here are some things that you can do:

1390 WILLOW ROAD, WINNETKA IL 60093

Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Village of Winnetka, Illinois

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1. Contact the Village of Winnetka Public Works Department at (847) 716-3568 to speak with one of the Engineering Staff about possible mitigation measures for your flooding issues;
2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes;
 - Make a list of emergency numbers and identify a safe place to go;
 - Make a household inventory, especially of basement contents;
 - Put insurance policies, valuable papers, medicine, etc... in a safe, dry place;
 - Collect and put cleaning supplies, camera, waterproof boots, etc... in a convenient location;
 - Develop a disaster response plan – See the Red Cross' website: www.redcross.org/images/pdfs/codefamily_disaster_plan.pdf for a copy of the brochure "Your Family Disaster Plan"
 - Get a copy of *Repairing Your Flooded Home* at www.redcross.org/www-files/Documents/pdf/Preparedness/file_cont333_lang0_150.pdf. Also visit FEMA's web site at www.fema.gov/hazards/floods/
3. Consider some permanent flood protection measures.
 - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement can reduce property damage and save lives, except the storm sump pump and sanitary ejector pump should be placed on a separate circuit with battery back-up which can remain operable during a storm event;
 - Consider elevating your house to the Flood Protection Elevation, which is two feet above the Base Flood Elevation;
 - Check your home for water entry points. These can be basement windows, the basement stairwell, doors, and dryer vents. These can be protected with low walls or temporary shields;
 - Install floor drain plugs, standpipe, overhead sanitary sewer or a sanitary sewer backflow prevention device to prevent sewer backup flooding;
 - More information can be found in *Homeowner's Guide to Retrofitting: Six Ways to Protect your House from Flooding*. This publication can be found at www.fema.gov/library/file?type=published&file=fema_p312_a.pdf&fileid=718c0a20-fa08-11de-8441-001cc456982e or at the public library.
 - There is also a link on the Village's website, www.villageofwinnetka.org the Guide to Flood Protection in Northeastern Illinois, published by the Illinois Association for Flood plain and Storm Water Management.
 - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to talk with the Community Development Department for code and permit requirements.

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558



4. Obtain information on financial assistance programs.
 - FEMA offers four grant programs to fund pre- and post-disaster mitigation activities, including: Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation (PDM); Flood Mitigation Assistance (FMA); and Repetitive Flood Claims (RFC). Detailed information on these programs and other related programs is available at www.fema.gov/about/divisions/mitigation/mitigation.shtm#6.
5. Obtain flood insurance.
 - A flood insurance policy will help pay for repairs after a flood and, in some cases, it will help pay the costs of elevating a substantially damaged building.
 - Homeowner's insurance policies do not cover damage from floods. However, because the Village of Winnetka participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal Government and is available to everyone, even properties that have been flooded or are out of the flood plain. Most flood insurance policies include Increased Cost of Compliance coverage. The coverage provides for the payment of claims up to \$30,000 toward the costs to comply with State or Community flood plain management laws or ordinances after a flood event in which the structure has been declared substantially damaged in accordance with the locally enforceable regulation.
 - If your property is located in an area that is not mapped as a Special Flood Hazard Area (Zone A or AE), you may qualify for a lower-cost Preferred Risk Policy.
 - Some people purchased flood insurance because it was required by the bank with they got a mortgage or home improvement loan. Usually, these policies just cover the building's structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Ensure that you have contents coverage.
 - Don't wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before the National Flood Insurance Program coverage takes effect.
 - Contact your insurance agent for more information on rates and coverage.

If you have questions regarding Repetitive Loss Areas or other general flood plain requirements, please provide the Village with the street address of the property in question. Inquiries can be directed to the Engineering Department of the Village of Winnetka, and can be made in person, by telephone, or by e-mail. The Engineering Department is located at the Village Yards, 1390 Willow Road, Winnetka. While any of our Engineering Staff can answer your questions, our Flood Plain Manager is Susan Chen, Assistant Village Engineer, who can be reached at (847) 716-3532 or schen@winnetka.org.

For general questions or concerns regarding local flooding, drainage issues or sewer back-ups, contact 847-716-3568, and your call can be directed to the appropriate Public Works staff.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Month X, 2014

Name

Address

Winnetka, Illinois 60093

Subject: Village Analysis of Flood Prone Areas

Dear Name:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. Your property is located within an area identified as Repetitive Loss Area #X. A draft report on the Repetitive Loss Area Analysis for Area #X can be reviewed at www.villageofwinnetka.org or at the Village of Winnetka Public Works Facility (1390 Willow Road). Your input on the draft report is welcome and comments will be accepted until Month X, 2014.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

I:\Chicago\WINNE\131058-WINNE - Repetitive Loss\90-General\Municipal Services\Work\Resident Invitation Letter.docx

This letter will be finalized and sent on Village letterhead as soon as the Village is satisfied with the draft Reports.

Appendix C: Data Collection Correspondence

Correspondence with MWRDGC

To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org); Fitzpatrick, Kevin (Eng)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

As discussed over the phone, the District completed the North Branch of the Chicago River (NBCR) Detailed Watershed Plan (DWP) in 2011. During DWP, we collected problems identified by the communities, updated the H&H model, and developed projects. Below is a link to the DWP and inundation maps.

[http://www.mwrd.org/iri/go/km/docs/documents/MWRD/internet/protecting the environment/Stormwater Management/htm/North Branch Chicago River Watershed/North Branch Chicago River DWP.htm](http://www.mwrd.org/iri/go/km/docs/documents/MWRD/internet/protecting_the_environment/Stormwater_Management/htm/North_Branch_Chicago_River_Watershed/North_Branch_Chicago_River_DWP.htm)

<http://gispub.mwrd.org/swima/>

The TARP system does not impact the Winnetka storm sewer system. If you have additional questions on TARP, feel free to contact Kevin Fitzpatrick at 1-312-751-3163.

Michael "Mick" Cosme, P.E., CFM
Senior Civil Engineer
Metropolitan Water Reclamation District of Greater Chicago
111 E. Erie
Chicago, IL 60611
p 312.751.3092
f 312.751.5710

The information contained in this e-mail is intended only for the individual or entity to whom it is addressed. Its contents (including any attachments) may contain confidential and/or privileged information. If you are not an intended recipient you must not use, disclose, disseminate, copy or print its contents. If you receive this e-mail in error, please notify the sender by reply e-mail and delete and destroy the message.

Correspondence with ISWS

From: Heistand, Glenn [mailto:heistand@illinois.edu]
Sent: Tuesday, April 08, 2014 2:37 PM
To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

ISWS does not have any flooding studies in Winnetka, besides possibly some dusty paper copies of FEMA effective models.

The Village is probably already in coordination with Brian Eber at IDNR-OWR for their pre-CRS Community Assistance Visit, but if not, I recommend contacting him for additional information (brian.eber@illinois.gov). Let me know if I can be of further assistance.

Glenn

Glenn N Heistand, PE, CFM
Illinois State Water Survey
Prairie Research Institute
University of Illinois
2204 Griffith Drive
Champaign, IL 61820-7495
(217) 244-8856
heistand@illinois.edu

Appendix D: Summary of Inspection Results

Total Properties	31	
Foundation	84%	Concrete
	0%	Other
Yard	42%	Sloped away
	42%	Flat
Rear Yard	26%	Low
Downspout	0%	Splash on Grade
	45%	Underground
	13%	Extended
	13%	Underground/Splash on Grade
	0%	Underground/Extended
Approximated steps up to 1st floor	13%	1
	13%	2
	6%	3
	0%	4
	0%	5
	0%	>6
	0%	Low
	45%	Raised
Window Height	3%	Low
	0%	Grade
	0%	Raised
Window Type	3%	Glass
	0%	Glass block
Window Well Height	6%	Low
	13%	Grade
	19%	Raised
Window Well Type	10%	Metal
	29%	Concrete
Garage	0%	Detached
	0%	Attached
Garage Elevation	3%	Low
	19%	Grade
	13%	Raised

Appendix E: Floodproofing Methods

Table 3-16. Relative Costs of Various Retrofit Measures

Construction Type	Existing Foundation	Measure	Retrofit	Relative Cost
Frame, Masonry Veneer, or Masonry	Crawlspace or Basement	Wet Floodproofing 	Wet floodproof crawlspace to a height of 4 feet above LAG or wet floodproof unfinished basement to a height of 8 feet above basement floor	Lowest  Highest
Masonry Veneer or Masonry	Slab-on-Grade or Crawlspace	Dry Floodproofing 	Dry floodproof to a maximum height of 3 feet above LAG	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Levees and Floodwalls 	Levee constructed to 6 feet above grade or floodwall constructed to 4 feet above grade	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade, Crawlspace, Basement, or Open Foundation	Demolition 	Demolish existing building and buying or building a home elsewhere	

HOMEOWNER'S GUIDE TO RETROFITTING SIX WAYS TO PROTECT YOUR HOME FROM FLOODING 3-41

(FEMA P-312, December 2009)

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #2



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November 2014

**Village of Winnetka, Illinois
Repetitive Loss Area Analysis - Area #2**

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LIST OF DEFINITIONS

100-Year Flood (1% Annual Chance Flood)

A storm event that has a 1% chance of being equaled or exceeded in any given year.

100-Year Flood Elevation

The high water elevation produced by the 100-year flood.

100-Year Floodplain

The area that would be inundated by the 100-year flood.

500-Year Flood (0.2% Annual Chance Flood)

A storm event that has a 0.2% chance of being equaled or exceeded in any given year.

500-Year Floodplain

The area that would be inundated by the 500-year flood.

CRS (Community Rating System)

A voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages.

FEMA (Federal Emergency Management Agency)

The Federal agency responsible for implementing the NFIP.

FIRM (Flood Insurance Rate Map)

A series of maps provided by FEMA that designate areas of a community according to various levels of flood risk.

MWRDGC (Metropolitan Water Reclamation District of Greater Chicago)

An independent government and taxing body that manages water supply, wastewater, and stormwater in Cook County, Illinois.

NFIP (National Flood Insurance Program)

The program enabling property owners in participating communities to purchase insurance protection from the Federal government against losses from flooding.

Repetitive Loss Property

A property for which two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978.

RLA (Repetitive Loss Area)

The properties on the repetitive loss list prepared by FEMA and all nearby properties with the same or similar flooding conditions.

RLAA (Repetitive Loss Area Analysis)

A detailed, site-specific plan to reduce flood losses in repetitively flooded areas.

EXECUTIVE SUMMARY

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, a Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. This Report focuses on Repetitive Loss Area #2, one of the four designated Repetitive Loss Areas (RLAs) within the Village of Winnetka. RLA #2 is comprised of the yellow shaded areas shown in Figure 2.

This Repetitive Loss Area Analysis (RLAA) followed a five step process.

- Step 1 – Advise all the properties in each RLA that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.
- Step 5 – Document the findings in a report.

Section 3 of this Report describes the next steps, which include: implementing recommended flood hazard mitigation measures, obtaining funding assistance for these measures, and annually updating this Report.

1. BACKGROUND

1.1 Problem Statement

Flooding is a reoccurring problem for communities across the nation, including Winnetka. Neighborhood flooding events disrupt transportation, commerce, and lives. Property damage due to flooding is much more than an inconvenience; it carries a high price of both time and money.

Simply put, a flood is a damaging overflow of water into a building or onto land that is dry most of the time. One type of flooding occurs when streams or rivers overflow into a floodplain, but flooding also occurs outside of floodplains when the rate of stormwater runoff exceeds the capacity of the drainage system. Flooding in Winnetka is typically due to the capacity of the drainage system and not due to overflowing rivers or streams.

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, this Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. The Village joined the NFIP in 1973 and recently applied for entry into the CRS program. Additional information about the NFIP, the CRS program, and a RLAA is provided below.

1.2 National Flood Insurance Program

The NFIP is based on a cooperative agreement between the Federal Emergency Management Agency (FEMA) and local units of government. FEMA agrees to underwrite flood insurance policies within a community and the community agrees to regulate development in the floodplain. Participation in the NFIP is voluntary, but communities have incentive to join because Federally-backed flood insurance is not available in non-participating communities and a non-participating community will not receive Federal aid for damage to insurable buildings in the floodplain.

The three basic components of the NFIP are floodplain mapping, flood insurance, and floodplain management regulations. Floodplain mapping is provided by FEMA on a series of maps called Flood Insurance Rate Maps (FIRM), which designate areas of a community according to various levels of flood risk. Regardless of its risk level, any building in an NFIP participating community can be covered by a flood insurance policy, even buildings not located in a mapped floodplain. A flood insurance policy is only mandated for Federally-backed mortgages on buildings in the floodplain. Any new buildings constructed in a floodplain, and any improvements or repair of existing buildings in a floodplain, is subject to the Flood Hazard Protection Regulations (Chapter 15.68) of the Village Code.

1.3 Community Rating System

The CRS is a voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. Communities can be rewarded for activities such as: reducing flood damage to existing buildings, managing development in areas not shown in the floodplain on the FIRMs, protecting new buildings from floods greater than the 100-year flood, helping insurance agents obtain flood data, and helping people obtain flood insurance. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders.

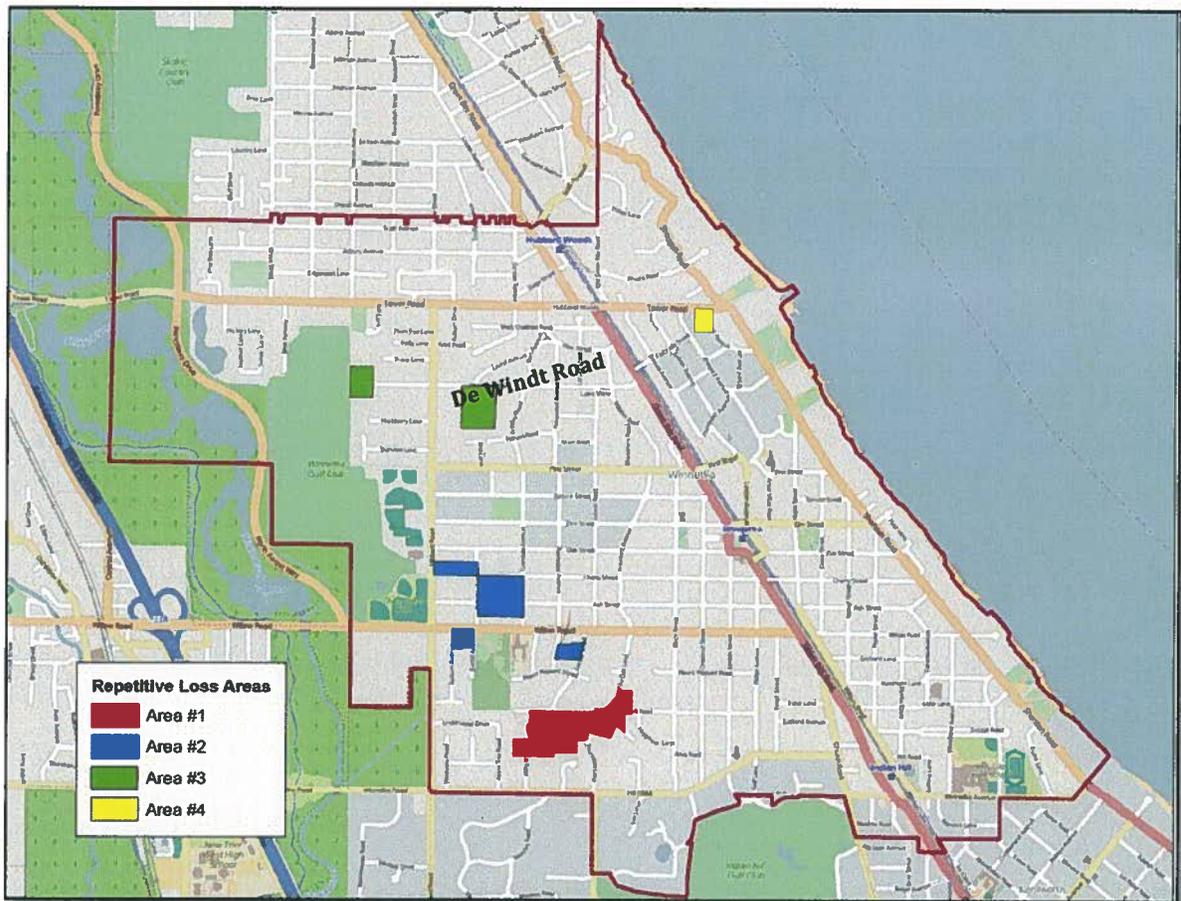
Once a community has been accepted into the CRS, the community's floodplain management activities are rated according to the scoring system described in the CRS Coordinator's Manual. CRS communities are rated on a scale of 1-10. A Class 10 community receives no reduction in flood insurance premiums, but every class above 10 receives an additional 5% premium reduction. Class 1 requires the most credit points and provides a 45% premium reduction.

1.4 Repetitive Loss Area

The NFIP considers a property a Repetitive Loss Property if two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978. According to FEMA's records, there are 18 Repetitive Loss Properties within the Village. Many more properties in Winnetka may have reached the damage threshold for Repetitive Loss Properties, but not all properties are covered by flood insurance and flood insurance claims are not submitted for all flood damage sustained.

In order for a community with 10 or more Repetitive Loss Properties to participate in the CRS program, special conditions have to be met. One condition requires the Village to adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA) prior to its entry into the CRS program. A Repetitive Loss Area (RLA) consists of Repetitive Loss properties and the surrounding properties that experience the same or similar flooding conditions, whether or not the buildings on those surrounding properties have been damaged by flooding. Figure 1 shows the 4 RLAs in Winnetka.

FIGURE 1

Repetitive Loss Areas in Winnetka

The process of developing a RLAA consists of five steps:

- Step 1 - Advise all the properties in each Repetitive Loss Area (RLA) that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 - Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 - Inspect each building in the RLA and collect basic data. Building entry is not necessary for this step since adequate information can be collected by observing the building from the street.
- Step 4 - Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.

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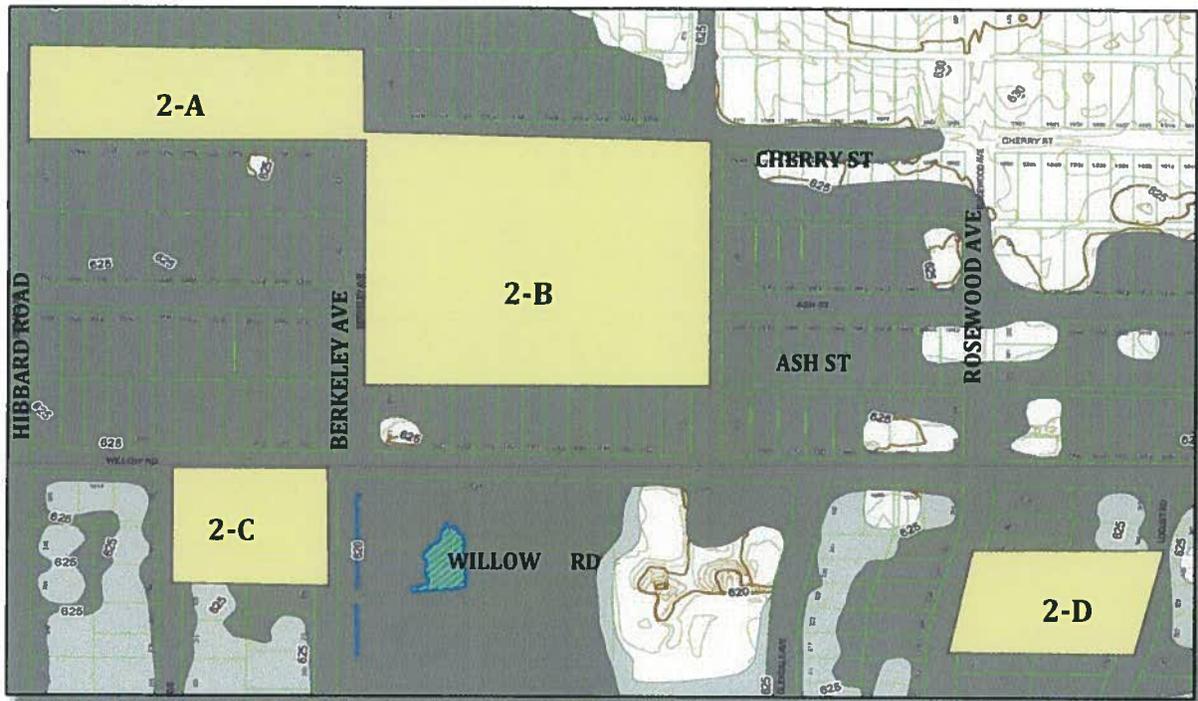
- Step 5 – Document the findings in a report. The report should include: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

This Report focuses on RLA #2, one of the four designated RLAs within the Village of Winnetka. RLA #2 is comprised of the four yellow shaded sub-areas shown in Figure 2. The dark grey shaded areas are the 100-year floodplain. The light grey shaded areas are the 500-year floodplain.

These four sub-areas were grouped together as a single RLA because of their proximity and because of their similar building and flooding characteristics. They were included in the RLA, while adjacent areas were not, because of two factors that compound the likelihood of flooding: the sub-areas are at the upstream end of an undersized storm sewer system; and the buildings within the sub-areas have adjacent ground elevations that are relatively low.

FIGURE 2

Repetitive Loss Area #2



2. REPETITIVE LOSS AREA ANALYSIS

2.1 Step 1 – Advise the Residents

Flooding has been an ongoing problem in Winnetka for many years. The most extreme storm event in recent history took place on July 22 and 23, 2011. Following that event, the Village sent a survey to all residents inquiring about flooding they may have experienced during the July 2011 storm event. This survey and a summary of the survey results are included in Appendix A.

On April 15, 2014, as part of the Village's annual outreach letter mailed to residents in RLAs, the Village notified residents of the ongoing RLAA and requested their input. Upon completion of a draft of this Report, another letter was sent out to residents in the RLA informing them of this Report, where and how they would be able to review it, and where and how they might submit comments regarding it. Both letters are included in Appendix B.

2.2 Step 2 – Collect Data

Plans and studies from several sources were utilized in this analysis. The sources listed below provided data related to the causes and impacts of flooding in the RLA.

- FEMA
- Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
- Village of Winnetka

A request for information was also sent to the Illinois State Water Survey (ISWS), but no additional information was available. Correspondence with MWRDGC and ISWS can be found in Appendix C.

2.2.1 Previous Studies and Plans

Flood Insurance Study – Cook County, Illinois and Incorporated Areas (FEMA 17031CV001G, 2008)

Within the RLA, the Cook County Flood Insurance Study (FIS) determined the 100-year flood elevation to be 625.3 (based on the North American Vertical Datum of 1988). The Village's topographic maps indicate the ground elevations within the RLA generally range between 621 and 625.

Detailed Watershed Plan - North Branch of the Chicago River and Lake Michigan Watershed: Volume 1 (HDR, January 2011)

Within the RLA, MWRDGC's Detailed Watershed Plan determined the 100-year flood elevation to be 625.5 (based on the North American Vertical Datum of 1988).

2.2.2 Flood Insurance and Flood Event Data

According to both the FIRM and the Cook County Flood Inundation Map, every property within the RLA is at least partially, if not fully, within the 100-year floodplain. This data correlates well with flood data reported by residents and Village staff.

2.2.3 Flooding Experiences of Property Owners

A flooding survey was sent to all residents in the Village of Winnetka in August of 2011. Of the approximately 4,425 properties in the Village, 1,061 survey responses were received. This 24% response rate is a very good response for surveys of this type. Of 72 properties within RLA #2, 21 residents responded (29%).

- 43% of the respondents reported overland flooding.
- 86% reported sewer backups.

A full summary of the survey results is included in Appendix A.

2.3 Step 3 – Inspect Buildings

On-site inspections of buildings in the RLA were performed in April of 2014. This inspection was performed from the public right-of-way by a licensed professional engineer. As such, the engineer did not survey building elevations in relation to the 100-year flood elevation. Therefore, the flood protection assessments in this Report are based upon visual observation of relative elevations. Each property within the RLA was visited and the following attributes were documented:

- Foundation type and condition;
- Relative low-opening elevations;
- Relative elevation of first floor;
- Basement window types and elevation;
- Window well types and elevation;
- Subsurface or at-grade doors;
- Garage location and relative elevation;
- Property grading;
- Downspout discharge location; and
- Neighborhood topography and flow routes.

The summary of the collected data for RLA #2 is as follows:

- 38% of the buildings have a low-opening elevation (basement windows, window wells, doorways, etc.) that appears to be below the 100-year flood elevation;
- 19% of the properties have ground adjacent to the building that is flat or sloped toward the building; and
- 31% of the properties have downspouts discharging adjacent to the building foundation.

A full summary of the results is included in Appendix E, and the data collected is included as Attachment 1.

2.4 Step 4 - Review Alternatives

Many types of flood hazard mitigation exist, and there is not one mitigation measure that fits every case. Nor is there even one application that fits most cases. Successful mitigation often requires multiple strategies. The CRS Coordinator's Manual breaks the primary types of mitigation down as displayed in Figure 3.

FIGURE 3

Categories of Floodplain Management Activities (FEMA FIA-15, 2013)

1. **Preventive** activities keep flood problems from getting worse. The use and development of flood-prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.
2. **Property Protection** activities are usually undertaken by property owners on a building-by-building or parcel basis.
3. **Natural Resource Protection** activities preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.
4. **Emergency Services** measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.
5. **Structural Projects** keep flood waters away from an area with a levee, reservoir, or other flood control measure. They are usually designed by engineers and managed or maintained by public works staff.
6. **Public Information** activities advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.

2.4.1 Preventative

The Village regulates residential and commercial development through its building code, planning and zoning requirements, stormwater management regulations and floodplain regulations. Any project located in a floodplain, regardless of its size, requires a permit from the Village, unless the project can be characterized as routine maintenance. Depending on the size and scope of the project, a development within the Village may also fall under the jurisdiction of the MWRDGC, the Cook County Department of Transportation and Highways, the Illinois Environmental Protection Agency, the Illinois Department of Natural Resources, the Illinois Department of Transportation, and/or the U.S. Army Corps of Engineers.

Responsibility: Village of Winnetka, along with Federal, State, and other local regulatory agencies
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.2 Property Protection

These measures are generally performed by the property owners or their agents. FEMA has published numerous manuals that help a property owner determine which property protection measures are appropriate for particular situations, several of which are listed below. The manuals listed below are available for review at Public Works, Village Hall, and the Winnetka Public Library.

- FEMA 259, *Engineering Principles and Practices of Retrofitting Floodprone Residential Structures*
- FEMA 312, *Homeowner's Guide to Retrofitting: Six Ways to Protect Your House from Flooding*
- FEMA 551, *Selecting Appropriate Mitigation Measures for Floodprone Structures*
- FEMA 348, *Protecting Building Utilities from Flood Damage*
- FEMA 511, *Reducing Damage from Localized Flooding*
- FEMA 102, *Floodproofing Non-Residential Structures*
- FEMA 55, *Coastal Construction Manual (Volume 1 and 2)*
- FEMA 84, *Answers to Questions about the NFIP*
- FEMA 54, *Elevated Residential Structures Book*
- FEMA 268, *Protecting Floodplain Resources: A Guidebook for Communities*
- FEMA 347, *Above the Flood: Elevating Your Floodprone House*
- FEMA 257, *Mitigation of Flood and Erosion Damage to Residential Buildings in Coastal Areas*
- FEMA 85, *Protecting Manufactured Homes from Floods and Other Hazards*

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. Each of these methods are described below. A table of floodproofing types versus relative cost can be found in Appendix E.

Sewer Improvements

Heavy rains can saturate the soil and infiltrate the sanitary sewer system through leaky joints or cracks in the pipes. The inflow of stormwater floods the sanitary sewer system causing water to back-up into the home through lower level plumbing fixtures. This occurrence can be prevented by installing a sewer backflow preventer, an overhead sewer system, floor drain plugs and/or stand

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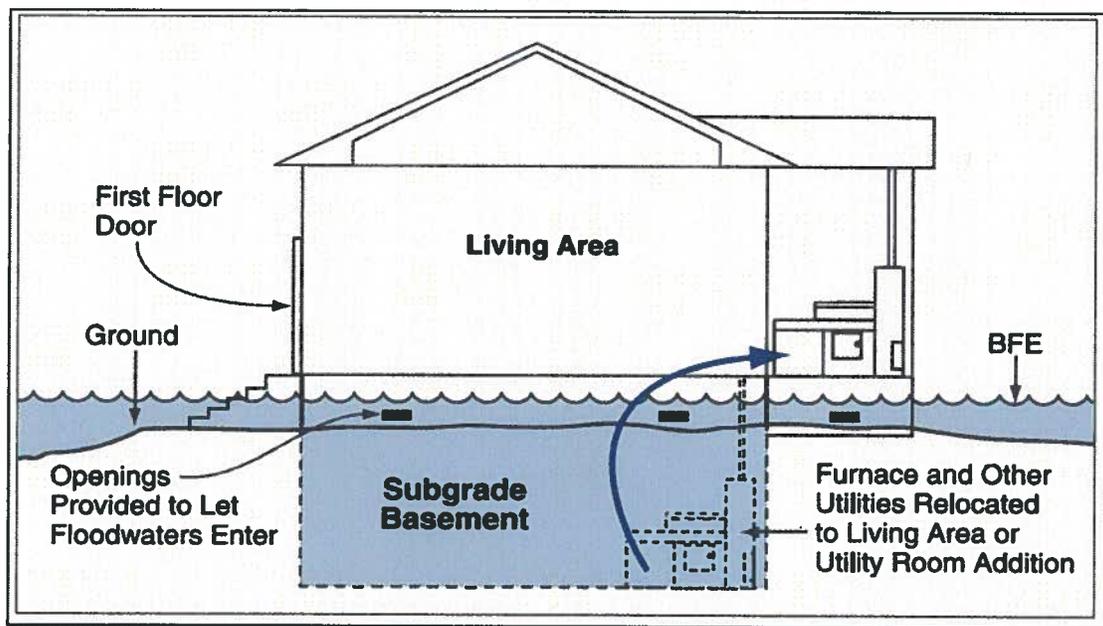
pipes. A backflow preventer will allow the sanitary sewer water to flow freely from the home to the sewer, but restrict the reverse flow. Backflow preventers do require maintenance and can fail if debris in the sewer prevents the valve seating properly. An overhead sewer system pumps wastewater from basement level plumbing fixtures up to an elevation near the ground level, where it can drain by gravity into the sewer service line. This higher sewer makes it unlikely that water will back-up into the building. Floor drain plugs and stand pipes are much simpler ways to stop a sewer back-up. Some floor drain plugs stop water from flowing in either direction and are typically installed manually before a storm event. Other floor drain plugs utilize a float that will not interfere with the normal operation of the drain, but can fail if debris in the sewer prevents the valve from seating properly. Stand pipes involve fitting a length of pipe (generally three feet or less) in the floor drain so that the sewer back-up is contained within the stand pipe.

Wet Floodproofing

Wet floodproofing consists of modifying uninhabited portions of a home, such as a crawl space, garage, or unfinished basement with flood-damage resistant materials, to allow floodwaters to enter the structure without causing damage (see Figure 4). Wet floodproofing requires portions of the building need to be cleared of valuable items and mechanical utilities. A key component of wet floodproofing is providing openings large enough for the water to flow through the structure such that the elevation of the water in the structure is equal to the elevation of the water outside of the structure. This equilibrium of floodwater prevents hydrostatic pressure from damaging structural walls.

FIGURE 4

Wet Floodproofing Example (FEMA P-312, December 2009)



Dry floodproofing consists of completely sealing around the exterior of the building so that water cannot enter the building (see Figure 5). Dry floodproofing is not a good option for areas where floodwater is deep or flows quickly. The hydrostatic pressure and/or hydrodynamic force can structurally damage the building by causing the walls to collapse or causing the entire structure to float. However, in areas that have minimal velocity and low depth, dry floodproofing can be a good option.

FIGURE 5

Dry Floodproofing (FEMA P-312, December 2009)

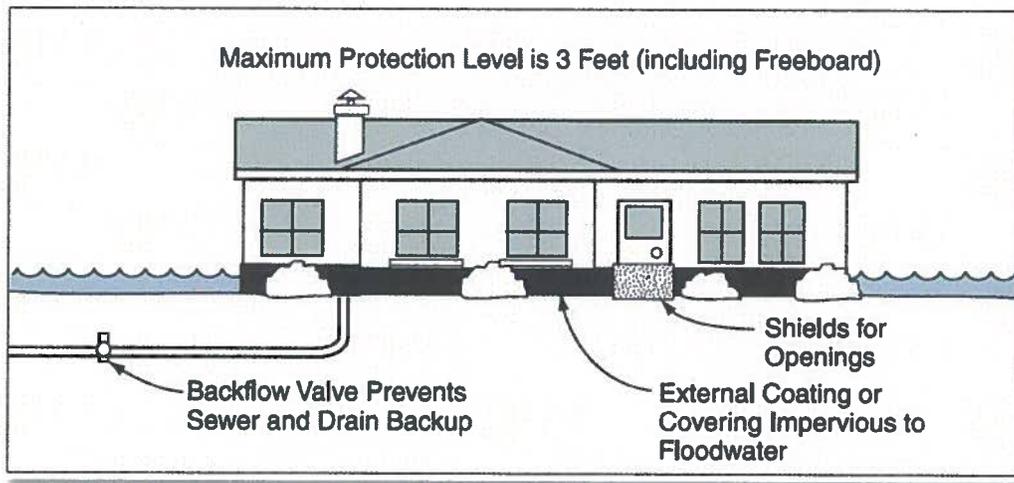


FIGURE 6

New Brick Veneer Over Waterproof Coating FEMA P-312, December 2009

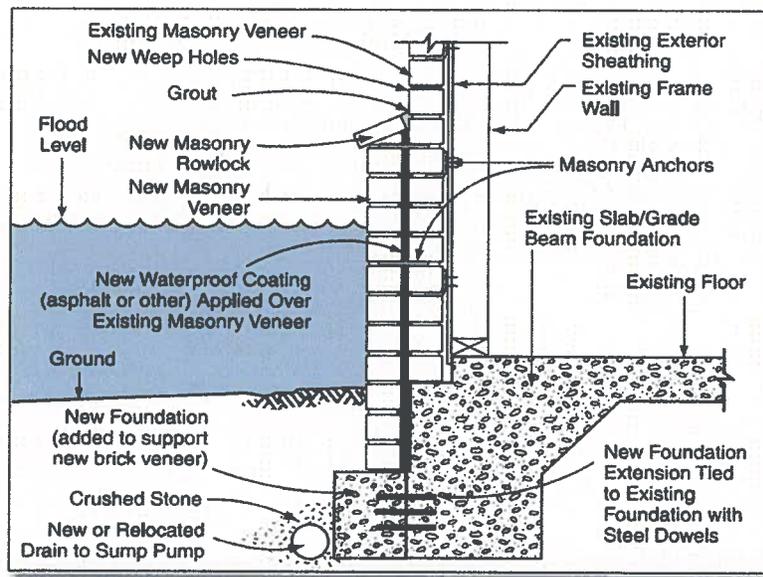


FIGURE 7

Driveway Berm



FIGURE 8

Raised Concrete Window Well

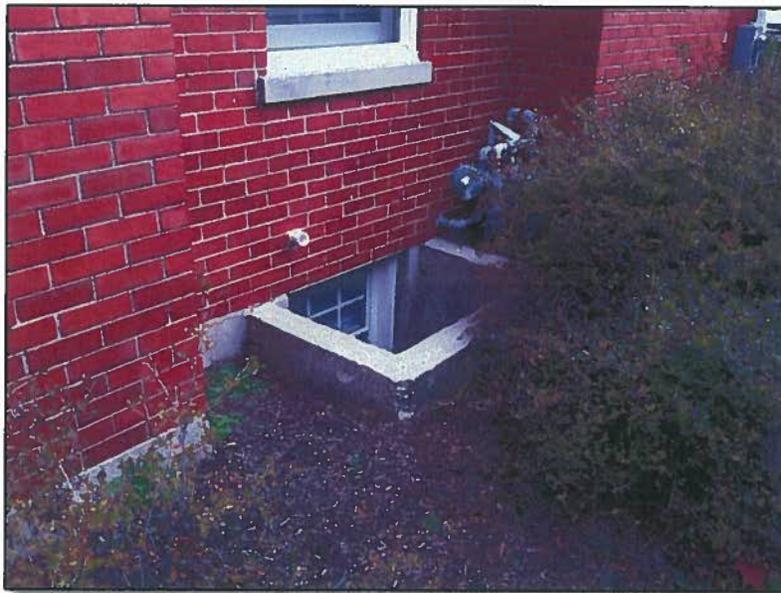


FIGURE 9

Glass Block Basement Windows

Figures 6, 7, 8, and 9 display various methods of dry floodproofing. The schematic detail in Figure 6 portrays an asphalt coating spread on the exterior of a structure covered by a decorative brick veneer. Figure 7 is an example of a driveway reconstructed to prevent surface water in the street from flooding a below-grade garage. Figure 8 is a raised concrete window well that is sealed to the side of the structure to prevent floodwaters from entering through the basement window. Figure 9 is an alternate to the window well; the glass pane window is removed and replaced with glass blocks that can withstand the pressure of ponding floodwaters.

Many flood hazards can be mitigated with various forms of dry flood proofing. Properties that do not have adequate protection of their low opening (window or basement door) can effectively raise the low opening height with a window well or a flood gate. The ultimate height of the low opening depends on several factors, such as: the level of flood protection desired, the appearance, and cost. The flood protection elevation could be set 1-foot higher than the existing low opening elevation, or it could be set to match the elevation of the lowest opening into a home that cannot be raised. This might be the elevation of the threshold of a door, for example.

Properties that do not have adequate grading can re-grade their lawns. The ground adjacent to a building should slope away from the building so stormwater runoff does not accumulate against the foundation wall, where it can seep into the building. If possible, a minimum ground slope of 1% is desirable. Furthermore, downspouts should extend at least 6 feet away from a building foundation. In cases where the ground adjacent to the building is flat or slopes toward the building, the downspouts should extend far enough to ensure stormwater does not drain back toward the foundation.

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The NFIP only allows dry floodproofing for residential retrofits that are not classified as a substantial improvement. A substantial improvement is any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement.

FIGURE 10

Elevated House



Elevation

Sometimes dry or wet floodproofing are not enough and greater measures must be taken. For example, if the floodwaters are too high for dry floodproofing and the inhabited area is too low for wet floodproofing, it may be necessary to raise the structure. While this can be a much costlier endeavor, it may be the only solution to protect a home from floodwaters. The structure in Figure 10 is an example of a home that is elevated above the 100-year flood elevation. The Cook County Watershed Management Ordinance requires all substantially improved residential buildings have their lowest floor elevated 2 feet above the 100-year flood elevation. This may preclude a basement in the elevated building.

Demolition

The only way to ensure a structure will not accumulate additional losses from future flood events is to demolish the structure completely. There are two options demolishing a structure.

1. A government agency can purchase the property, demolish the structure, and convert the property to a park or other open space.
2. The property owner may retain ownership, demolish the structure, and build a new structure in a manner that meets all local building and flood protection code requirements.

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. These are the most common methods of property protection, although other methods exist ranging a very broad span of cost and effort.

Responsibility: Property Owners
 Timeline: As Soon As Possible
 Funding: Private Funding or Grant Funding

2.4.3 Natural Resource Protection

Care should be taken to maintain the streams, wetlands and other natural resources within a floodplain. Removing debris from streams and channels prevents obstructions. Preserving and restoring natural areas provides flood protection, preserves water quality and provides natural habitat. Most of the natural resources within the Village are in open spaces owned and maintained by either the Winnetka Park District or the Cook County Forest Preserve District.

Responsibility: Winnetka Park District, Cook County Forest Preserve
 Timeline: Ongoing
 Funding: Government taxing bodies

2.4.4 Emergency Services

Advance identification of an impending storm is only the first part of an effective Flood Warning and Response Plan. To truly realize the benefit of an early flood warning system, the warning must be disseminated quickly to floodplain occupants and critical facilities. Appropriate response activities must then be implemented, such as: road closures, directing evacuations, sandbagging, and moving building contents above flood levels. Finally, a community should take measures to protect public health and safety and facilitate recovery. These measures may include: cleaning up debris and garbage, clearing streets, and ensuring that that citizens have shelter, food, and safe drinking water.

Responsibility: Village of Winnetka
 Timeline: Ongoing
 Funding: Municipal revenues

Village of Winnetka, Illinois

2.4.5 Structural Projects

In response to the flood damage resulting from severe storm events in September 2008 and July 2011, the Village initiated several Flood Risk Reduction Assessments to determine what structural improvements could be made to mitigate flood damage from future storm events in the areas that have proven to be the most susceptible to flooding.

Construction of the Winnetka Avenue Pump Station Improvements was completed in the summer of 2014. These improvements, which include the replacement of four pumps at the station to increase capacity from 40,000 gallons/minute to 60,000 gallons/minute, will directly benefit residents in RLA #2 by improving flow in storm sewers in south and west Winnetka and increasing the discharge capacity of the Forest Preserve ditch.

Final engineering began in 2014 for the Willow Road Tunnel Improvements, which will also directly benefit residents in RLA #2. The planned improvements consist of a large trunk sewer under Willow Road and Glendale Avenue with branches along Ash Street and Cherry Street that extend into RLA #2. Construction is anticipated to begin in 2016.

Responsibility: Village of Winnetka
Timeline: 2014-2018
Funding: Stormwater Utility

2.4.6 Public Information

One of the most important, and often overlooked, aspects of mitigation is public awareness. Awareness starts with recognition of the flood risk. FIRM panels, which designate areas of a community according to various levels of flood risk, can be viewed at www.FEMA.gov. Also, real estate transactions require disclosure of known flood hazards.

The next level of awareness is related to hazard mitigation measures. Often homeowners can greatly reduce their risks with mitigation efforts; they just do not know it. For that reason, as part of this analysis, every resident in the RLA has been contacted and informed of the opportunity to review this Report. In addition, the Village sends out an annual outreach letter to every resident in each RLA.

Responsibility: Village of Winnetka, FEMA, real estate agents
Timeline: Ongoing
Funding: Flood insurance premiums, real estate transaction fees, and municipal revenues

2.5 Step 5- Document the Findings

This Report documents the findings of the required RLAA. As required, the Report includes: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

3. NEXT STEPS

3.1 Recommendations

First and foremost, the Village should continue its ongoing flood hazard mitigation initiatives. These initiatives include: enforcing development regulations and keeping them up-to-date; planning and constructing capital improvement projects; informing the public about flood hazards and mitigation options; and providing critical emergency services. Other government agencies, such as FEMA, MWRDGC, the Cook County Forest Preserve District, and the Winnetka Park District, should continue doing their part, as well. Finally, homeowners and residents should take steps to protect their property and reduce the likelihood of future flood losses.

Since every property in RLA #2 is within the 100-year floodplain, every property owner should carry flood insurance. In most cases, a sewer back-up or basement flood rider should be added to the insurance policy so that the building contents are covered.

Figure 11 lists common flood hazards that are known to exist in RLA #2 based on information received from residents and observations made during the on-site building inspections. Many of the flood hazards are related to openings that appear to be at or below the 100-year flood elevation. It should be noted that the 100-year flood elevation is not the highest possible elevation that flood waters may reach; greater flood elevations can and do occur. Common practice when installing flood protection measures is to protect the building to 2 feet above the 100-year flood elevation in order to account for uncertainties in the calculated flood elevation, wave action, and unpredictable effects such as those caused by ice or debris jams.

FIGURE 11

Common Flood Hazards and Typical Suggested Solutions

Common Flood Hazard	Typical Suggested Solution
Home within the 100-year floodplain	Carry flood insurance and elevate all mechanical facilities and valuable property above the 100-year flood elevation
Sanitary sewer back-up	Install an overhead sewer system or other backflow prevention
Unprotected window below the 100-year flood elevation	Replace a glass pane window with a glass block window or increase the height and seal around the edges of the window well
Unprotected door below the 100-year flood elevation	Install a flood barrier, such as a driveway berm, a permanent concrete flood wall, or a removable flood gate
Detached garages below the 100-year flood elevation	Raise the garage above the 100-year flood elevation or wet floodproof the garage
Downspouts splash on grade near the foundation	Install downspout extensions that discharge away from the foundation and ensure there is positive drainage from the foundation
Unprotected finished floor below the 100-yr flood elevation	Dry floodproof or elevate the building above the 100-year flood elevation

Village of Winnetka, Illinois

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The common flood hazards and typical suggested solutions in this Report are broad-based recommendations for the entire RLA. They are not applicable to all properties in the RLA, but appear to be applicable to many of the properties. Property owners should consider obtaining an elevation certificate to determine the exact elevation of their house in relation to the 100-year flood elevation and should consult with an engineer, plumber, or other contractor regarding mitigation measures for a specific property.

Due to the height of the 100-year flood elevation above the ground throughout most of RLA #2, high intensity storm events are likely to cause some flooding, even on properties that have a well-graded yard that slopes away from the building foundation and a private yard drain system; however, many of the properties in RLA #2 have very low rear yards that are likely to collect and retain water after small amounts of rainfall. Installing private yard drain systems connected to the Village storm sewer system should reduce the duration of standing water in these locations; however, it should be noted that the depth of flooding may not be reduced for high intensity storm events when the Village's storm sewer system is at capacity.

3.2 Funding Assistance

In certain cases, a flood insurance policy holder will be eligible for up to \$30,000 of coverage over and above the structural flood insurance coverage. This coverage is called Increased Cost of Compliance (ICC). It applies in cases where local floodplain management regulations require a substantially damaged building to be elevated or retrofitted. This coverage is not dependent upon a community receiving a disaster declaration, but it is only available if the building damage was caused by a flood and if there was a flood insurance policy on the building before the flood.

Several other sources of hazard mitigation assistance will become available once the Cook County All Hazards Mitigation Plan is complete and has been adopted by both the County and the Village. The Plan is currently being developed and may be completed in 2014. The most common hazard mitigation assistance programs are: the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Each program has its own eligibility and funding criteria, but each can be used to fund property protection measures as shown in Figure 12 below, provided that the Benefit Cost Ratio exceeds 1.0. In general, these programs are funded when FEMA approves an application prepared jointly by a local government, such as the Village, and the Illinois Emergency Management Agency (IEMA). In most cases, FEMA pays 75% of eligible expenses, but the federal share can reach 90% for Repetitive Loss Properties and 100% for Severe Repetitive Loss (SRL) properties.

FIGURE 12

Eligible Activities by Hazard Mitigation Assistance Program (FEMA Hazard Mitigation Assistance Unified Guidance, July 2013)

Eligible Activities	HMGP	PDM	FMA
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction			√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Minor Localized Flood Reduction Projects	√	√	√
Structural Retrofitting of Existing Buildings	√	√	
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Generators	√	√	
5 Percent Initiative Projects	√		
Advance Assistance	√		

3.3 Continuation

The CRS program requires an annual update to this RLAA. The annual update must review each recommended action, discuss the actions that were implemented and those that were not, and recommend any changes to the recommended actions. The report must be made available to the public, including the media and property owners and residents of the RLA. This process must continue every year for the Village to maintain its standing in the CRS program. Also, this update must preface each CRS cycle verification visit. Refer to Section 510 of the CRS Coordinator's Manual for more information (FEMA FIA-15, 2013).

4. WORKS CITED

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FEMA P-312. (December 2009). *Homeowner's Guide to Retrofitting - Six Ways to Protect Your Home From Flooding* (Second Edition ed.).

HDR. (January 2011). *North Branch of the Chicago River and Lake Michigan Watershed: Volume 1*. Metropolitan Water Reclamation District of Greater Chicago.

Appendix A: Resident Survey

Dear Winnetka Resident:

In light of the recent rain storm on Friday, July 22 and Saturday, July 23, 2011, the Village is conducting a Village-wide survey to get an accurate account of basement flood occurrences, and in particular, sanitary sewer backups. This information will be used to evaluate the existing sanitary sewer systems, as well as to plan for possible future sanitary sewer improvements.

Please take a few moments to fill out the attached survey and return it by Friday, September 23. The survey may also be returned via fax at 847-716-3599 or by email to sanitarysewersurvey@winnetka.org. Residents may also access the survey on the Village website at www.villageofwinnetka.org. We thank you in advance for your help in this endeavor. If you have any questions, please contact the Public Works Department at 847-716-3568.

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1. Address _____, Winnetka, Illinois
2. How long have you lived at this address? _____ years
3. Was your home built before 1970? NO YES DON'T KNOW
4. Did you experience flooding in your house or basement or attached garage during the July 22-23, 2011 storm? NO YES
5. If yes, please indicate the location(s) that water entered the building:

<input type="checkbox"/> Floor drain, laundry tub, shower or toilet	<input type="checkbox"/> Wall or floor seepage
<input type="checkbox"/> Window well or doorway	<input type="checkbox"/> Sump pump failure
<input type="checkbox"/> Other _____	<input type="checkbox"/> Not sure
6. If water entered via floor drain, laundry tub, shower, or toilet, approximately what time did flooding commence? _____
What time did flooding subside? _____
7. How much water did you get? (feet-inches) _____
8. If water entered via floor drain, laundry tub, shower, or toilet, approximately how many times in the last five years has this occurred? _____. Do you recall the approximate month/year of the occurrence(s)? _____
9. Does your building have any protection from sanitary sewer back-ups? NO
 YES Not sure
10. If yes, indicate what type of protection and approximate date of installation:

2011 Flooding Survey Results		
Total Properties	72	
Total Respondents	21	
	29%	response rate
Did you experience flooding in your house, basement, or attached garage during the July 22-23 storm?	95%	Yes
	5%	No
Type of Flooding	86%	Floor drain, laundry, tub, shower, or toilet
	38%	Window well or doorway
	14%	Wall or floor seepage
	14%	Sump pump failure
	5%	Other
What time did flooding commence?	57%	12am-6am
	0%	6am-12pm
	0%	12pm-6pm
	0%	6pm-12am
What time did flooding subside?	5%	12am-6am
	19%	6am-12pm
	14%	12pm-6pm
	10%	6pm-12am
How much water did you get?	38%	0-1 foot
	38%	1-3 feet
	10%	3-6 feet
	0%	>6 feet
How many occurrences in the last five years?	38%	0
	24%	1
	10%	2
	5%	3
	0%	4
	5%	5
In what years did it flood?	5%	2007
	5%	2008
	0%	2009
	10%	2011
Does your building have protection for sanitary backups?	19%	Yes
	62%	No
	14%	Not sure
If yes, what type?	5%	Sump pump
	0%	Backflow preventor
	5%	Ejector pit
	5%	Elevated drain pipe

Village of Winnetka, Illinois

Repetitive Loss Area Analysis - Area #2 • 131058.90



Appendix B: Letters to the Residents



April 15, 2014

Resident

Winnetka, IL 60093

**Re: Village of Winnetka
Analysis of Flood Prone Areas and
Repetitive Loss Areas**

Dear Resident:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. You have received this letter because your property has either been subject to flooding on more than one occasion for which claims have been made and received on your flood insurance policy of more than \$1,000 from the National Flood Insurance Program within any rolling 10-year period for your home, or because your property is located in an area where adjacent properties have experienced flood damage on several occasions for which flood insurance claims have been made. Your input in this analysis will be valuable whether your house has been damaged by flooding or not.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) produces a list of repetitive loss properties within each National Flood Insurance Program (NFIP) community, which the Village of Winnetka is an active member in good standing, that has one or more repetitive loss properties. Repetitive loss properties are those properties for which two or more claims of more than \$1,000 have been paid by the NFIP within any 10-year period since 1978. Although these properties represent only 1% of all the NFIP's insurance policies, they account for nearly one-third of the claim payments. In order for the Village of Winnetka to participate in the CRS program with repetitive loss properties, an outreach program must be implemented in an attempt to try to mitigate the cause of the flood damage, either on your property or in your neighborhood. All specific repetitive loss property information is for the Village's internal use only, and is protected by the Privacy Act of 1974.

If your property is a repetitive loss property, or if you have any information to share regarding the recurrence and severity of past flooding in the area, the Village of Winnetka is kindly requesting that you provide information regarding the exact nature of the flood damage so that we may better provide you with the appropriate property protection measures for the flood situation. Please forward the information regarding the flood damage that resulted in the flood insurance claims to the Village of Winnetka, attention Susan Chen, 1390 Willow Road, Winnetka, IL 60093; by phone at (847)716-3532; or by e-mail to schen@winnetka.org. Please note that if you responded to the Village's flood survey in August 2011, the Village can incorporate the information you provided at that time into this analysis. You will be notified again once a draft of the analysis report is available for review and comment. We hope you can participate in this analysis and we look forward to your input.

As many of you are aware, the Village of Winnetka is in the process of pursuing several possible large scale storm water management mitigation projects which can be viewed on the Village of Winnetka's website www.villageofwinnetka.org. Unfortunately, some of the repetitive loss areas are situated on private streets with private storm sewers. While the Village of Winnetka is unable to undertake specific public improvements in these areas, certain aspects of the proposed storm water mitigation plans will help to mitigate the flooding in these areas. Meanwhile, here are some things that you can do:

1390 WILLOW ROAD, WINNETKA IL 60093

Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Village of Winnetka, Illinois

Repetitive Loss Area Analysis - Area #2 • 131058.90

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1. Contact the Village of Winnetka Public Works Department at (847) 716-3568 to speak with one of the Engineering Staff about possible mitigation measures for your flooding issues;
2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes;
 - Make a list of emergency numbers and identify a safe place to go;
 - Make a household inventory, especially of basement contents;
 - Put insurance policies, valuable papers, medicine, etc... in a safe, dry place;
 - Collect and put cleaning supplies, camera, waterproof boots, etc... in a convenient location;
 - Develop a disaster response plan -- See the Red Cross' website: www.redcross.org/images/pdfs/code/family_disaster_plan.pdf for a copy of the brochure "Your Family Disaster Plan"
 - Get a copy of *Repairing Your Flooded Home* at www.redcross.org/www-files/Documents/pdf/Preparedness/file_cont333_lang0_150.pdf. Also visit FEMA's web site at www.fema.gov/hazards/floods/
3. Consider some permanent flood protection measures.
 - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement can reduce property damage and save lives, except the storm sump pump and sanitary ejector pump should be placed on a separate circuit with battery back-up which can remain operable during a storm event;
 - Consider elevating your house to the Flood Protection Elevation, which is two feet above the Base Flood Elevation;
 - Check your home for water entry points. These can be basement windows, the basement stairwell doors, and dryer vents. These can be protected with low walls or temporary shields;
 - Install floor drain plugs, standpipe, overhead sanitary sewer or a sanitary sewer backflow prevention device to prevent sewer backup flooding;
 - More information can be found in *Homeowner's Guide to Retrofitting: Six Ways to Protect your House from Flooding*. This publication can be found at www.fema.gov/library/file?type=published&file=fema_p312_a.pdf&fileid=7f8c0a20-fa08-11de-8441-001cc456982e or at the public library.
 - There is also a link on the Village's website, www.villageofwinnetka.org the Guide to Flood Protection in Northeastern Illinois, published by the Illinois Association for Flood plain and Storm Water Management.
 - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to talk with the Community Development Department for code and permit requirements.

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558



4. Obtain information on financial assistance programs.
 - FEMA offers four grant programs to fund pre- and post-disaster mitigation activities, including: Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation (PDM); Flood Mitigation Assistance (FMA); and Repetitive Flood Claims (RFC). Detailed information on these programs and other related programs is available at www.fema.gov/about/divisions/mitigation/mitigation.shtm#6.
5. Obtain flood insurance.
 - A flood insurance policy will help pay for repairs after a flood and, in some cases, it will help pay the costs of elevating a substantially damaged building.
 - Homeowner's insurance policies do not cover damage from floods. However, because the Village of Winnetka participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal Government and is available to everyone, even properties that have been flooded or are out of the flood plain. Most flood insurance policies include Increased Cost of Compliance coverage. The coverage provides for the payment of claims up to \$30,000 toward the costs to comply with State or Community flood plain management laws or ordinances after a flood event in which the structure has been declared substantially damaged in accordance with the locally enforceable regulation.
 - If your property is located in an area that is not mapped as a Special Flood Hazard Area (Zone A or AE), you may qualify for a lower-cost Preferred Risk Policy.
 - Some people purchased flood insurance because it was required by the bank with they got a mortgage or home improvement loan. Usually, these policies just cover the building's structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Ensure that you have contents coverage.
 - Don't wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before the National Flood Insurance Program coverage takes effect.
 - Contact your insurance agent for more information on rates and coverage.

If you have questions regarding Repetitive Loss Areas or other general flood plain requirements, please provide the Village with the street address of the property in question. Inquiries can be directed to the Engineering Department of the Village of Winnetka, and can be made in person, by telephone, or by e-mail. The Engineering Department is located at the Village Yards, 1390 Willow Road, Winnetka. While any of our Engineering Staff can answer your questions, our Flood Plain Manager is Susan Chen, Assistant Village Engineer, who can be reached at (847) 716-3532 or schen@winnetka.org.

For general questions or concerns regarding local flooding, drainage issues or sewer back-ups, contact 847-716-3568, and your call can be directed to the appropriate Public Works staff.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Month X, 2014

Name

Address

Winnetka, Illinois 60093

Subject: Village Analysis of Flood Prone Areas

Dear Name:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. Your property is located within an area identified as Repetitive Loss Area #X. A draft report on the Repetitive Loss Area Analysis for Area #X can be reviewed at www.villageofwinnetka.org or at the Village of Winnetka Public Works Facility (1390 Willow Road). Your input on the draft report is welcome and comments will be accepted until Month X, 2014.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

I:\Chicago\WINNE\131058-WINNE - Repetitive Loss\90-General\Municipal Services\Work\Resident Invitation Letter.docx

This letter will be finalized and sent on Village letterhead as soon as the Village is satisfied with the draft Reports.

Appendix C: Data Collection Correspondence

Correspondence with MWRDGC

To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org); Fitzpatrick, Kevin (Eng)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

As discussed over the phone, the District completed the North Branch of the Chicago River (NBCR) Detailed Watershed Plan (DWP) in 2011. During DWP, we collected problems identified by the communities, updated the H&H model, and developed projects. Below is a link to the DWP and inundation maps.

http://www.mwrdd.org/iri/go/km/docs/documents/MWRD/internet/protecting_the_environment/Stormwater_Management/htm/North_Branch_Chicago_River_Watershed/North_Branch_Chicago_River_DWP.htm

<http://gispub.mwrdd.org/swima/>

The TARP system does not impact the Winnetka storm sewer system. If you have additional questions on TARP, feel free to contact Kevin Fitzpatrick at 1-312-751-3163.

Michael "Mick" Cosme, P.E., CFM
Senior Civil Engineer
Metropolitan Water Reclamation District of Greater Chicago
111 E. Erie
Chicago, IL 60611
p 312.751.3092
f 312.751.5710

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Correspondence with ISWS

From: Heistand, Glenn [mailto:heistand@illinois.edu]
Sent: Tuesday, April 08, 2014 2:37 PM
To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

ISWS does not have any flooding studies in Winnetka, besides possibly some dusty paper copies of FEMA effective models.

The Village is probably already in coordination with Brian Eber at IDNR-OWR for their pre-CRS Community Assistance Visit, but if not, I recommend contacting him for additional information (brian.eber@illinois.gov). Let me know if I can be of further assistance.

Glenn

Glenn N Heistand, PE, CFM
Illinois State Water Survey
Prairie Research Institute
University of Illinois
2204 Griffith Drive
Champaign, IL 61820-7495
(217) 244-8856
heistand@illinois.edu

Appendix D: Summary of Inspection Results

Total Properties	72	
Foundation	93%	Concrete
	1%	Other
Yard	79%	Sloped away
	18%	Flat
Rear Yard	32%	Low
Downspout	21%	Splash on Grade
	35%	Underground
	22%	Extended
	10%	Underground/Splash on Grade
	6%	Underground/Extended
Approximated steps up to 1st floor	8%	1
	32%	2
	14%	3
	14%	4
	17%	5
	11%	>6
	0%	Low
	0%	Raised
Window Height	19%	Low
	1%	Grade
	24%	Raised
Window Type	50%	Glass
	7%	Glass block
Window Well Height	18%	Low
	1%	Grade
	17%	Raised
Window Well Type	13%	Metal
	29%	Concrete
Garage	51%	Detached
	44%	Attached
Garage Elevation	36%	Low
	28%	Grade
	32%	Raised

Appendix E: Floodproofing Methods

Table 3-16. Relative Costs of Various Retrofit Measures

Construction Type	Existing Foundation	Measure	Retrofit	Relative Cost
Frame, Masonry Veneer, or Masonry	Crawlspace or Basement	Wet Floodproofing 	Wet floodproof crawlspace to a height of 4 feet above LAG or wet floodproof unfinished basement to a height of 8 feet above basement floor	Lowest  Highest
Masonry Veneer or Masonry	Slab-on-Grade or Crawlspace	Dry Floodproofing 	Dry floodproof to a maximum height of 3 feet above LAG	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Levees and Floodwalls 	Levee constructed to 6 feet above grade or floodwall constructed to 4 feet above grade	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade, Basement, or Open Foundation	Demolition 	Demolish existing building and buying or building a home elsewhere	Varies

(FEMA P-312, December 2009)

ATTACHMENT 1: Site Inspection Data

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #3



Prepared by:

BAXTER & WOODMAN
Consulting Engineers

www.baxterwoodman.com

November 2014

Village of Winnetka, Illinois Repetitive Loss Area Analysis - Area #3

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LIST OF DEFINITIONS

100-Year Flood (1% Annual Chance Flood)

A storm event that has a 1% chance of being equaled or exceeded in any given year.

100-Year Flood Elevation

The high water elevation produced by the 100-year flood.

100-Year Floodplain

The area that would be inundated by the 100-year flood.

500-Year Flood (0.2% Annual Chance Flood)

A storm event that has a 0.2% chance of being equaled or exceeded in any given year.

500-Year Floodplain

The area that would be inundated by the 500-year flood.

CRS (Community Rating System)

A voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages.

FEMA (Federal Emergency Management Agency)

The Federal agency responsible for implementing the NFIP.

FIRM (Flood Insurance Rate Map)

A series of maps provided by FEMA that designate areas of a community according to various levels of flood risk.

MWRDGC (Metropolitan Water Reclamation District of Greater Chicago)

An independent government and taxing body that manages water supply, wastewater, and stormwater in Cook County, Illinois.

NFIP (National Flood Insurance Program)

The program enabling property owners in participating communities to purchase insurance protection from the Federal government against losses from flooding.

Repetitive Loss Property

A property for which two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978.

RLA (Repetitive Loss Area)

The properties on the repetitive loss list prepared by FEMA and all nearby properties with the same or similar flooding conditions.

RLAA (Repetitive Loss Area Analysis)

A detailed, site-specific plan to reduce flood losses in repetitively flooded areas.

EXECUTIVE SUMMARY

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, a Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. This Report focuses on Repetitive Loss Area #3, one of the four designated Repetitive Loss Areas (RLAs) within the Village of Winnetka. RLA #3 is comprised of the yellow shaded areas shown in Figure 2.

This Repetitive Loss Area Analysis (RLAA) followed a five step process.

- Step 1 – Advise all the properties in each RLA that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.
- Step 5 – Document the findings in a report.

Section 3 of this Report describes the next steps, which include: implementing recommended flood hazard mitigation measures, obtaining funding assistance for these measures, and annually updating this Report.

1. BACKGROUND

1.1 Problem Statement

Flooding is a reoccurring problem for communities across the nation, including Winnetka. Neighborhood flooding events disrupt transportation, commerce, and lives. Property damage due to flooding is much more than an inconvenience; it carries a high price of both time and money.

Simply put, a flood is a damaging overflow of water into a building or onto land that is dry most of the time. One type of flooding occurs when streams or rivers overflow into a floodplain, but flooding also occurs outside of floodplains when the rate of stormwater runoff exceeds the capacity of the drainage system. Flooding in Winnetka is typically due to the capacity of the drainage system and not due to overflowing rivers or streams.

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, this Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. The Village joined the NFIP in 1973 and recently applied for entry into the CRS program. Additional information about the NFIP, the CRS program, and a RLAA is provided below.

1.2 National Flood Insurance Program

The NFIP is based on a cooperative agreement between the Federal Emergency Management Agency (FEMA) and local units of government. FEMA agrees to underwrite flood insurance policies within a community and the community agrees to regulate development in the floodplain. Participation in the NFIP is voluntary, but communities have incentive to join because Federally-backed flood insurance is not available in non-participating communities and a non-participating community will not receive Federal aid for damage to insurable buildings in the floodplain.

The three basic components of the NFIP are floodplain mapping, flood insurance, and floodplain management regulations. Floodplain mapping is provided by FEMA on a series of maps called Flood Insurance Rate Maps (FIRM), which designate areas of a community according to various levels of flood risk. Regardless of its risk level, any building in an NFIP participating community can be covered by a flood insurance policy, even buildings not located in a mapped floodplain. A flood insurance policy is only mandated for Federally-backed mortgages on buildings in the floodplain. Any new buildings constructed in a floodplain, and any improvements or repair of existing buildings in a floodplain, is subject to the Flood Hazard Protection Regulations (Chapter 15.68) of the Village Code.

1.3 Community Rating System

The CRS is a voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. Communities can be rewarded for activities such as: reducing flood damage to existing buildings, managing development in areas not shown in the floodplain on the FIRMs, protecting new buildings from floods greater than the 100-year flood, helping insurance agents obtain flood data, and helping people obtain flood insurance. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders.

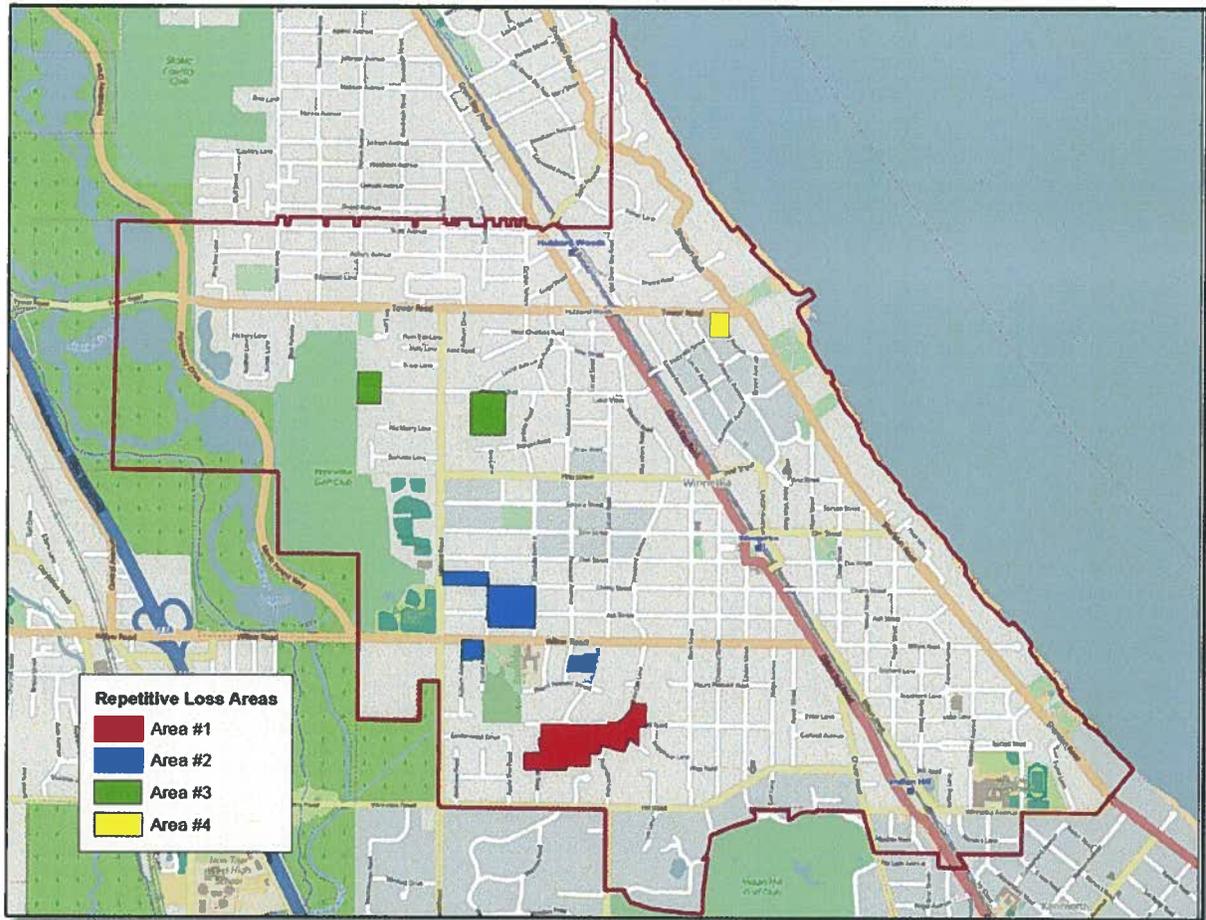
Once a community has been accepted into the CRS, the community's floodplain management activities are rated according to the scoring system described in the CRS Coordinator's Manual. CRS communities are rated on a scale of 1-10. A Class 10 community receives no reduction in flood insurance premiums, but every class above 10 receives an additional 5% premium reduction. Class 1 requires the most credit points and provides a 45% premium reduction.

1.4 Repetitive Loss Area

The NFIP considers a property a Repetitive Loss Property if two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978. According to FEMA's records, there are 18 Repetitive Loss Properties within the Village. Many more properties in Winnetka may have reached the damage threshold for Repetitive Loss Properties, but not all properties are covered by flood insurance and flood insurance claims are not submitted for all flood damage sustained.

In order for a community with 10 or more Repetitive Loss Properties to participate in the CRS program, special conditions have to be met. One condition requires the Village to adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA) prior to its entry into the CRS program. A Repetitive Loss Area (RLA) consists of Repetitive Loss properties and the surrounding properties that experience the same or similar flooding conditions, whether or not the buildings on those surrounding properties have been damaged by flooding. Figure 1 shows the 4 RLAs in Winnetka.

FIGURE 1

Repetitive Loss Areas in Winnetka

The process of developing a RLAA consists of five steps:

- Step 1 – Advise all the properties in each Repetitive Loss Area (RLA) that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data. Building entry is not necessary for this step since adequate information can be collected by observing the building from the street.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative

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activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.

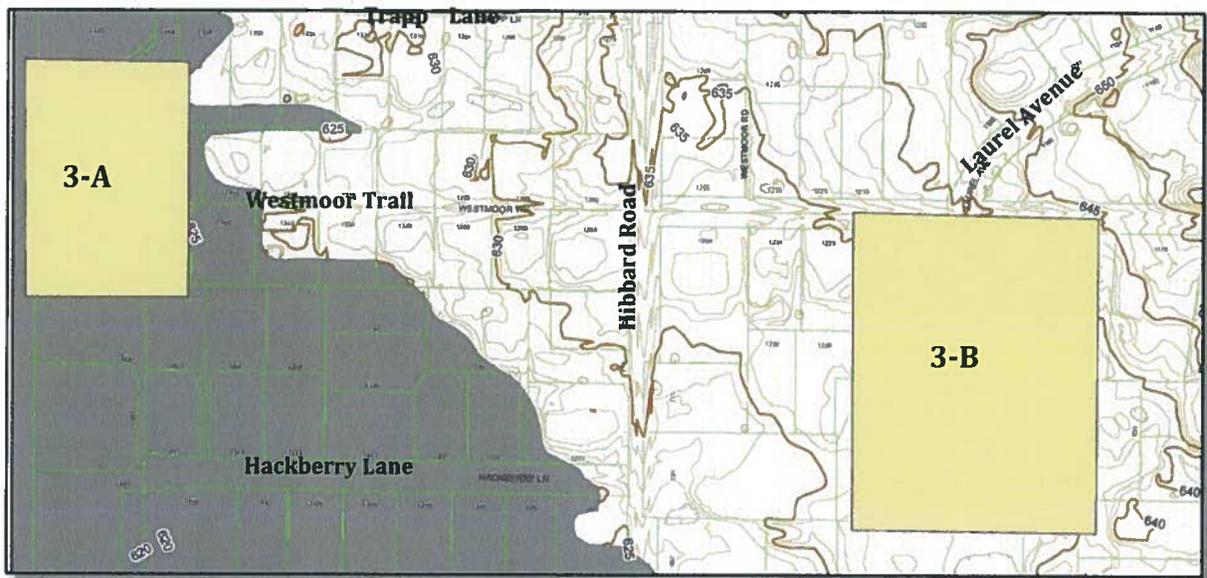
- Step 5 – Document the findings in a report. The report should include: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

This Report focuses on RLA #3, one of the four designated RLAs within the Village of Winnetka. RLA #3 is comprised of the yellow shaded areas in Figure 2. The dark grey shaded areas are the 100-year floodplain.

Area #3 consists of two sub-areas on either side of Hibbard Road and along Westmoor Trail. Sub-area 3-A is located at the west end of the Westmoor Trail cul-de-sac and the southwest corner of the Trapp Lane cul-de-sac. Sub-area 3-B includes several properties south of Westmoor Trail at Laurel Avenue. These sub-areas were grouped together as a single RLA because of their proximity and because of their similar building and flooding characteristics. These sub-areas were included in the RLA, while adjacent areas were not, because of two factors that compound the likelihood of flooding: the sub-areas are at the upstream end of an undersized storm sewer system; and the buildings within the sub-areas have adjacent ground elevations that are relatively low.

FIGURE 2

Repetitive Loss Area #3



2. REPETITIVE LOSS AREA ANALYSIS

2.1 Step 1 – Advise the Residents

Flooding has been an ongoing problem in Winnetka for many years. The most extreme storm event in recent history took place on July 22 and 23, 2011. Following that event, the Village sent a survey to all residents inquiring about flooding they may have experienced during the July 2011 storm event. This survey and a summary of the survey results are included in Appendix A.

On April 15, 2014, as part of the Village's annual outreach letter mailed to residents in RLAs, the Village notified residents of the ongoing RLAA and requested their input. Upon completion of a draft of this Report, another letter was sent out to residents in the RLA informing them of this Report, where and how they would be able to review it, and where and how they might submit comments regarding it. Both letters are included in Appendix B.

2.2 Step 2 – Collect Data

Plans and studies from several sources were utilized in this analysis. The sources listed below provided data related to the causes and impacts of flooding in the RLA.

- FEMA
- Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
- Village of Winnetka

A request for information was also sent to the Illinois State Water Survey (ISWS), but no additional information was available. Correspondence with MWRDGC and ISWS can be found in Appendix C.

2.2.1 Previous Studies and Plans

Flood Insurance Study – Cook County, Illinois and Incorporated Areas (FEMA 17031CV001G, 2008)

Within RLA Sub-area 3-A, the Cook County Flood Insurance Study (FIS) determined the 100-year flood elevation to be 625.3 (based on the North American Vertical Datum of 1988). Sub-area 3-B lies completely outside of the mapped Special Flood Hazard Area. The Village's topographic maps indicate the ground elevations within the RLA generally range between 621 and 625.

Detailed Watershed Plan - North Branch of the Chicago River and Lake Michigan Watershed: Volume 1 (HDR, January 2011)

Within the RLA sub-area 3-A, MWRDGC's Detailed Watershed Plan determined the 100-year flood elevation to be 625.5 (based on the North American Vertical Datum of 1988). Sub-area 3-B lies completely outside of the mapped 100-year inundation area.

2.2.2 Flood Insurance and Flood Event Data

According to both the FIRM and the Cook County flood inundation map, seven properties within the RLA are at least partially, if not fully, within the 1% Annual Chance Flood Hazard area (or 100 year flood plain). This data coincides with reported flood data by the residents and Village staff.

- 58% of the properties are located within the Flood Hazard Area

2.2.3 Flooding Experiences of Property Owners

A flooding survey was issued to all residents in the Village of Winnetka in August of 2011. Of the approximately 4,425 properties in the Village, 1,061 survey responses were received. This 24% response rate is a very good response for surveys of this type. Of 12 properties within RLA #3, 3 home owners responded (25%). While this is a very good response rate, the number of responses received is small enough that it may not be representative of the entire area.

- 33% of the respondents reported Overland Flooding.
- 67% reported Sewer Backups.

A full summary of the survey results is included in Appendix A.

2.3 Step 3 – Inspect Buildings

On-site inspections of buildings in the RLA were performed in April of 2014. This inspection was performed from the public right-of-way by a licensed professional engineer. As such, the engineer did not survey building elevations in relation to the 100-year flood elevation. Therefore, the flood protection assessments in this Report are based upon visual observation of relative elevations. Each property within the RLA was visited and the following attributes were documented:

- Foundation type and condition;
- Relative low-opening elevations;
- Relative elevation of first floor;
- Basement window types and elevation;
- Window well types and elevation;
- Subsurface or at-grade doors;
- Garage location and relative elevation;
- Property grading;

- Downspout discharge location; and
- Neighborhood topography and flow routes.

The summary of the collected data for RLA #3 is as follows:

- 17% of the buildings have a low-opening elevation (basement windows, window wells, doorways, etc.) that appears to be below the 100-year flood elevation;
- 58% of the properties have ground adjacent to the building that is flat or sloped toward the building; and
- 17% of the properties have downspouts discharging adjacent to the building foundation.

A full summary of the results is included in Appendix E, and the data collected is included as Attachment 1.

2.4 Step 4 – Review Alternatives

Many types of flood hazard mitigation exist, and there is not one mitigation measure that fits every case. Nor is there even one application that fits most cases. Successful mitigation often requires multiple strategies. The CRS Coordinator’s Manual breaks the primary types of mitigation down as displayed in Figure 3.

FIGURE 3

Categories of Floodplain Management Activities (FEMA FIA-15, 2013)

1. **Preventive** activities keep flood problems from getting worse. The use and development of flood-prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.
2. **Property Protection** activities are usually undertaken by property owners on a building-by-building or parcel basis.
3. **Natural Resource Protection** activities preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.
4. **Emergency Services** measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.
5. **Structural Projects** keep flood waters away from an area with a levee, reservoir, or other flood control measure. They are usually designed by engineers and managed or maintained by public works staff.
6. **Public Information** activities advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.

2.4.1 Preventative

The Village regulates residential and commercial development through its building code, planning and zoning requirements, stormwater management regulations and floodplain regulations. Any project located in a floodplain, regardless of its size, requires a permit from the Village, unless the project can be characterized as routine maintenance. Depending on the size and scope of the project, a development within the Village may also fall under the jurisdiction of the MWRDGC, the Cook County Department of Transportation and Highways, the Illinois Environmental Protection Agency, the Illinois Department of Natural Resources, the Illinois Department of Transportation, and/or the U.S. Army Corps of Engineers.

Responsibility: Village of Winnetka, along with Federal, State, and other local regulatory agencies
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.2 Property Protection

These measures are generally performed by the property owners or their agents. FEMA has published numerous manuals that help a property owner determine which property protection measures are appropriate for particular situations, several of which are listed below. The manuals listed below are available for review at Public Works, Village Hall, and the Winnetka Public Library.

- FEMA 259, *Engineering Principles and Practices of Retrofitting Floodprone Residential Structures*
- FEMA 312, *Homeowner's Guide to Retrofitting: Six Ways to Protect Your House from Flooding*
- FEMA 551, *Selecting Appropriate Mitigation Measures for Floodprone Structures*
- FEMA 348, *Protecting Building Utilities from Flood Damage*
- FEMA 511, *Reducing Damage from Localized Flooding*
- FEMA 102, *Floodproofing Non-Residential Structures*
- FEMA 55, *Coastal Construction Manual (Volume 1 and 2)*
- FEMA 84, *Answers to Questions about the NFIP*
- FEMA 54, *Elevated Residential Structures Book*
- FEMA 268, *Protecting Floodplain Resources: A Guidebook for Communities*
- FEMA 347, *Above the Flood: Elevating Your Floodprone House*
- FEMA 257, *Mitigation of Flood and Erosion Damage to Residential Buildings in Coastal Areas*
- FEMA 85, *Protecting Manufactured Homes from Floods and Other Hazards*

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. Each of these methods are described below. A table of floodproofing types versus relative cost can be found in Appendix E.

Sewer Improvements

Heavy rains can saturate the soil and infiltrate the sanitary sewer system through leaky joints or cracks in the pipes. The inflow of stormwater floods the sanitary sewer system causing water to back-up into the home through lower level plumbing fixtures. This occurrence can be prevented by installing a sewer backflow preventer, an overhead sewer system, floor drain plugs and/or stand

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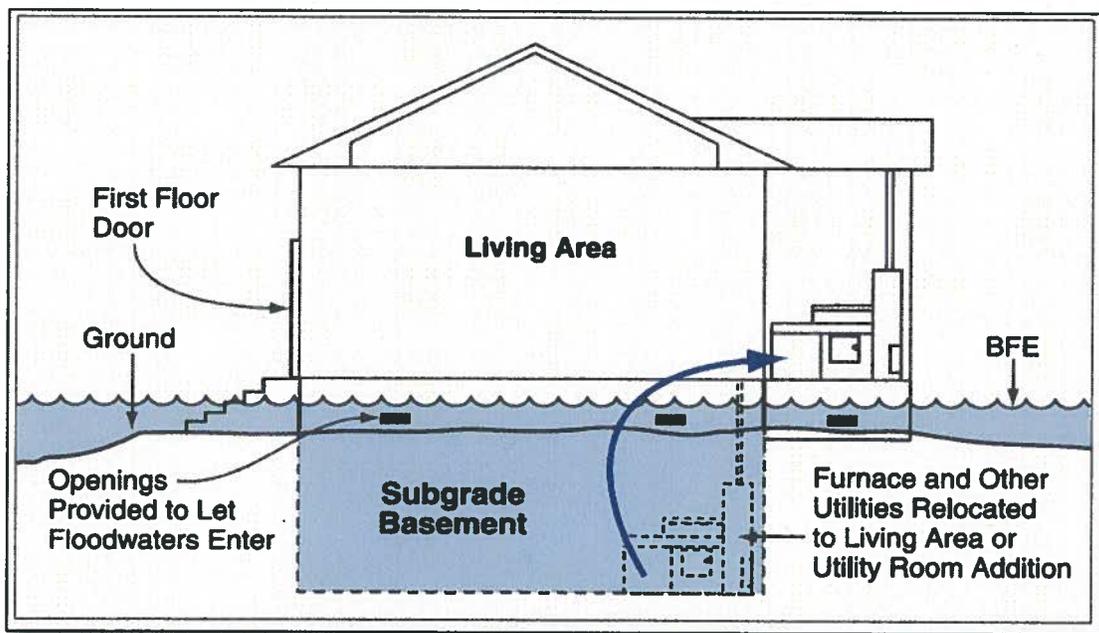
pipes. A backflow preventer will allow the sanitary sewer water to flow freely from the home to the sewer, but restrict the reverse flow. Backflow preventers do require maintenance and can fail if debris in the sewer prevents the valve seating properly. An overhead sewer system pumps wastewater from basement level plumbing fixtures up to an elevation near the ground level, where it can drain by gravity into the sewer service line. This higher sewer makes it unlikely that water will back-up into the building. Floor drain plugs and stand pipes are much simpler ways to stop a sewer back-up. Some floor drain plugs stop water from flowing in either direction and are typically installed manually before a storm event. Other floor drain plugs utilize a float that will not interfere with the normal operation of the drain, but can fail if debris in the sewer prevents the valve from seating properly. Stand pipes involve fitting a length of pipe (generally three feet or less) in the floor drain so that the sewer back-up is contained within the stand pipe.

Wet Floodproofing

Wet floodproofing consists of modifying uninhabited portions of a home, such as a crawl space, garage, or unfinished basement with flood-damage resistant materials, to allow floodwaters to enter the structure without causing damage (see Figure 4). Wet floodproofing requires portions of the building need to be cleared of valuable items and mechanical utilities. A key component of wet floodproofing is providing openings large enough for the water to flow through the structure such that the elevation of the water in the structure is equal to the elevation of the water outside of the structure. This equilibrium of floodwater prevents hydrostatic pressure from damaging structural walls.

FIGURE 4

Wet Floodproofing Example (FEMA P-312, December 2009)



Dry floodproofing consists of completely sealing around the exterior of the building so that water cannot enter the building (see Figure 5). Dry floodproofing is not a good option for areas where floodwater is deep or flows quickly. The hydrostatic pressure and/or hydrodynamic force can structurally damage the building by causing the walls to collapse or causing the entire structure to float. However, in areas that have minimal velocity and low depth, dry floodproofing can be a good option.

FIGURE 5

Dry Floodproofing (FEMA P-312, December 2009)

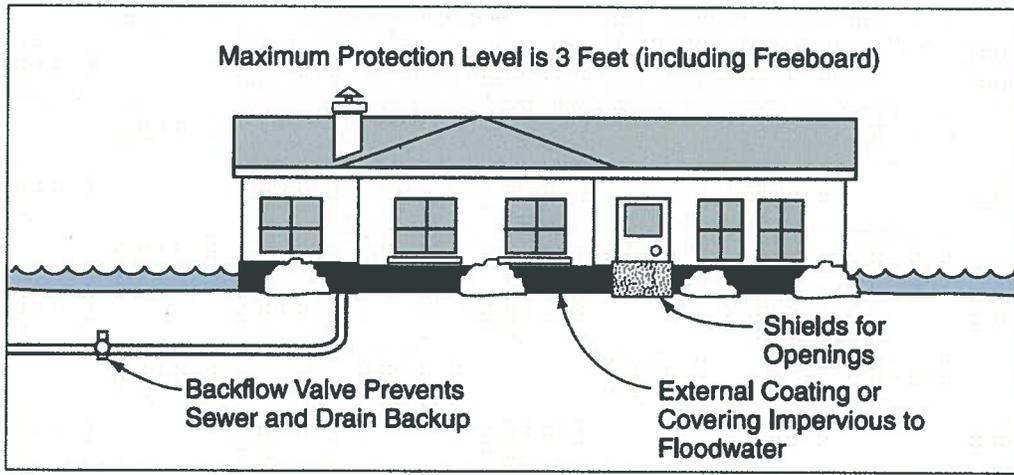


FIGURE 6

New Brick Veneer Over Waterproof Coating (FEMA P-312, December 2009)

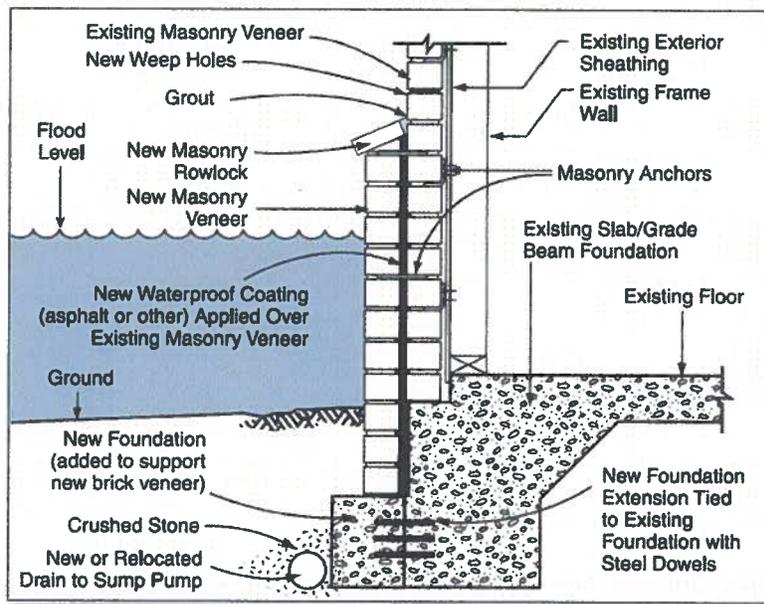


FIGURE 7

Driveway Berm



FIGURE 8

Raised Concrete Window Well

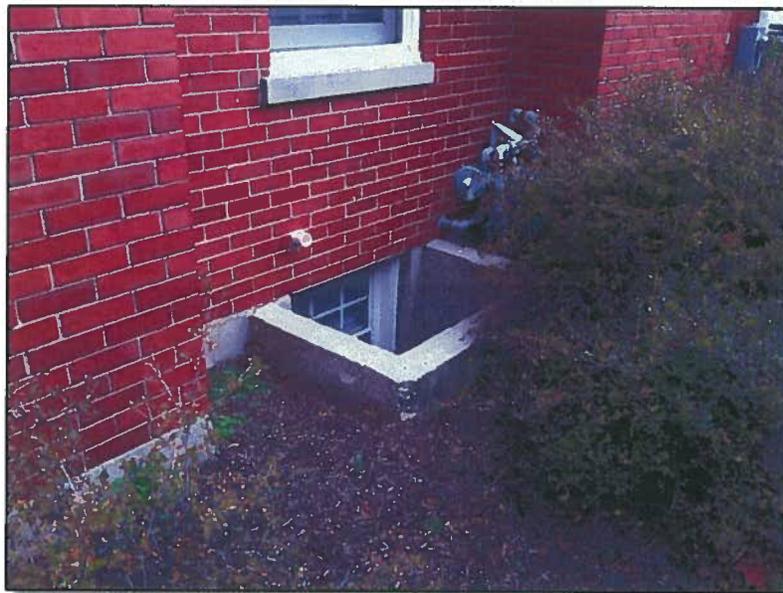
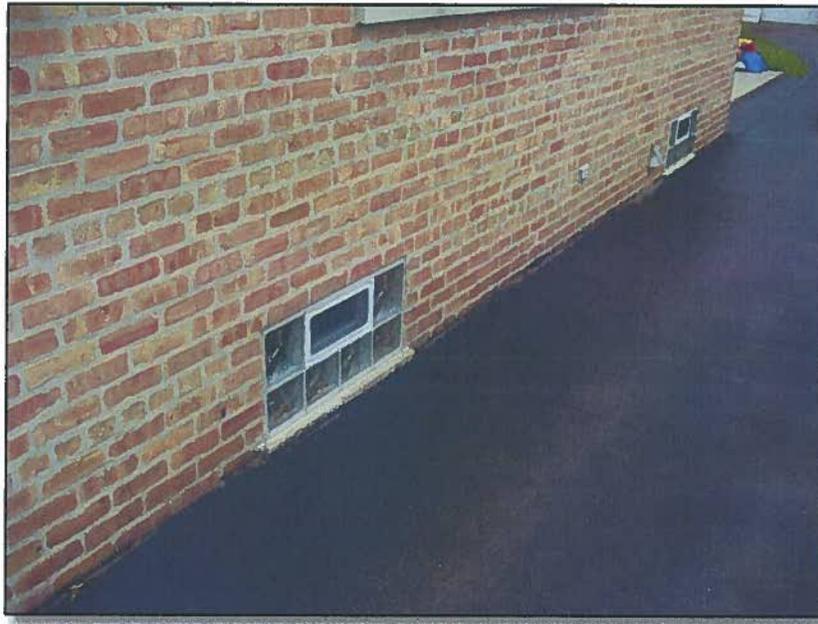


FIGURE 9

Glass Block Basement Windows

Figures 6, 7, 8, and 9 display various methods of dry floodproofing. The schematic detail in Figure 6 portrays an asphalt coating spread on the exterior of a structure covered by a decorative brick veneer. Figure 7 is an example of a driveway reconstructed to prevent surface water in the street from flooding a below-grade garage. Figure 8 is a raised concrete window well that is sealed to the side of the structure to prevent floodwaters from entering through the basement window. Figure 9 is an alternate to the window well; the glass pane window is removed and replaced with glass blocks that can withstand the pressure of ponding floodwaters.

Many flood hazards can be mitigated with various forms of dry flood proofing. Properties that do not have adequate protection of their low opening (window or basement door) can effectively raise the low opening height with a window well or a flood gate. The ultimate height of the low opening depends on several factors, such as: the level of flood protection desired, the appearance, and cost. The flood protection elevation could be set 1-foot higher than the existing low opening elevation, or it could be set to match the elevation of the lowest opening into a home that cannot be raised. This might be the elevation of the threshold of a door, for example.

Properties that do not have adequate grading can re-grade their lawns. The ground adjacent to a building should slope away from the building so stormwater runoff does not accumulate against the foundation wall, where it can seep into the building. If possible, a minimum ground slope of 1% is desirable. Furthermore, downspouts should extend at least 6 feet away from a building foundation. In cases where the ground adjacent to the building is flat or slopes toward the building, the

downspouts should extend far enough to ensure stormwater does not drain back toward the foundation.

The NFIP only allows dry floodproofing for residential retrofits that are not classified as a substantial improvement. A substantial improvement is any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement.

FIGURE 10

Elevated House



Elevation

Sometimes dry or wet floodproofing are not enough and greater measures must be taken. For example, if the floodwaters are too high for dry floodproofing and the inhabited area is too low for wet floodproofing, it may be necessary to raise the structure. While this can be a much costlier endeavor, it may be the only solution to protect a home from floodwaters. The structure in Figure 10 is an example of a home that is elevated above the 100-year flood elevation. The Cook County Watershed Management Ordinance requires all substantially improved residential buildings have their lowest floor elevated 2 feet above the 100-year flood elevation. This may preclude a basement in the elevated building.

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Demolition

The only way to ensure a structure will not accumulate additional losses from future flood events is to demolish the structure completely. There are two options demolishing a structure.

1. A government agency can purchase the property, demolish the structure, and convert the property to a park or other open space.
2. The property owner may retain ownership, demolish the structure, and build a new structure in a manner that meets all local building and flood protection code requirements.

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. These are the most common methods of property protection, although other methods exist ranging a very broad span of cost and effort.

Responsibility: Property Owners
 Timeline: As Soon As Possible
 Funding: Private Funding or Grant Funding

2.4.3 Natural Resource Protection

Care should be taken to maintain the streams, wetlands and other natural resources within a floodplain. Removing debris from streams and channels prevents obstructions. Preserving and restoring natural areas provides flood protection, preserves water quality and provides natural habitat. Most of the natural resources within the Village are in open spaces owned and maintained by either the Winnetka Park District or the Cook County Forest Preserve District.

Responsibility: Winnetka Park District, Cook County Forest Preserve
 Timeline: Ongoing
 Funding: Government taxing bodies

2.4.4 Emergency Services

Advance identification of an impending storm is only the first part of an effective Flood Warning and Response Plan. To truly realize the benefit of an early flood warning system, the warning must be disseminated quickly to floodplain occupants and critical facilities. Appropriate response activities must then be implemented, such as: road closures, directing evacuations, sandbagging, and moving building contents above flood levels. Finally, a community should take measures to protect public health and safety and facilitate recovery. These measures may include: cleaning up debris and garbage, clearing streets, and ensuring that that citizens have shelter, food, and safe drinking water.

Responsibility: Village of Winnetka
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.5 Structural Projects

In response to the flood damage resulting from severe storm events in September 2008 and July 2011, the Village initiated several Flood Risk Reduction Assessments to determine what structural improvements could be made to mitigate flood damage from future storm events in the areas that have proven to be the most susceptible to flooding.

Final engineering began in 2014 for the Willow Road Tunnel Improvements, which will also directly benefit residents in RLA Sub-area 3-A. The planned improvements consist of a large trunk sewer under Willow Road, Glendale Avenue, Oak Street, and Hibbard Road, with a connection to RLA Sub-area 3-A at Hibbard Road and Pine Street. Construction is anticipated to begin in 2016.

Conceptual planning for structural improvements to alleviate flooding in RLA Sub-area 3-B was completed in 2012; however, these improvements are still being considered for future funding. Design and construction of these improvements may be programmed at a later date.

Responsibility: Village of Winnetka
 Timeline: 2014-2018
 Funding: Stormwater Utility

2.4.6 Public Information

One of the most important, and often overlooked, aspects of mitigation is public awareness. Awareness starts with recognition of the flood risk. FIRM panels, which designate areas of a community according to various levels of flood risk, can be viewed at www.FEMA.gov. Also, real estate transactions require disclosure of known flood hazards.

The next level of awareness is related to hazard mitigation measures. Often homeowners can greatly reduce their risks with mitigation efforts; they just do not know it. For that reason, as part of this analysis, every resident in the RLA has been contacted and informed of the opportunity to review this Report. In addition, the Village sends out an annual outreach letter to every resident in each RLA.

Responsibility: Village of Winnetka, FEMA, real estate agents
 Timeline: Ongoing
 Funding: Flood insurance premiums, real estate transaction fees, and municipal revenues

2.5 Step 5- Document the Findings

This Report documents the findings of the required RLAA. As required, the Report includes: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

3. NEXT STEPS

3.1 Recommendations

First and foremost, the Village should continue its ongoing flood hazard mitigation initiatives. These initiatives include: enforcing development regulations and keeping them up-to-date; planning and constructing capital improvement projects; informing the public about flood hazards and mitigation options; and providing critical emergency services. Other government agencies, such as FEMA, MWRDGC, the Cook County Forest Preserve District, and the Winnetka Park District, should continue doing their part, as well. Finally, homeowners and residents should take steps to protect their property and reduce the likelihood of future flood losses.

Since every property in RLA Sub-area 3-A is within the 100-year floodplain, every property owner should carry flood insurance. Property owners in RLA Sub-area 3-B that are outside of the 100-year floodplain should also consider carrying flood insurance. In most cases, a sewer back-up or basement flood rider should be added to the insurance policy so that the building contents are covered.

Figure 11 lists common flood hazards that are known to exist in RLA #2 based on information received from residents and observations made during the on-site building inspections. Many of the flood hazards are related to openings that appear to be at or below the 100-year flood elevation. It should be noted that the 100-year flood elevation is not the highest possible elevation that flood waters may reach; greater flood elevations can and do occur. Common practice when installing flood protection measures is to protect the building to 2 feet above the 100-year flood elevation in order to account for uncertainties in the calculated flood elevation, wave action, and unpredictable effects such as those caused by ice or debris jams.

FIGURE 11

Common Flood Hazards and Typical Suggested Solutions

Common Flood Hazard	Typical Suggested Solution
Home within the 100-yr floodplain	Carry flood insurance and elevate all mechanical facilities and valuable property above the 100-year flood elevation
Sanitary sewer back-up	Install an overhead sewer system or other backflow prevention
Unprotected window below the 100-year flood elevation	Replace a glass pane window with a glass block window or increase the height and seal around the edges of the window well
Unprotected door below the 100-year flood elevation	Install a flood barrier, such as a driveway berm, a permanent concrete flood wall, or a removable flood gate
Detached garages below the 100-year flood elevation	Raise the garage above the 100-year flood elevation or wet floodproof the garage
Downspouts splash on grade near the foundation	Install downspout extensions that discharge away from the foundation and ensure there is positive drainage from the foundation
Unprotected finished floor below the 100-yr flood elevation	Dry floodproof or elevate the building above the 100-yr flood elevation

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The common flood hazards and typical suggested solutions in this Report are broad-based recommendations for the entire RLA. They are not applicable to all properties in the RLA, but appear to be applicable to many of the properties. Property owners should consider obtaining an elevation certificate to determine the exact elevation of their house in relation to the 100-year flood elevation and should consult with an engineer, plumber, or other contractor regarding mitigation measures for a specific property.

3.2 Funding Assistance

In certain cases, a flood insurance policy holder will be eligible for up to \$30,000 of coverage over and above the structural flood insurance coverage. This coverage is called Increased Cost of Compliance (ICC). It applies in cases where local floodplain management regulations require a substantially damaged building to be elevated or retrofitted. This coverage is not dependent upon a community receiving a disaster declaration, but it is only available if the building damage was caused by a flood and if there was a flood insurance policy on the building before the flood.

Several other sources of hazard mitigation assistance will become available once the Cook County All Hazards Mitigation Plan is complete and has been adopted by both the County and the Village. The Plan is currently being developed and may be completed in 2014. The most common hazard mitigation assistance programs are: the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Each program has its own eligibility and funding criteria, but each can be used to fund property protection measures as shown in Figure 12 below, provided that the Benefit Cost Ratio exceeds 1.0. In general, these programs are funded when FEMA approves an application prepared jointly by a local government, such as the Village, and the Illinois Emergency Management Agency (IEMA). In most cases, FEMA pays 75% of eligible expenses, but the federal share can reach 90% for Repetitive Loss Properties and 100% for Severe Repetitive Loss (SRL) properties.

FIGURE 12

Eligible Activities by Hazard Mitigation Assistance Program (FEMA Hazard Mitigation Assistance Unified Guidance, July 2013)

Eligible Activities	HMGP	PDM	FMA
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction			√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Minor Localized Flood Reduction Projects	√	√	√
Structural Retrofitting of Existing Buildings	√	√	
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Generators	√	√	
5 Percent Initiative Projects	√		
Advance Assistance	√		

3.3 Continuation

The CRS program requires an annual update to this RLAA. The annual update must review each recommended action, discuss the actions that were implemented and those that were not, and recommend any changes to the recommended actions. The report must be made available to the public, including the media and property owners and residents of the RLA. This process must continue every year for the Village to maintain its standing in the CRS program. Also, this update must preface each CRS cycle verification visit. Refer to Section 510 of the CRS Coordinator's Manual for more information (FEMA FIA-15, 2013).

4. WORKS CITED

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FEMA 551. (March 2007). *Selecting Appropriate Mitigation Measures for Floodprone Structures*.

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FEMA P-312. (December 2009). *Homeowner's Guide to Retrofitting - Six Ways to Protect Your Home From Flooding* (Second Edition ed.).

HDR. (January 2011). *North Branch of the Chicago River and Lake Michigan Watershed: Volume 1*. Metropolitan Water Reclamation District of Greater Chicago.

2011 Flooding Survey Results		
Total Properties	12	
Total Respondents	3	
	25%	response rate
Did you experience flooding in your house, basement, or attached garage during the July 22-23 storm?	100%	Yes
	0%	No
Type of Flooding	33%	Floor drain, laundry, tub, shower, or toilet
	0%	Window well or doorway
	33%	Wall or floor seepage
	33%	Sump pump failure
	0%	Other
What time did flooding commence?	0%	12am-6am
	33%	6am-12pm
	0%	12pm-6pm
	0%	6pm-12am
What time did flooding subside?	0%	12am-6am
	33%	6am-12pm
	0%	12pm-6pm
	0%	6pm-12am
How much water did you get?	100%	0-1 foot
	0%	1-3 feet
	0%	3-6 feet
	0%	>6 feet
How many occurrences in the last five years?	0%	0
	0%	1
	33%	2
	0%	3
	0%	4
	0%	5
In what years did it flood?	0%	2007
	33%	2008
	0%	2009
	0%	2011
Does your building have protection for sanitary backups?	33%	Yes
	33%	No
	33%	Not sure
If yes, what type?	33%	Sump pump
	0%	Backflow preventor
	0%	Ejector pit
	0%	Elevated drain pipe

Appendix B: Letters to the Residents



April 15, 2014

Resident

Winnetka, IL 60093

**Re: Village of Winnetka
Analysis of Flood Prone Areas and
Repetitive Loss Areas**

Dear Resident:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. You have received this letter because your property has either been subject to flooding on more than one occasion for which claims have been made and received on your flood insurance policy of more than \$1,000 from the National Flood Insurance Program within any rolling 10-year period for your home, or because your property is located in an area where adjacent properties have experienced flood damage on several occasions for which flood insurance claims have been made. Your input in this analysis will be valuable whether your house has been damaged by flooding or not.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) produces a list of repetitive loss properties within each National Flood Insurance Program (NFIP) community, which the Village of Winnetka is an active member in good standing, that has one or more repetitive loss properties. Repetitive loss properties are those properties for which two or more claims of more than \$1,000 have been paid by the NFIP within any 10-year period since 1978. Although these properties represent only 1% of all the NFIP's insurance policies, they account for nearly one-third of the claim payments. In order for the Village of Winnetka to participate in the CRS program with repetitive loss properties, an outreach program must be implemented in an attempt to try to mitigate the cause of the flood damage, either on your property or in your neighborhood. All specific repetitive loss property information is for the Village's internal use only, and is protected by the Privacy Act of 1974.

If your property is a repetitive loss property, or if you have any information to share regarding the recurrence and severity of past flooding in the area, the Village of Winnetka is kindly requesting that you provide information regarding the exact nature of the flood damage so that we may better provide you with the appropriate property protection measures for the flood situation. Please forward the information regarding the flood damage that resulted in the flood insurance claims to the Village of Winnetka, attention Susan Chen, 1390 Willow Road, Winnetka, IL 60093; by phone at (847)716-3532; or by e-mail to schen@winnetka.org. Please note that if you responded to the Village's flood survey in August 2011, the Village can incorporate the information you provided at that time into this analysis. You will be notified again once a draft of the analysis report is available for review and comment. We hope you can participate in this analysis and we look forward to your input.

As many of you are aware, the Village of Winnetka is in the process of pursuing several possible large scale storm water management mitigation projects which can be viewed on the Village of Winnetka's website www.villageofwinnetka.org. Unfortunately, some of the repetitive loss areas are situated on private streets with private storm sewers. While the Village of Winnetka is unable to undertake specific public improvements in these areas, certain aspects of the proposed storm water mitigation plans will help to mitigate the flooding in these areas. Meanwhile, here are some things that you can do:

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Village of Winnetka, Illinois

Repetitive Loss Area Analysis - Area #3 • 131058.90

BAXTER & WOODMAN



VILLAGE OF WINNETKA

Incorporated in 1869

1. Contact the Village of Winnetka Public Works Department at (847) 716-3568 to speak with one of the Engineering Staff about possible mitigation measures for your flooding issues;
2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes;
 - Make a list of emergency numbers and identify a safe place to go;
 - Make a household inventory, especially of basement contents;
 - Put insurance policies, valuable papers, medicine, etc... in a safe, dry place;
 - Collect and put cleaning supplies, camera, waterproof boots, etc... in a convenient location;
 - Develop a disaster response plan – See the Red Cross' website: www.redcross.org/images/pdfs/code/family_disaster_plan.pdf for a copy of the brochure "Your Family Disaster Plan"
 - Get a copy of *Repairing Your Flooded Home* at www.redcross.org/www-files/Documents/pdf/Preparednessfile_cont333_lang0_150.pdf. Also visit FEMA's web site at www.fema.gov/hazards/floods/
3. Consider some permanent flood protection measures.
 - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement can reduce property damage and save lives, except the storm sump pump and sanitary ejector pump should be placed on a separate circuit with battery back-up which can remain operable during a storm event;
 - Consider elevating your house to the Flood Protection Elevation, which is two feet above the Base Flood Elevation;
 - Check your home for water entry points. These can be basement windows, the basement stairwell, doors, and dryer vents. These can be protected with low walls or temporary shields;
 - Install floor drain plugs, standpipe, overhead sanitary sewer or a sanitary sewer backflow prevention device to prevent sewer backup flooding;
 - More information can be found in *Homeowner's Guide to Retrofitting: Six Ways to Protect your House from Flooding*. This publication can be found at www.fema.gov/library/file?type=published&file=fema_p312_a.pdf&fileid=7f8c0a20-fa08-11de-8441-001cc456982a or at the public library.
 - There is also a link on the Village's website, www.villageofwinnetka.org the Guide to Flood Protection in Northeastern Illinois, published by the Illinois Association for Flood plain and Storm Water Management.
 - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to talk with the Community Development Department for code and permit requirements.

1390 WILLOW ROAD, WINNETKA IL 60093

Administration and Finance (847) 501-8000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #3 • 131058.90

BAXTER & WOODMAN



4. Obtain information on financial assistance programs.
 - FEMA offers four grant programs to fund pre- and post-disaster mitigation activities, including: Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation (PDM); Flood Mitigation Assistance (FMA); and Repetitive Flood Claims (RFC). Detailed information on these programs and other related programs is available at www.fema.gov/about/divisions/mitigation/mitigation.shtm#6.
5. Obtain flood insurance.
 - A flood insurance policy will help pay for repairs after a flood and, in some cases, it will help pay the costs of elevating a substantially damaged building.
 - Homeowner's insurance policies do not cover damage from floods. However, because the Village of Winnetka participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal Government and is available to everyone, even properties that have been flooded or are out of the flood plain. Most flood insurance policies include Increased Cost of Compliance coverage. The coverage provides for the payment of claims up to \$30,000 toward the costs to comply with State or Community flood plain management laws or ordinances after a flood event in which the structure has been declared substantially damaged in accordance with the locally enforceable regulation.
 - If your property is located in an area that is not mapped as a Special Flood Hazard Area (Zone A or AE), you may qualify for a lower-cost Preferred Risk Policy.
 - Some people purchased flood insurance because it was required by the bank with they got a mortgage or home improvement loan. Usually, these policies just cover the building's structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Ensure that you have contents coverage.
 - Don't wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before the National Flood Insurance Program coverage takes effect.
 - Contact your insurance agent for more information on rates and coverage.

If you have questions regarding Repetitive Loss Areas or other general flood plain requirements, please provide the Village with the street address of the property in question. Inquiries can be directed to the Engineering Department of the Village of Winnetka, and can be made in person, by telephone, or by e-mail. The Engineering Department is located at the Village Yards, 1390 Willow Road, Winnetka. While any of our Engineering Staff can answer your questions, our Flood Plain Manager is Susan Chen, Assistant Village Engineer, who can be reached at (847) 716-3532 or schen@winnetka.org.

For general questions or concerns regarding local flooding, drainage issues or sewer back-ups, contact 847-716-3568, and your call can be directed to the appropriate Public Works staff.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Month X, 2014

Name

Address

Winnetka, Illinois 60093

Subject: Village Analysis of Flood Prone Areas

Dear Name:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. Your property is located within an area identified as Repetitive Loss Area #X. A draft report on the Repetitive Loss Area Analysis for Area #X can be reviewed at www.villageofwinnetka.org or at the Village of Winnetka Public Works Facility (1390 Willow Road). Your input on the draft report is welcome and comments will be accepted until Month X, 2014.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

I:\Chicago\WINNE\131058-WINNE - Repetitive Loss\90-General\Municipal Services\Work\Resident Invitation Letter.docx

This letter will be finalized and sent on Village letterhead as soon as the Village is satisfied with the draft Reports.

Appendix C: Data Collection Correspondence

Correspondence with MWRDGC

To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org); Fitzpatrick, Kevin (Eng)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

As discussed over the phone, the District completed the North Branch of the Chicago River (NBCR) Detailed Watershed Plan (DWP) in 2011. During DWP, we collected problems identified by the communities, updated the H&H model, and developed projects. Below is a link to the DWP and inundation maps.

[http://www.mwrdd.org/irj/go/km/docs/documents/MWRD/internet/protecting the environment/Stormwater Management/htm/North Branch Chicago River Watershed/North Branch Chicago River DWP.htm](http://www.mwrdd.org/irj/go/km/docs/documents/MWRD/internet/protecting%20the%20environment/Stormwater%20Management/htm/North%20Branch%20Chicago%20River%20Watershed/North%20Branch%20Chicago%20River%20DWP.htm)

<http://gispub.mwrdd.org/swima/>

The TARP system does not impact the Winnetka storm sewer system. If you have additional questions on TARP, feel free to contact Kevin Fitzpatrick at 1-312-751-3163.

Michael "Mick" Cosme, P.E., CFM
Senior Civil Engineer
Metropolitan Water Reclamation District of Greater Chicago
111 E. Erie
Chicago, IL 60611
p 312.751.3092
f 312.751.5710

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Correspondence with ISWS

From: Heistand, Glenn [mailto:heistand@illinois.edu]
Sent: Tuesday, April 08, 2014 2:37 PM
To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

ISWS does not have any flooding studies in Winnetka, besides possibly some dusty paper copies of FEMA effective models.

The Village is probably already in coordination with Brian Eber at IDNR-OWR for their pre-CRS Community Assistance Visit, but if not, I recommend contacting him for additional information (brian.eber@illinois.gov). Let me know if I can be of further assistance.

Glenn

Glenn N Heistand, PE, CFM
Illinois State Water Survey
Prairie Research Institute
University of Illinois
2204 Griffith Drive
Champaign, IL 61820-7495
(217) 244-8856
heistand@illinois.edu

Appendix D: Summary of Inspection Results

Total Properties	12	
Foundation	33%	Concrete
	25%	Other
Yard	17%	Sloped away
	58%	Flat
Rear Yard	42%	Low
Downspout	8%	Splash on Grade
	33%	Underground
	0%	Extended
	8%	Underground/Splash on Grade
	0%	Underground/Extended
Approximated steps up to 1st floor	33%	1
	25%	2
	8%	3
	8%	4
	0%	5
	0%	>6
	8%	Low
	0%	Raised
Window Height	0%	Low
	8%	Grade
	0%	Raised
Window Type	0%	Glass
	0%	Glass block
Window Well Height	8%	Low
	0%	Grade
	0%	Raised
Window Well Type	8%	Metal
	0%	Concrete
Garage	8%	Detached
	50%	Attached
Garage Elevation	8%	Low
	33%	Grade
	17%	Raised

Appendix E: Floodproofing Methods

Table 3-16. Relative Costs of Various Retrofit Measures

Construction Type	Existing Foundation	Measure	Retrofit	Relative Cost
Frame, Masonry Veneer, or Masonry	Crawlspace or Basement	Wet Floodproofing 	Wet floodproof crawlspace to a height of 4 feet above LAG or wet floodproof unfinished basement to a height of 8 feet above basement floor	Lowest  Highest
Masonry Veneer or Masonry	Slab-on-Grade or Crawlspace	Dry Floodproofing 	Dry floodproof to a maximum height of 3 feet above LAG	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Levees and Floodwalls 	Levee constructed to 6 feet above grade or floodwall constructed to 4 feet above grade	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade, Crawlspace, Basement, or Open Foundation	Demolition 	Demolish existing building and buying or building a home elsewhere	Varies

(FEMA P-312, December 2009)

Attachment 1: Site Inspection Data

Village of Winnetka, Illinois

Repetitive Loss Area Analysis – Area #4



Prepared by:

BAXTER & WOODMAN
Consulting Engineers

www.baxterwoodman.com

November 2014

Village of Winnetka, Illinois Repetitive Loss Area Analysis – Area #4

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LIST OF DEFINITIONS

100-Year Flood (1% Annual Chance Flood)

A storm event that has a 1% chance of being equaled or exceeded in any given year.

100-Year Flood Elevation

The high water elevation produced by the 100-year flood.

100-Year Floodplain

The area that would be inundated by the 100-year flood.

500-Year Flood (0.2% Annual Chance Flood)

A storm event that has a 0.2% chance of being equaled or exceeded in any given year.

500-Year Floodplain

The area that would be inundated by the 500-year flood.

CRS (Community Rating System)

A voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages.

FEMA (Federal Emergency Management Agency)

The Federal agency responsible for implementing the NFIP.

FIRM (Flood Insurance Rate Map)

A series of maps provided by FEMA that designate areas of a community according to various levels of flood risk.

MWRDGC (Metropolitan Water Reclamation District of Greater Chicago)

An independent government and taxing body that manages water supply, wastewater, and stormwater in Cook County, Illinois.

NFIP (National Flood Insurance Program)

The program enabling property owners in participating communities to purchase insurance protection from the Federal government against losses from flooding.

Repetitive Loss Property

A property for which two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978.

RLA (Repetitive Loss Area)

The properties on the repetitive loss list prepared by FEMA and all nearby properties with the same or similar flooding conditions.

RLAA (Repetitive Loss Area Analysis)

A detailed, site-specific plan to reduce flood losses in repetitively flooded areas.

EXECUTIVE SUMMARY

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, a Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. This Report focuses on Repetitive Loss Area #4, one of the four designated Repetitive Loss Areas (RLAs) within the Village of Winnetka. RLA #4 is comprised of the yellow shaded areas shown in Figure 2.

This Repetitive Loss Area Analysis (RLAA) followed a five step process.

- Step 1 – Advise all the properties in each RLA that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.
- Step 5 – Document the findings in a report.

Section 3 of this Report describes the next steps, which include: implementing recommended flood hazard mitigation measures, obtaining funding assistance for these measures, and annually updating this Report.

1. BACKGROUND

1.1 Problem Statement

Flooding is a reoccurring problem for communities across the nation, including Winnetka. Neighborhood flooding events disrupt transportation, commerce, and lives. Property damage due to flooding is much more than an inconvenience; it carries a high price of both time and money.

Simply put, a flood is a damaging overflow of water into a building or onto land that is dry most of the time. One type of flooding occurs when streams or rivers overflow into a floodplain, but flooding also occurs outside of floodplains when the rate of stormwater runoff exceeds the capacity of the drainage system. Flooding in Winnetka is typically due to the capacity of the drainage system and not due to overflowing rivers or streams.

The purpose of this Report is to help home owners reduce their flood risk by providing a broader understanding of the problems and identifying potential solutions. It is one component of the Village's overall floodplain management program. Due to the number of properties in the Village that meet the National Flood Insurance Program's (NFIP's) definition of Repetitive Loss properties, this Repetitive Loss Area Analysis (RLAA) is required for the Village to participate in the Community Rating System (CRS) program. The Village joined the NFIP in 1973 and recently applied for entry into the CRS program. Additional information about the NFIP, the CRS program, and a RLAA is provided below.

1.2 National Flood Insurance Program

The NFIP is based on a cooperative agreement between the Federal Emergency Management Agency (FEMA) and local units of government. FEMA agrees to underwrite flood insurance policies within a community and the community agrees to regulate development in the floodplain. Participation in the NFIP is voluntary, but communities have incentive to join because Federally-backed flood insurance is not available in non-participating communities and a non-participating community will not receive Federal aid for damage to insurable buildings in the floodplain.

The three basic components of the NFIP are floodplain mapping, flood insurance, and floodplain management regulations. Floodplain mapping is provided by FEMA on a series of maps called Flood Insurance Rate Maps (FIRM), which designate areas of a community according to various levels of flood risk. Regardless of its risk level, any building in an NFIP participating community can be covered by a flood insurance policy, even buildings not located in a mapped floodplain. A flood insurance policy is only mandated for Federally-backed mortgages on buildings in the floodplain. Any new buildings constructed in a floodplain, and any improvements or repair of existing buildings in a floodplain, is subject to the Flood Hazard Protection Regulations (Chapter 15.68) of the Village Code.

1.3 Community Rating System

The CRS is a voluntary program designed to reward a community for doing more than meeting the NFIP minimum requirements to reduce flood damages. Communities can be rewarded for activities such as: reducing flood damage to existing buildings, managing development in areas not shown in the floodplain on the FIRMs, protecting new buildings from floods greater than the 100-year flood, helping insurance agents obtain flood data, and helping people obtain flood insurance. The reward for these activities comes in the form of reduced premiums for flood insurance policy holders.

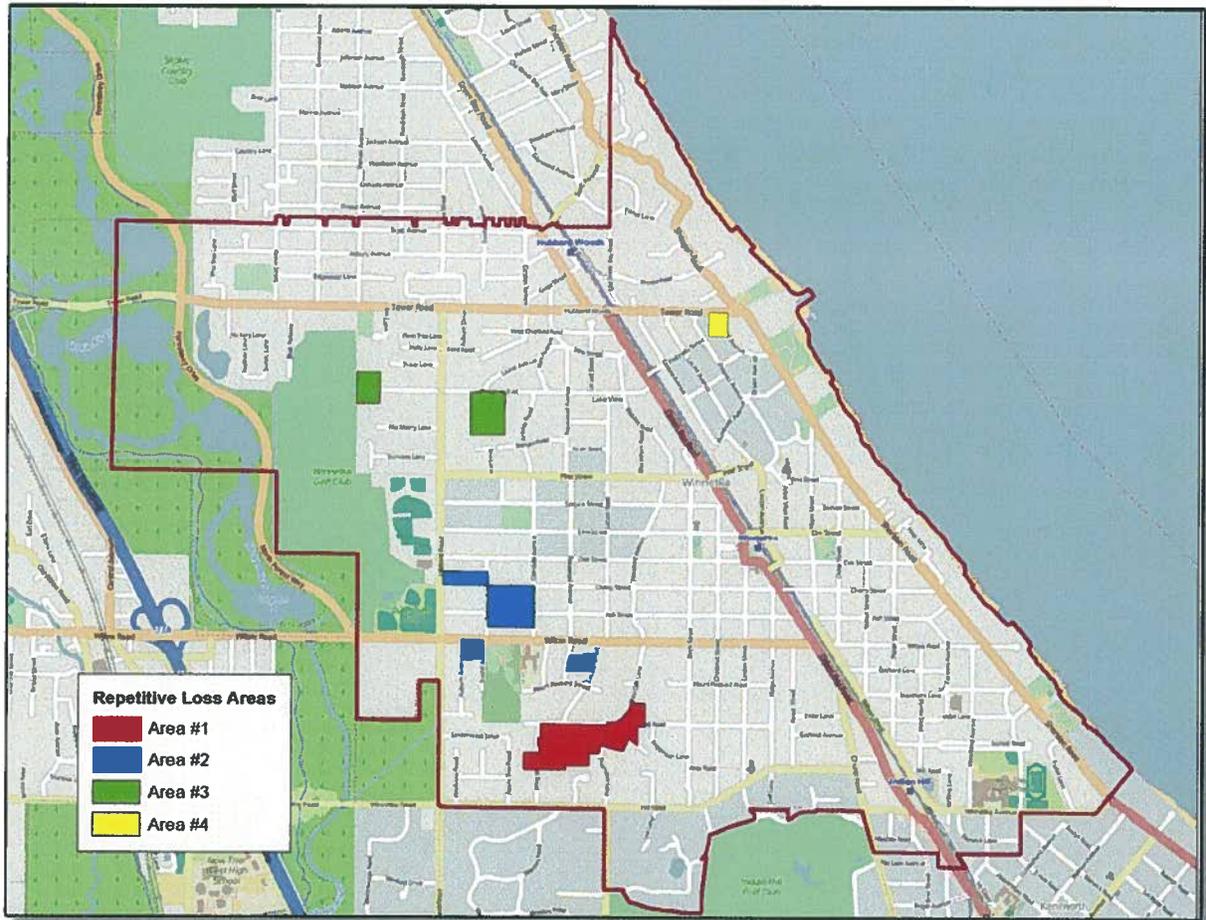
Once a community has been accepted into the CRS, the community's floodplain management activities are rated according to the scoring system described in the CRS Coordinator's Manual. CRS communities are rated on a scale of 1-10. A Class 10 community receives no reduction in flood insurance premiums, but every class above 10 receives an additional 5% premium reduction. Class 1 requires the most credit points and provides a 45% premium reduction.

1.4 Repetitive Loss Area

The NFIP considers a property a Repetitive Loss Property if two or more flood insurance claims of more than \$1,000 have been paid within any 10-year period since 1978. According to FEMA's records, there are 18 Repetitive Loss Properties within the Village. Many more properties in Winnetka may have reached the damage threshold for Repetitive Loss Properties, but not all properties are covered by flood insurance and flood insurance claims are not submitted for all flood damage sustained.

In order for a community with 10 or more Repetitive Loss Properties to participate in the CRS program, special conditions have to be met. One condition requires the Village to adopt either a Floodplain Management Plan or a Repetitive Loss Area Analysis (RLAA) prior to its entry into the CRS program. A Repetitive Loss Area (RLA) consists of Repetitive Loss properties and the surrounding properties that experience the same or similar flooding conditions, whether or not the buildings on those surrounding properties have been damaged by flooding. Figure 1 shows the 4 RLAs in Winnetka.

FIGURE 1

Repetitive Loss Areas in Winnetka

The process of developing a RLAA consists of five steps:

- Step 1 – Advise all the properties in each Repetitive Loss Area (RLA) that the analysis will be conducted and request their input on the hazard and recommended actions.
- Step 2 – Collect data from agencies or organizations that may have plans or studies that could affect the cause or impacts of the flooding.
- Step 3 – Inspect each building in the RLA and collect basic data. Building entry is not necessary for this step since adequate information can be collected by observing the building from the street.
- Step 4 – Review alternative approaches and determine whether any property protection measures or drainage improvements are feasible. The review must consider the full range of property protection measures for the types of buildings affected, including: preventative

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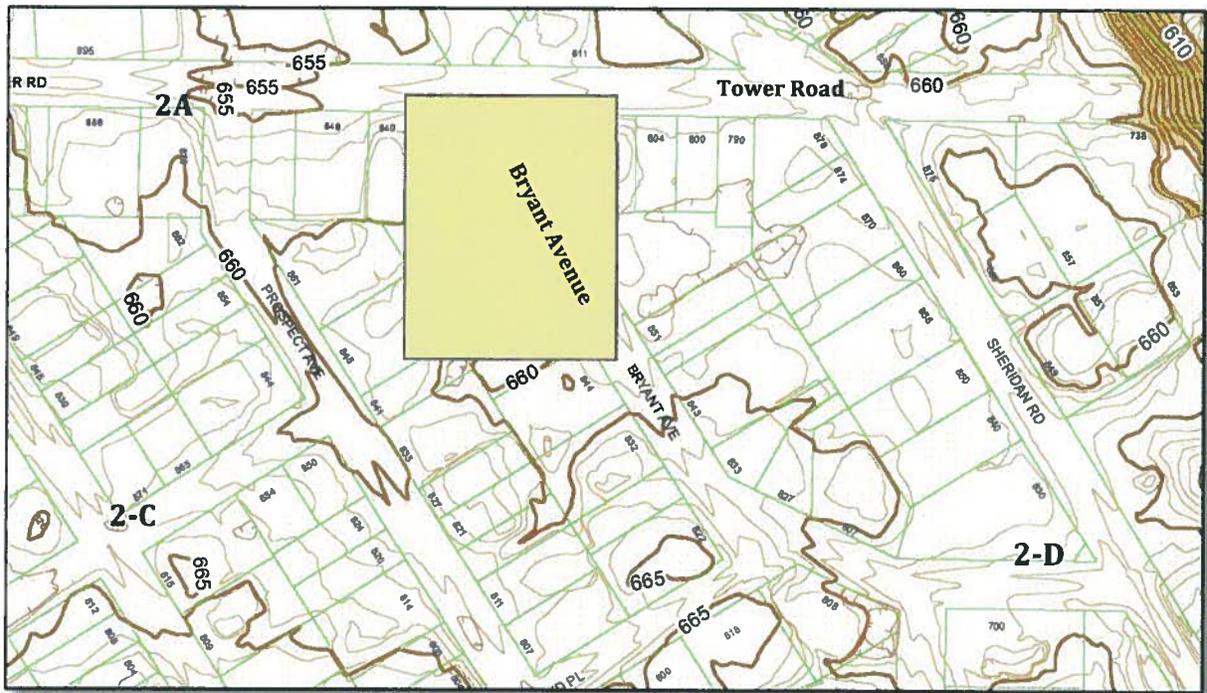
activities, property protection activities, natural resource protection activities, emergency services measures, structural projects, and public information activities.

- Step 5 - Document the findings in a report. The report should include: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

This Report focuses on RLA #4, one of the four designated RLAs within the Village of Winnetka. RLA #4 is defined by the yellow shaded area in Figure 2. RLA #4 is located in the northeast part of town. It is bounded on the north by Tower Road and includes several properties on either side of Bryant Avenue.

FIGURE 2

Repetitive Loss Area #4



2. REPETITIVE LOSS AREA ANALYSIS

2.1 Step 1 – Advise the Residents

Flooding has been an ongoing problem in Winnetka for many years. The most extreme storm event in recent history took place on July 22 and 23, 2011. Following that event, the Village sent a survey to all residents inquiring about flooding they may have experienced during the July 2011 storm event. This survey and a summary of the survey results are included in Appendix A.

On April 15, 2014, as part of the Village's annual outreach letter mailed to residents in RLAs, the Village notified residents of the ongoing RLAA and requested their input. Upon completion of a draft of this Report, another letter was sent out to residents in the RLA informing them of this Report, where and how they would be able to review it, and where and how they might submit comments regarding it. Both letters are included in Appendix B.

2.2 Step 2 – Collect Data

Plans and studies from several sources were utilized in this analysis. The sources listed below provided data related to the causes and impacts of flooding in the RLA.

- FEMA
- Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
- Village of Winnetka

A request for information was also sent to the Illinois State Water Survey (ISWS), but no additional information was available. Correspondence with MWRDGC and ISWS can be found in Appendix C.

2.2.1 Previous Studies and Plans

Flood Insurance Study – Cook County, Illinois and Incorporated Areas (FEMA 17031C0251G, 2008)

The Cook County Flood Insurance Study (FIS) determined the entire RLA to be outside the Special Flood Hazard Area.

Detailed Watershed Plan - North Branch of the Chicago River and Lake Michigan Watershed: Volume 1 (HDR, January 2011)

MWRDGC's Detailed Watershed Plan determined the entire RLA to be outside the 100-year inundation area.

2.2.2 Flood Insurance and Flood Event Data

According to both the FIRM and the Cook County Flood Inundation Map, no property within the RLA is within the 100-year floodplain.

2.2.3 Flooding Experiences of Property Owners

A flooding survey was sent to all residents in the Village of Winnetka in August of 2011. Of the approximately 4,425 properties in the Village, 1,061 survey responses were received. This 24% response rate is a very good response for surveys of this type. Of 7 properties within RLA #4, 2 home owners responded (29%). While this is a very good response rate, the number of responses received is small enough that it may not be representative of the entire area.

- 50% reported sewer backups.

A full summary of the survey results is included in Appendix A.

2.3 Step 3 – Inspect Buildings

On-site inspections of buildings in the RLA were performed in April of 2014. This inspection was performed from the public right-of-way by a licensed professional engineer. As such, the engineer did not survey building elevations in relation to the 100-year flood elevation. Therefore, the flood protection assessments in this Report are based upon visual observation of relative elevations. Each property within the RLA was visited and the following attributes were documented:

- Foundation type and condition;
- Relative low-opening elevations;
- Relative elevation of first floor;
- Basement window types and elevation;
- Window well types and elevation;
- Subsurface or at-grade doors;
- Garage location and relative elevation;
- Property grading;
- Downspout discharge location; and
- Neighborhood topography and flow routes.

The summary of the collected data for RLA #4 is as follows:

- 29% of the buildings have a low-opening elevation (basement windows, window wells, doorways, etc.) that appears to be below the 100-year flood elevation; and
- 29% of the properties have downspouts discharging adjacent to the building foundation.

A full summary of the results is included in Appendix E, and the data collected is included as Attachment 1.

2.4 Step 4 – Review Alternatives

Many types of flood hazard mitigation exist, and there is not one mitigation measure that fits every case. Nor is there even one application that fits most cases. Successful mitigation often requires multiple strategies. The CRS Coordinator's Manual breaks the primary types of mitigation down as displayed in Figure 3.

FIGURE 3

Categories of Floodplain Management Activities (FEMA FIA-15, 2013)

1. **Preventive** activities keep flood problems from getting worse. The use and development of flood-prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.
2. **Property Protection** activities are usually undertaken by property owners on a building-by-building or parcel basis.
3. **Natural Resource Protection** activities preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.
4. **Emergency Services** measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.
5. **Structural Projects** keep flood waters away from an area with a levee, reservoir, or other flood control measure. They are usually designed by engineers and managed or maintained by public works staff.
6. **Public Information** activities advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.

2.4.1 Preventative

The Village regulates residential and commercial development through its building code, planning and zoning requirements, stormwater management regulations and floodplain regulations. Any project located in a floodplain, regardless of its size, requires a permit from the Village, unless the project can be characterized as routine maintenance. Depending on the size and scope of the project, a development within the Village may also fall under the jurisdiction of the MWRDGC, the Cook County Department of Transportation and Highways, the Illinois Environmental Protection Agency, the Illinois Department of Natural Resources, the Illinois Department of Transportation, and/or the U.S. Army Corps of Engineers.

Responsibility: Village of Winnetka, along with Federal, State, and other local regulatory agencies
 Timeline: Ongoing
 Funding: Municipal revenues

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2.4.2 Property Protection

These measures are generally performed by the property owners or their agents. FEMA has published numerous manuals that help a property owner determine which property protection measures are appropriate for particular situations, several of which are listed below. The manuals listed below are available for review at Public Works, Village Hall, and the Winnetka Public Library.

- FEMA 259, *Engineering Principles and Practices of Retrofitting Floodprone Residential Structures*
- FEMA 312, *Homeowner's Guide to Retrofitting: Six Ways to Protect Your House from Flooding*
- FEMA 551, *Selecting Appropriate Mitigation Measures for Floodprone Structures*
- FEMA 348, *Protecting Building Utilities from Flood Damage*
- FEMA 511, *Reducing Damage from Localized Flooding*
- FEMA 102, *Floodproofing Non-Residential Structures*
- FEMA 55, *Coastal Construction Manual (Volume 1 and 2)*
- FEMA 84, *Answers to Questions about the NFIP*
- FEMA 54, *Elevated Residential Structures Book*
- FEMA 268, *Protecting Floodplain Resources: A Guidebook for Communities*
- FEMA 347, *Above the Flood: Elevating Your Floodprone House*
- FEMA 257, *Mitigation of Flood and Erosion Damage to Residential Buildings in Coastal Areas*
- FEMA 85, *Protecting Manufactured Homes from Floods and Other Hazards*

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. Each of these methods are described below. A table of floodproofing types versus relative cost can be found in Appendix E.

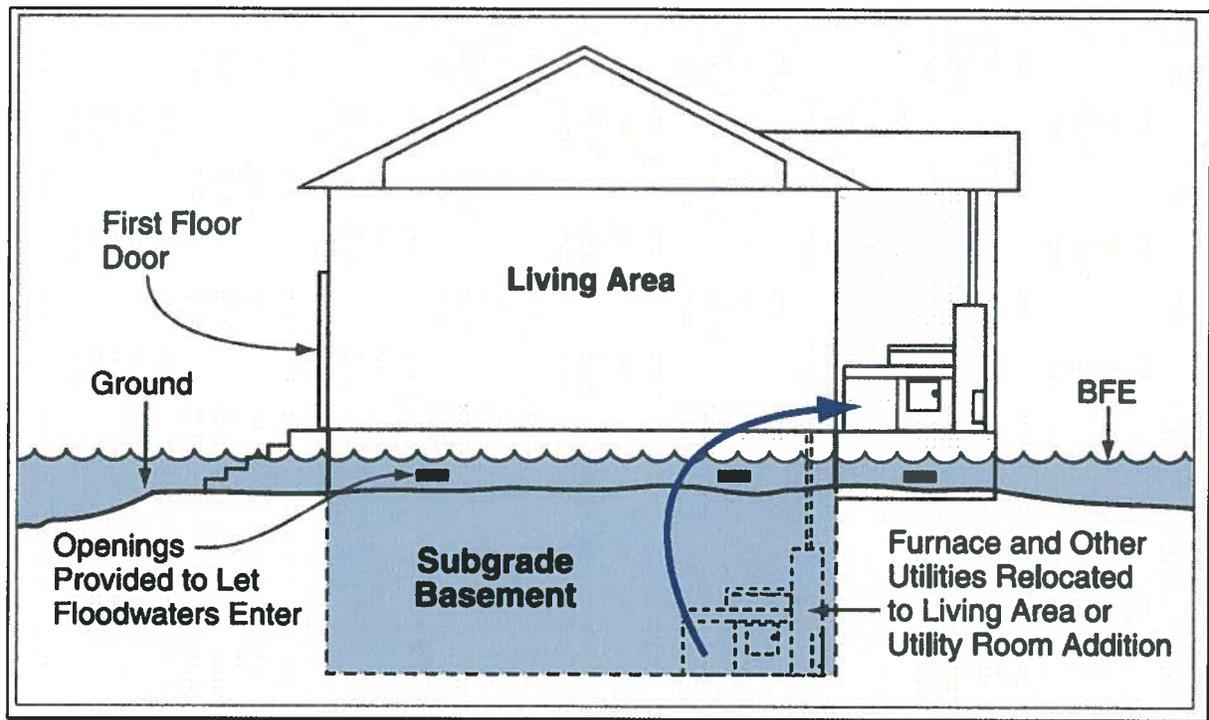
Sewer Improvements

Heavy rains can saturate the soil and infiltrate the sanitary sewer system through leaky joints or cracks in the pipes. The inflow of stormwater floods the sanitary sewer system causing water to back-up into the home through lower level plumbing fixtures. This occurrence can be prevented by installing a sewer backflow preventer, an overhead sewer system, floor drain plugs and/or stand pipes. A backflow preventer will allow the sanitary sewer water to flow freely from the home to the sewer, but restrict the reverse flow. Backflow preventers do require maintenance and can fail if debris in the sewer prevents the valve seating properly. An overhead sewer system pumps wastewater from basement level plumbing fixtures up to an elevation near the ground level, where it can drain by gravity into the sewer service line. This higher sewer makes it unlikely that water will back-up into the building. Floor drain plugs and stand pipes are much simpler ways to stop a sewer back-up. Some floor drain plugs stop water from flowing in either direction and are typically installed manually before a storm event. Other floor drain plugs utilize a float that will not interfere with the normal operation of the drain, but can fail if debris in the sewer prevents the valve from seating properly. Stand pipes involve fitting a length of pipe (generally three feet or less) in the floor drain so that the sewer back-up is contained within the stand pipe.

Wet Floodproofing

Wet floodproofing consists of modifying uninhabited portions of a home, such as a crawl space, garage, or unfinished basement with flood-damage resistant materials, to allow floodwaters to enter the structure without causing damage (see Figure 4). Wet floodproofing requires portions of the building need to be cleared of valuable items and mechanical utilities. A key component of wet floodproofing is providing openings large enough for the water to flow through the structure such that the elevation of the water in the structure is equal to the elevation of the water outside of the structure. This equilibrium of floodwater prevents hydrostatic pressure from damaging structural walls.

FIGURE 4

Wet Floodproofing Example (FEMA P-312, December 2009)

Dry floodproofing consists of completely sealing around the exterior of the building so that water cannot enter the building (see Figure 5). Dry floodproofing is not a good option for areas where floodwater is deep or flows quickly. The hydrostatic pressure and/or hydrodynamic force can structurally damage the building by causing the walls to collapse or causing the entire structure to float. However, in areas that have minimal velocity and low depth, dry floodproofing can be a good option.

FIGURE 5

Dry Floodproofing (FEMA P-312, December 2009)

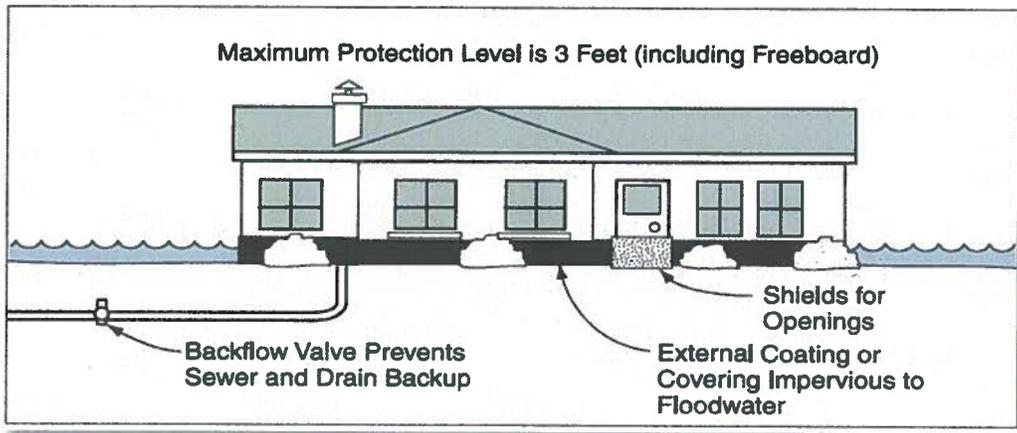


FIGURE 6

New Brick Veneer Over Waterproof Coating (FEMA P-312, December 2009)

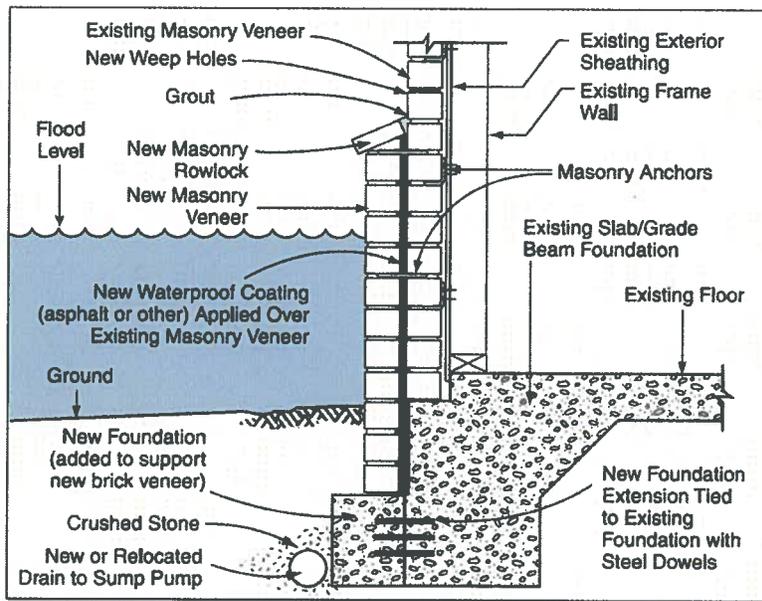


FIGURE 7

Driveway Berm



FIGURE 8

Raised Concrete Window Well



FIGURE 9

Glass Block Basement Windows

Figures 6, 7, 8, and 9 display various methods of dry floodproofing. The schematic detail in Figure 6 portrays an asphalt coating spread on the exterior of a structure covered by a decorative brick veneer. Figure 7 is an example of a driveway reconstructed to prevent surface water in the street from flooding a below-grade garage. Figure 8 is a raised concrete window well that is sealed to the side of the structure to prevent floodwaters from entering through the basement window. Figure 9 is an alternate to the window well; the glass pane window is removed and replaced with glass blocks that can withstand the pressure of ponding floodwaters.

Many flood hazards can be mitigated with various forms of dry flood proofing. Properties that do not have adequate protection of their low opening (window or basement door) can effectively raise the low opening height with a window well or a flood gate. The ultimate height of the low opening depends on several factors, such as: the level of flood protection desired, the appearance, and cost. The flood protection elevation could be set 1-foot higher than the existing low opening elevation, or it could be set to match the elevation of the lowest opening into a home that cannot be raised. This might be the elevation of the threshold of a door, for example.

Properties that do not have adequate grading can re-grade their lawns. The ground adjacent to a building should slope away from the building so stormwater runoff does not accumulate against the foundation wall, where it can seep into the building. If possible, a minimum ground slope of 1% is desirable. Furthermore, downspouts should extend at least 6 feet away from a building foundation. In cases where the ground adjacent to the building is flat or slopes toward the building, the

downspouts should extend far enough to ensure stormwater does not drain back toward the foundation.

The NFIP only allows dry floodproofing for residential retrofits that are not classified as a substantial improvement. A substantial improvement is any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement.

FIGURE 10

Elevated House



Elevation

Sometimes dry or wet floodproofing are not enough and greater measures must be taken. For example, if the floodwaters are too high for dry floodproofing and the inhabited area is too low for wet floodproofing, it may be necessary to raise the structure. While this can be a much costlier endeavor, it may be the only solution to protect a home from floodwaters. The structure in Figure 10 is an example of a home that is elevated above the 100-year flood elevation. The Cook County Watershed Management Ordinance requires all substantially improved residential buildings have their lowest floor elevated 2 feet above the 100-year flood elevation. This may preclude a basement in the elevated building.

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Demolition

The only way to ensure a structure will not accumulate additional losses from future flood events is to demolish the structure completely. There are two options demolishing a structure.

1. A government agency can purchase the property, demolish the structure, and convert the property to a park or other open space.
2. The property owner may retain ownership, demolish the structure, and build a new structure in a manner that meets all local building and flood protection code requirements.

The primary methods of property protection are: sewer improvements, wet floodproofing, dry floodproofing, elevation, relocation, and demolition. These are the most common methods of property protection, although other methods exist ranging a very broad span of cost and effort.

Responsibility: Property Owners
 Timeline: As Soon As Possible
 Funding: Private Funding or Grant Funding

2.4.3 Natural Resource Protection

Care should be taken to maintain the streams, wetlands and other natural resources within a floodplain. Removing debris from streams and channels prevents obstructions. Preserving and restoring natural areas provides flood protection, preserves water quality and provides natural habitat. Most of the natural resources within the Village are in open spaces owned and maintained by either the Winnetka Park District or the Cook County Forest Preserve District.

Responsibility: Winnetka Park District, Cook County Forest Preserve
 Timeline: Ongoing
 Funding: Government taxing bodies

2.4.4 Emergency Services

Advance identification of an impending storm is only the first part of an effective Flood Warning and Response Plan. To truly realize the benefit of an early flood warning system, the warning must be disseminated quickly to floodplain occupants and critical facilities. Appropriate response activities must then be implemented, such as: road closures, directing evacuations, sandbagging, and moving building contents above flood levels. Finally, a community should take measures to protect public health and safety and facilitate recovery. These measures may include: cleaning up debris and garbage, clearing streets, and ensuring that that citizens have shelter, food, and safe drinking water.

Responsibility: Village of Winnetka
 Timeline: Ongoing
 Funding: Municipal revenues

2.4.5 Structural Projects

In response to the flood damage resulting from severe storm events in September 2008 and July 2011, the Village initiated several Flood Risk Reduction Assessments to determine what structural improvements could be made to mitigate flood damage from future storm events in the areas that have proven to be the most susceptible to flooding.

Construction of the Spruce Street Outlet Area Improvements began in the Spring of 2014. These improvements, which include a new relief sewer along Tower Road and Old Green Bay Road are expected to alleviate flooding along Tower Road east of Old Green Bay Road for up to 100-year storm event.

Responsibility: Village of Winnetka
Timeline: 2014-2018
Funding: Stormwater Utility

2.4.6 Public Information

One of the most important, and often overlooked, aspects of mitigation is public awareness. Awareness starts with recognition of the flood risk. FIRM panels, which designate areas of a community according to various levels of flood risk, can be viewed at www.FEMA.gov. Also, real estate transactions require disclosure of known flood hazards.

The next level of awareness is related to hazard mitigation measures. Often homeowners can greatly reduce their risks with mitigation efforts; they just do not know it. For that reason, as part of this analysis, every resident in the RLA has been contacted and informed of the opportunity to review this Report. In addition, the Village sends out an annual outreach letter to every resident in each RLA.

Responsibility: Village of Winnetka, FEMA, real estate agents
Timeline: Ongoing
Funding: Flood insurance premiums, real estate transaction fees, and municipal revenues

2.5 Step 5- Document the Findings

This Report documents the findings of the required RLAA. As required, the Report includes: a summary of the process that was followed and how property owners were involved in the process; a problem statement with a map of the affected area; a list or table showing basic information for each building in the affected area; the alternative approaches that were reviewed; and a list of action items identifying the responsible party, when the action should be completed, and how it will be funded.

3. NEXT STEPS

3.1 Recommendations

First and foremost, the Village should continue its ongoing flood hazard mitigation initiatives. These initiatives include: enforcing development regulations and keeping them up-to-date; planning and constructing capital improvement projects; informing the public about flood hazards and mitigation options; and providing critical emergency services. Other government agencies, such as FEMA, MWRDGC, the Cook County Forest Preserve District, and the Winnetka Park District, should continue doing their part, as well. Finally, homeowners and residents should take steps to protect their property and reduce the likelihood of future flood losses.

None of the properties in RLA #4 are within the 100-year floodplain; however, every property owner in the RLA should consider carrying flood insurance. In most cases, a sewer back-up or basement flood rider should be added to the insurance policy so that the building contents are covered.

Figure 11 lists common flood hazards that are known to exist in RLA #4 based on information received from residents and observations made during the on-site building inspections. Many of the flood hazards are related to openings that appear to be at or below the 100-year flood elevation. It should be noted that the 100-year flood elevation is not the highest possible elevation that flood waters may reach; greater flood elevations can and do occur. Common practice when installing flood protection measures is to protect the building to 2 feet above the 100-year flood elevation in order to account for uncertainties in the calculated flood elevation, wave action, and unpredictable effects such as those caused by ice or debris jams.

FIGURE 11

Common Flood Hazards and Typical Suggested Solutions

Common Flood Hazard	Typical Suggested Solution
Sanitary sewer back-up	Install an overhead sewer system or other backflow prevention
Unprotected window below the localized ponding elevation	Replace a glass pane window with a glass block window or increase the height and seal around the edges of the window well
Unprotected door below the localized ponding elevation	Install a flood barrier, such as a driveway berm, a permanent concrete flood wall, or a removable flood gate
Downspouts splash on grade near the foundation	Install downspout extensions that discharge away from the foundation and ensure there is positive drainage from the foundation

The common flood hazards and typical suggested solutions in this Report are broad-based recommendations for the entire RLA. They are not applicable to all properties in the RLA, but

appear to be applicable to many of the properties. Property owners should consult with an engineer, plumber, or other contractor regarding mitigation measures for a specific property.

3.2 Funding Assistance

Several sources of hazard mitigation assistance will become available once the Cook County All Hazards Mitigation Plan is complete and has been adopted by both the County and the Village. The Plan is currently being developed and may be completed in 2014. The most common hazard mitigation assistance programs are: the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA). Each program has its own eligibility and funding criteria, but each can be used to fund property protection measures as shown in Figure 12 below, provided that the Benefit Cost Ratio exceeds 1.0. In general, these programs are funded when FEMA approves an application prepared jointly by a local government, such as the Village, and the Illinois Emergency Management Agency (IEMA). In most cases, FEMA pays 75% of eligible expenses, but the federal share can reach 90% for Repetitive Loss Properties and 100% for Severe Repetitive Loss (SRL) properties.

FIGURE 12

Eligible Activities by Hazard Mitigation Assistance Program (FEMA Hazard Mitigation Assistance Unified Guidance, July 2013)

Eligible Activities	HMGP	PDM	FMA
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction			√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Minor Localized Flood Reduction Projects	√	√	√
Structural Retrofitting of Existing Buildings	√	√	
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Generators	√	√	
5 Percent Initiative Projects	√		
Advance Assistance	√		

3.3 Continuation

The CRS program requires an annual update to this RLAA. The annual update must review each recommended action, discuss the actions that were implemented and those that were not, and recommend any changes to the recommended actions. The report must be made available to the public, including the media and property owners and residents of the RLA. This process must continue every year for the Village to maintain its standing in the CRS program. Also, this update must preface each CRS cycle verification visit. Refer to Section 510 of the CRS Coordinator's Manual for more information (FEMA FIA-15, 2013).

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Appendix A: Resident Survey

Dear Winnetka Resident:

In light of the recent rain storm on Friday, July 22 and Saturday, July 23, 2011, the Village is conducting a Village-wide survey to get an accurate account of basement flood occurrences, and in particular, **sanitary sewer backups**. This information will be used to evaluate the existing sanitary sewer systems, as well as to plan for possible future sanitary sewer improvements.

Please take a few moments to fill out the attached survey and return it by Friday, September 23. The survey may also be returned via fax at 847-716-3599 or by email to sanitarysewersurvey@winnetka.org. Residents may also access the survey on the Village website at www.villageofwinnetka.org. We thank you in advance for your help in this endeavor. If you have any questions, please contact the Public Works Department at 847-716-3568.

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1. Address _____, Winnetka, Illinois
2. How long have you lived at this address? _____ years
3. Was your home built before 1970? NO YES DON'T KNOW
4. Did you experience flooding in your house or basement or attached garage during the July 22-23, 2011 storm? NO YES
5. If yes, please indicate the location(s) that water entered the building:

<input type="checkbox"/> Floor drain, laundry tub, shower or toilet	<input type="checkbox"/> Wall or floor seepage
<input type="checkbox"/> Window well or doorway	<input type="checkbox"/> Sump pump failure
<input type="checkbox"/> Other _____	<input type="checkbox"/> Not sure
6. If water entered via floor drain, laundry tub, shower, or toilet, approximately what time did flooding commence? _____
What time did flooding subside? _____
7. How much water did you get? (feet-inches) _____
8. If water entered via floor drain, laundry tub, shower, or toilet, approximately how many times in the last five years has this occurred? _____. Do you recall the approximate month/year of the occurrence(s)? _____
9. Does your building have any protection from sanitary sewer back-ups? NO
 YES Not sure
10. If yes, indicate what type of protection and approximate date of installation:

2011 Flooding Survey Results		
Total Properties	7	
Total Respondents	2	
	29%	response rate
Did you experience flooding in your house, basement, or attached garage during the July 22-23 storm?	50%	Yes
	50%	No
Type of Flooding	50%	Floor drain, laundry, tub, shower, or toilet
	0%	Window well or doorway
	0%	Wall or floor seepage
	0%	Sump pump failure
	0%	Other
What time did flooding commence?	0%	12am-6am
	0%	6am-12pm
	0%	12pm-6pm
	50%	6pm-12am
What time did flooding subside?	50%	12am-6am
	0%	6am-12pm
	0%	12pm-6pm
	0%	6pm-12am
How much water did you get?	50%	0-1 foot
	0%	1-3 feet
	0%	3-6 feet
	0%	>6 feet
How many occurrences in the last five years?	50%	0
	0%	1
	0%	2
	0%	3
	0%	4
	0%	5
In what years did it flood?	0%	2007
	0%	2008
	0%	2009
	0%	2011
Does your building have protection for sanitary backups?	0%	Yes
	50%	No
	50%	Not sure
If yes, what type?	0%	Sump pump
	0%	Backflow preventor
	0%	Ejector pit
	0%	Elevated drain pipe

Appendix B: Letters to the Residents



April 15, 2014

Resident

Winnetka, IL 60093

**Re: Village of Winnetka
Analysis of Flood Prone Areas and
Repetitive Loss Areas**

Dear Resident:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. You have received this letter because your property has either been subject to flooding on more than one occasion for which claims have been made and received on your flood insurance policy of more than \$1,000 from the National Flood Insurance Program within any rolling 10-year period for your home, or because your property is located in an area where adjacent properties have experienced flood damage on several occasions for which flood insurance claims have been made. Your input in this analysis will be valuable whether your house has been damaged by flooding or not.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) produces a list of repetitive loss properties within each National Flood Insurance Program (NFIP) community, which the Village of Winnetka is an active member in good standing, that has one or more repetitive loss properties. Repetitive loss properties are those properties for which two or more claims of more than \$1,000 have been paid by the NFIP within any 10-year period since 1978. Although these properties represent only 1% of all the NFIP's insurance policies, they account for nearly one-third of the claim payments. In order for the Village of Winnetka to participate in the CRS program with repetitive loss properties, an outreach program must be implemented in an attempt to try to mitigate the cause of the flood damage, either on your property or in your neighborhood. All specific repetitive loss property information is for the Village's internal use only, and is protected by the Privacy Act of 1974.

If your property is a repetitive loss property, or if you have any information to share regarding the recurrence and severity of past flooding in the area, the Village of Winnetka is kindly requesting that you provide information regarding the exact nature of the flood damage so that we may better provide you with the appropriate property protection measures for the flood situation. Please forward the information regarding the flood damage that resulted in the flood insurance claims to the Village of Winnetka, attention Susan Chen, 1390 Willow Road, Winnetka, IL 60093; by phone at (847)716-3532; or by e-mail to schen@winnetka.org. Please note that if you responded to the Village's flood survey in August 2011, the Village can incorporate the information you provided at that time into this analysis. You will be notified again once a draft of the analysis report is available for review and comment. We hope you can participate in this analysis and we look forward to your input.

As many of you are aware, the Village of Winnetka is in the process of pursuing several possible large scale storm water management mitigation projects which can be viewed on the Village of Winnetka's website www.villageofwinnetka.org. Unfortunately, some of the repetitive loss areas are situated on private streets with private storm sewers. While the Village of Winnetka is unable to undertake specific public improvements in these areas, certain aspects of the proposed storm water mitigation plans will help to mitigate the flooding in these areas. Meanwhile, here are some things that you can do:

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Village of Winnetka, Illinois

Repetitive Loss Area Analysis - Area #4 • 131058.90

BAXTER & WOODMAN



VILLAGE OF WINNETKA

Incorporated in 1869

1. Contact the Village of Winnetka Public Works Department at (847) 716-3568 to speak with one of the Engineering Staff about possible mitigation measures for your flooding issues;
2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes;
 - Make a list of emergency numbers and identify a safe place to go;
 - Make a household inventory, especially of basement contents;
 - Put insurance policies, valuable papers, medicine, etc... in a safe, dry place;
 - Collect and put cleaning supplies, camera, waterproof boots, etc... in a convenient location;
 - Develop a disaster response plan – See the Red Cross' website: www.redcross.org/images/pdfs/code/family_disaster_plan.pdf for a copy of the brochure "Your Family Disaster Plan"
 - Get a copy of *Repairing Your Flooded Home* at www.redcross.org/www-files/Documents/pdf/Preparedness/file_cont333_lang0_150.pdf. Also visit FEMA's web site at www.fema.gov/hazards/floods/
3. Consider some permanent flood protection measures.
 - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement can reduce property damage and save lives, except the storm sump pump and sanitary ejector pump should be placed on a separate circuit with battery back-up which can remain operable during a storm event;
 - Consider elevating your house to the Flood Protection Elevation, which is two feet above the Base Flood Elevation;
 - Check your home for water entry points. These can be basement windows, the basement stairwell, doors, and dryer vents. These can be protected with low walls or temporary shields;
 - Install floor drain plugs, standpipe, overhead sanitary sewer or a sanitary sewer backflow prevention device to prevent sewer backup flooding;
 - More information can be found in *Homeowner's Guide to Retrofitting: Six Ways to Protect your House from Flooding*. This publication can be found at www.fema.gov/library/file?type=publishedFile&file=fema_p312_a.pdf&field=7f80a20-fa08-11de-8441-001cc456982e or at the public library.
 - There is also a link on the Village's website, www.villageofwinnetka.org the Guide to Flood Protection in Northeastern Illinois, published by the Illinois Association for Flood plain and Storm Water Management.
 - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to talk with the Community Development Department for code and permit requirements.

1390 WILLOW ROAD, WINNETKA IL 60093

Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558



4. Obtain information on financial assistance programs.
 - FEMA offers four grant programs to fund pre- and post-disaster mitigation activities, including: Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation (PDM); Flood Mitigation Assistance (FMA); and Repetitive Flood Claims (RFC). Detailed information on these programs and other related programs is available at www.fema.gov/about/divisions/mitigation/mitigation.shtm#6.
5. Obtain flood insurance.
 - A flood insurance policy will help pay for repairs after a flood and, in some cases, it will help pay the costs of elevating a substantially damaged building.
 - Homeowner's insurance policies do not cover damage from floods. However, because the Village of Winnetka participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal Government and is available to everyone, even properties that have been flooded or are out of the flood plain. Most flood insurance policies include Increased Cost of Compliance coverage. The coverage provides for the payment of claims up to \$30,000 toward the costs to comply with State or Community flood plain management laws or ordinances after a flood event in which the structure has been declared substantially damaged in accordance with the locally enforceable regulation.
 - If your property is located in an area that is not mapped as a Special Flood Hazard Area (Zone A or AE), you may qualify for a lower-cost Preferred Risk Policy.
 - Some people purchased flood insurance because it was required by the bank with they got a mortgage or home improvement loan. Usually, these policies just cover the building's structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Ensure that you have contents coverage.
 - Don't wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before the National Flood Insurance Program coverage takes effect.
 - Contact your insurance agent for more information on rates and coverage.

If you have questions regarding Repetitive Loss Areas or other general flood plain requirements, please provide the Village with the street address of the property in question. Inquiries can be directed to the Engineering Department of the Village of Winnetka, and can be made in person, by telephone, or by e-mail. The Engineering Department is located at the Village Yards, 1390 Willow Road, Winnetka. While any of our Engineering Staff can answer your questions, our Flood Plain Manager is Susan Chen, Assistant Village Engineer, who can be reached at (847) 716-3532 or schen@winnetka.org.

For general questions or concerns regarding local flooding, drainage issues or sewer back-ups, contact 847-716-3568, and your call can be directed to the appropriate Public Works staff.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

1390 WILLOW ROAD, WINNETKA IL 60093
Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034
Public Works (847) 716-3568 Water and Electric (847) 716-3558

Month X, 2014

Name

Address

Winnetka, Illinois 60093

Subject: Village Analysis of Flood Prone Areas

Dear Name:

The Village has applied for entry into the Community Rating System (CRS), which is a voluntary program designed to reward a community for its flood mitigation efforts. The reward comes in the form of reduced premiums for flood insurance policy holders within the community. One of the prerequisites for entry into the CRS is an analysis of the areas within the Village that have repeatedly suffered from flood damages. Your property is located within an area identified as Repetitive Loss Area #X. A draft report on the Repetitive Loss Area Analysis for Area #X can be reviewed at www.villageofwinnetka.org or at the Village of Winnetka Public Works Facility (1390 Willow Road). Your input on the draft report is welcome and comments will be accepted until Month X, 2014.

Sincerely,

Steven M. Saunders, P.E.
Director of Public Works/Village Engineer

I:\Chicago\WINNE\131058-WINNE - Repetitive Loss\90-GeneralMunicipalServices\Work\Resident Invitation Letter.docx

This letter will be finalized and sent on Village letterhead as soon as the Village is satisfied with the draft Reports.

Appendix C: Data Collection Correspondence

Correspondence with MWRDGC

To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org); Fitzpatrick, Kevin (Eng)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

As discussed over the phone, the District completed the North Branch of the Chicago River (NBCR) Detailed Watershed Plan (DWP) in 2011. During DWP, we collected problems identified by the communities, updated the H&H model, and developed projects. Below is a link to the DWP and inundation maps.

http://www.mwrdd.org/iri/go/km/docs/documents/MWRD/internet/protecting_the_environment/Stormwater_Management/htm/North_Branch_Chicago_River_Watershed/North_Branch_Chicago_River_DWP.htm

<http://gispub.mwrdd.org/swima/>

The TARP system does not impact the Winnetka storm sewer system. If you have additional questions on TARP, feel free to contact Kevin Fitzpatrick at 1-312-751-3163.

Michael "Mick" Cosme, P.E., CFM
Senior Civil Engineer
Metropolitan Water Reclamation District of Greater Chicago
111 E. Erie
Chicago, IL 60611
p 312.751.3092
f 312.751.5710

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Correspondence with ISWS

From: Heistand, Glenn [mailto:heistand@illinois.edu]
Sent: Tuesday, April 08, 2014 2:37 PM
To: Mark G. Phipps
Cc: Steve Saunders (SSaunders@winnetka.org)
Subject: RE: Winnetka - Repetitive Loss Area Analysis

Mark,

ISWS does not have any flooding studies in Winnetka, besides possibly some dusty paper copies of FEMA effective models.

The Village is probably already in coordination with Brian Eber at IDNR-OWR for their pre-CRS Community Assistance Visit, but if not, I recommend contacting him for additional information (brian.eber@illinois.gov). Let me know if I can be of further assistance.

Glenn

Glenn N Heistand, PE, CFM
Illinois State Water Survey
Prairie Research Institute
University of Illinois
2204 Griffith Drive
Champaign, IL 61820-7495
(217) 244-8856
heistand@illinois.edu

Appendix D: Summary of Inspection Results

Total Properties	7	
Foundation	43%	Concrete
	43%	Other
Yard	100%	Sloped away
	0%	Flat
Rear Yard	0%	Low
Downspout	14%	Splash on Grade
	43%	Underground
	14%	Extended
	14%	Underground/Splash on Grade
	0%	Underground/Extended
Approximated steps up to 1st floor	0%	1
	14%	2
	29%	3
	0%	4
	29%	5
	14%	>6
	0%	Low
	0%	Raised
Window Height	0%	Low
	29%	Grade
	29%	Raised
Window Type	57%	Glass
	29%	Glass block
Window Well Height	0%	Low
	0%	Grade
	0%	Raised
Window Well Type	14%	Metal
	14%	Concrete
Garage	29%	Detached
	43%	Attached
Garage Elevation	29%	Low
	0%	Grade
	57%	Raised

Appendix E: Floodproofing Methods

AN OVERVIEW OF THE RETROFITTING METHODS 3

Table 3-16. Relative Costs of Various Retrofit Measures

Construction Type	Existing Foundation	Measure	Retrofit	Relative Cost
Frame, Masonry Veneer, or Masonry	Crawlspace or Basement	Wet Floodproofing 	Wet floodproof crawlspace to a height of 4 feet above LAG or wet floodproof unfinished basement to a height of 8 feet above basement floor	Lowest  Highest
Masonry Veneer or Masonry	Slab-on-Grade or Crawlspace	Dry Floodproofing 	Dry floodproof to a maximum height of 3 feet above LAG	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Levees and Floodwalls 	Levee constructed to 6 feet above grade or floodwall constructed to 4 feet above grade	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Basement, Crawlspace, or Open Foundation	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Elevation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade	Relocation 	Elevate on continuous foundation walls or open foundation	
Frame, Masonry Veneer, or Masonry	Slab-on-Grade, Basement, or Open Foundation	Demolition 	Demolish existing building and buying or building a home elsewhere	Varies

HOMEOWNER'S GUIDE TO RETROFITTING SIX WAYS TO PROTECT YOUR HOME FROM FLOODING 3-11

(FEMA P-312, December 2009)

Attachment 1: Site Inspection Data



Agenda Item Executive Summary

Title: Ordinance No. M-6-2015: 127 Church Road, Zoning Variation (Waiver & Adoption)

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 02/03/2015

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

Consent: YES NO

Item History:

The request was considered for policy direction at the Council meeting on January 20, 2015. At that time, the Council directed the Village Attorney to draft an ordinance granting the variation (see January 20, 2015 Agenda Packet, pp. 108-133).

Executive Summary:

The request is for a variation from Section 17.30.030 [Intensity of Use of Lot] of the Winnetka Zoning Ordinance to permit a circular driveway that would result in a front yard lot coverage of 1,348.04 s.f., whereas a maximum of 999.94 s.f. is permitted, a variation of 348.1 s.f. (34.81%).

The variation is being requested in order to allow for the construction of a circular driveway in the front yard. The proposed driveway would have a width of 10.83 ft. and run across the majority of the width of the front yard. The proposed circular driveway would replace an existing front yard parking area. The existing front yard lot coverage is approximately 1,054 s.f.; the proposed driveway would result in a net increase of 294 s.f.

The Zoning Board of Appeals (ZBA) considered the application at its meeting December 8, 2014. The four voting members present voted 2 to 2 recommending denial of the variation request.

Due to the ZBA vote, introduction, or adoption, of the ordinance requires four favorable votes by the Council.

The petitioner has requested introduction of the ordinance be waived.

Recommendation:

1. Consider waiving introduction of Ordinance No. M-6-2015 and consider adoption, granting a variation from the maximum permitted intensity of use of lot, specifically the front yard lot coverage, to permit a circular driveway in the front yard at 127 Church Road.

Or

2. Consider introduction of Ordinance No. M-6-2015, granting a variation from the maximum permitted intensity of use of lot, specifically the front yard lot coverage, to permit a circular driveway in the front yard at 127 Church Road.

Attachments:

Agenda Report

Attachment A: Zoning Matrix

Attachment B: Ordinance No. M-6-2015

Attachment C: GIS Aerial Map

Attachment D: Variation Application

Attachment E: Excerpt of December 2006 Village Council minutes

Attachment F: Letter Requesting Waiver of Introduction

AGENDA REPORT

TO: Village Council

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

SUBJECT: 127 Church Rd., Ord. M-6-2015
(1) Intensity of Use of Lot

DATE: January 21, 2015

REF: January 20, 2015 Council Mtg. pp. 108-133

Ordinance M-6-2015 grants a variation from Section 17.30.030 [Intensity of Use of Lot] of the Winnetka Zoning Ordinance to permit a circular driveway that would result in a front yard lot coverage of 1,348.04 s.f., whereas a maximum of 999.94 s.f. is permitted, a variation of 348.1 s.f. (34.81%).

The variation is being requested in order to allow for the construction of a circular driveway in the front yard. The proposed driveway would have a width of 10.83 ft. and run across the majority of the width of the front yard. The proposed circular driveway would replace an existing front yard parking area. The existing front yard lot coverage is approximately 1,054 s.f.; the proposed driveway would result in a net increase of 294 s.f. As represented on the attached plat of survey, in addition to the existing parking area in the front yard, there is currently a driveway along the south side of the lot that runs approximately 96 ft. to an attached garage.

According to the proposed site plan, the proposed circular driveway would be constructed with brick to match the existing driveway. It should be noted however, that for purposes of calculating front yard lot coverage, all driveways, parking slabs, turnarounds and walkways, whether made of continuous paved surface, paver bricks, paving stones, gravel or crushed stone, are included at 100% of their area. No bonuses are given for pervious surfaces in the required front yard.

The property is located on the east side of Church Rd., between Winnetka Ave. and Hill Terr. in the R-5 Single Family Residential District. Construction of the residence was completed in 2006. The petitioners purchased the property in 2012.

There are two previous zoning cases for this property. Case No. 05-21-V2 was withdrawn after the Zoning Board of Appeals (ZBA) recommended denial of a variation for building height to allow a cupola to exceed the maximum permitted height. Case No. 06-35-V2, a variation for front yard lot coverage, was denied by the Village Council in December 2006, after receiving a favorable recommendation by the ZBA.

The attached zoning matrix summarizes the work proposed under this variation request.

Recommendation of Advisory Board

The ZBA considered the application at its meeting December 8, 2014. The four voting members present voted 2 to 2 recommending denial of the variation request.

Due to the ZBA vote, the request was considered for policy direction at the Council meeting January 20, 2015. At that time, the Council directed the Village Attorney to draft an ordinance granting the variation.

The petitioner has requested introduction of the ordinance be waived (Attachment F). Introduction, or adoption, of the ordinance requires four favorable votes by the Council.

Recommendation

Consider waiving introduction of Ord. M-6-2015 and consider adoption, granting a variation from the maximum permitted intensity of use of lot, specifically the front yard lot coverage, to permit a circular driveway in the front yard at 127 Church Rd.

Or

Consider introduction of Ord. M-6-2015, granting a variation from the maximum permitted intensity of use of lot, specifically the front yard lot coverage, to permit a circular driveway in the front yard at 127 Church Rd.

Attachments

Attachment A: Zoning Matrix

Attachment B: Ordinance M-6-2015

Attachment C: GIS Aerial Map

Attachment D: Variation Application

Attachment E: Excerpt of December 2006 Village Council minutes

Attachment F: Letter Requesting Waiver of Introduction

ATTACHMENT A

ZONING MATRIX

ADDRESS: 127 Church Rd.

CASE NO: 14-36-V2

ZONING: R-5

ITEM	REQUIREMENT	EXISTING	PROPOSED	TOTAL	STATUS
Min. Lot Size	8,400 SF	14,318.54 SF	N/A	N/A	OK
Min. Average Lot Width	60 FT	75.16 FT	N/A	N/A	OK
Max. Roofed Lot Coverage	3,579.63 SF (1)	2,751.63 SF	N/A	N/A	OK
Max. Gross Floor Area	4,558.33 SF (1)	4,249.56 SF	N/A	N/A	OK
Max. Impervious Surface	7,159.27 SF (1)	4,335.01 SF	235.2 SF	4,570.21 SF	OK
Max. Front Yard Lot Coverage	999.94 SF	1,054.04 SF	294 SF	1,348.04 SF	348.1 SF (34.81%) VARIATION
Min. Front Yard (West)	41.18 FT	43.76 FT	N/A	N/A	OK
Min. Side Yard	7.52 FT	8.5 FT	N/A	N/A	OK
Min. Total Side Yards	18.79 FT	23.41 FT	N/A	N/A	OK
Min. Rear Yard (East)	25 FT	68 FT	N/A	N/A	OK

NOTES:

(1) Based on actual lot area of 14,318.54 s.f.

ATTACHMENT B

ORDINANCE NO. M-6-2015

**AN ORDINANCE GRANTING A VARIATION
FROM THE FRONT YARD LOT COVERAGE REGULATIONS OF
THE WINNETKA ZONING ORDINANCE
FOR THE CONSTRUCTION OF A CIRCULAR DRIVEWAY
WITHIN THE R-5 SINGLE FAMILY ZONING DISTRICT
(127 Church Road)**

WHEREAS, the Luvie O. Myers Revocable Trust, dated October 3, 1998, is the record title owner of that certain parcel of real property commonly known as 127 Church Road in Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, Luvie O. Myers is the trustee of the Luvie O. Myers Revocable Trust; and

WHEREAS, the Subject Property is improved in part with a single-family residence ("**Residence**") and a parking pad and driveway (collectively, the "**Existing Driveway**") constructed in the front yard of the Residence; and

WHEREAS, Luvie O. Myers and Scott Myers (collectively, the "**Applicant**") desire to: (i) demolish a portion of the Existing Driveway; and (ii) construct a new circular driveway within the front yard of the Residence ("**Proposed Improvements**"); and

WHEREAS, the Subject Property is located within the R-5 Single Family Residential District of the Village ("**R-5 District**"); and

WHEREAS, pursuant to Section 17.30.030 of the Winnetka Zoning Ordinance ("**Zoning Ordinance**"), the maximum front yard lot coverage on the Subject Property may not exceed 999.94 square feet; and

WHEREAS, construction of the Proposed Improvements on the Subject Property would result in a front yard lot coverage on the Subject Property of 1,348.04 square feet, in violation of Section 17.30.030 of the Zoning Ordinance; and

WHEREAS, the Applicant filed an application for a variation from Section 17.30.030 of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property ("**Variation**"); and

WHEREAS, on December 8, 2014, after due notice thereof, the Zoning Board of Appeals ("**ZBA**") conducted a public hearing on the Variation and did not recommend that the Council of the Village of Winnetka ("**Village Council**") approve the Variation; and

WHEREAS, at the January 21, 2015, regular meeting of the Village Council, the Village Council was briefed on and discussed the proposed Variation and directed the Village Attorney, by a motion duly made, seconded, and passed by a vote of 6 in favor and none opposed, to prepare an

ordinance granting the Variation for the construction of the Proposed Improvements on the Subject Property; and

WHEREAS, pursuant to Section 17.60.050 of the Zoning Ordinance, the Village Council has determined that: (i) the Variation is in harmony with the general purpose and intent of the Zoning Ordinance and is in accordance with general or specific rules set forth in Chapter 17.60 of the Zoning Ordinance; and (ii) there are practical difficulties or particular hardships in the way of carrying out the strict letter of the provisions or regulations of the Zoning Ordinance from which the Variation has been sought; and

WHEREAS, the Village Council has determined that approval of the Variation for the construction of the Proposed Improvements on the Subject Property within the R-5 District is in the best interest of the Village and its residents;

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

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

SECTION 2: APPROVAL OF VARIATION. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Variation from Section 17.30.030 of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property within the R-5 District is hereby granted, in accordance with and pursuant to Chapter 17.60 of the Zoning Ordinance and the home rule powers of the Village.

SECTION 3: CONDITIONS. The Variation granted by Section 2 of this Ordinance is subject to, and contingent upon, compliance with the following conditions:

- A. **Commencement of Construction.** The Applicant must commence the construction of the Proposed Improvements no later than 12 months after the effective date of this Ordinance.
- B. **Compliance with Regulations.** Except to the extent specifically provided otherwise in this Ordinance, the development, use, and maintenance of the Proposed Improvements and the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- C. **Reimbursement of Village Costs.** In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made

by a certified or cashier's check. Further, the Applicant must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

- D. Approval of Plans. No construction of the Proposed Improvements may commence unless and until:
1. Site Plan. The Village Engineer: (a) determines that the Proposed Site Plan prepared by Konstant Architecture Planning, consisting of one sheet, and with a latest revision date of December 2, 2014, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B** ("*Site Plan*"), complies with all applicable Village codes, ordinances, and regulations related to engineering, including, without limitation, all Village draining and grading requirements; and (b) provides the Applicant with written approval of the Site Plan; and
 2. Landscape Plan. The Village Manager, or his designee: (a) determines that the Landscape Plan prepared by Scott Byron & Co., consisting of one sheet, with a latest revision date of January 12, 2015, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit C** ("*Landscape Plan*"), complies with all applicable Village codes, ordinances, and regulations; and (b) provides the Applicant with written approval of the Landscape Plan.
- E. Compliance with Plans. Upon the approval of the Site Plan and the Landscape Plan by the Village Engineer and the Village Manager, respectively, in accordance with Section 3.D of this Ordinance, the final, approved Site Plan and Landscape Plan (collectively, the "*Final Plans*") will be deemed incorporated into this Ordinance without further action by the Village Council. The development, use, and maintenance of the Proposed Improvements and the Subject Property must be in strict accordance with the Final Plans, except for minor changes and site work approved by the Director of Community Development or the Director of Public Works (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards.

SECTION 4: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Applicant and each of its heirs, representatives, successors, and assigns.

SECTION 5: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the approvals granted in Section 2 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approvals granted in Section 2 of this Ordinance unless it first provides the Applicant

with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 6: AMENDMENTS. Any amendment to this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance for amending or granting variations.

SECTION 7: SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 8: EFFECTIVE DATE.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council by a favorable vote of at least four Trustees;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit D** attached to and, by this reference, made a part of this Ordinance to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant does not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 8.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2015, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2015.

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 _____,
2015.

Introduced: February 3, 2015

Passed and Approved: _____, 2015

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot 7 and that part of Lot 8 lying northerly of the following described line: commencing at a point in the westerly boundary line of said Lot 8 being the easterly line of Church Road which point is 5.92 feet southerly (as measured along said westerly boundary line of said Lot 8) from the northwest corner of said lot 8; thence easterly in a straight line to a point in the easterly boundary of said Lot 8 which point is 10.92 feet southerly (as measured along the said easterly boundary line of said Lot 8) from the northeast corner of said Lot 8, all in Whitman's Subdivision in the southwest $\frac{1}{4}$ of Section 21, Township 42 north, Range 13, east of the third principal meridian, according the plat thereof recorded July 10, 1914, in Book 130 of plats, page 20 as document 5454153, in Cook County, Illinois.

PIN: 05-21-322-019-0000

Commonly known as 127 Church Road, Winnetka, Illinois.

EXHIBIT B

PROPOSED SITE PLAN

(SEE ATTACHED EXHIBIT B)

EXHIBIT C

LANDSCAPE PLAN

(SEE ATTACHED EXHIBIT C)

EXHIBIT D

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Winnetka, Illinois ("***Village***"):

WHEREAS, the Luvie O. Myers Revocable Trust, dated October 3, 1998, is the record title owner of the property commonly known as 127 Church Road in the Village ("***Subject Property***")

WHEREAS, Luvie O. Myers is the trustee of the Luvie O. Myers Revocable Trust; and

WHEREAS, Luvie O. Myers and Scott Meyers (collectively, the "***Applicant***") desire to construct a circular driveway located within the front yard of a single-family residence that is located on the Subject Property; and

WHEREAS, Ordinance No. M-6-2015, adopted by the Village Council on _____, 2015 ("***Ordinance***"), grants a variation from the provisions of the Winnetka Zoning Ordinance to the Applicant to permit the construction of the circular driveway on the Subject Property; and

WHEREAS, Section 8 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant has filed, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant does hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Applicant acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of the variation for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
4. The Applicant does hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the variation for the Subject Property.

5. The Applicant hereby agrees to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: _____, 2015

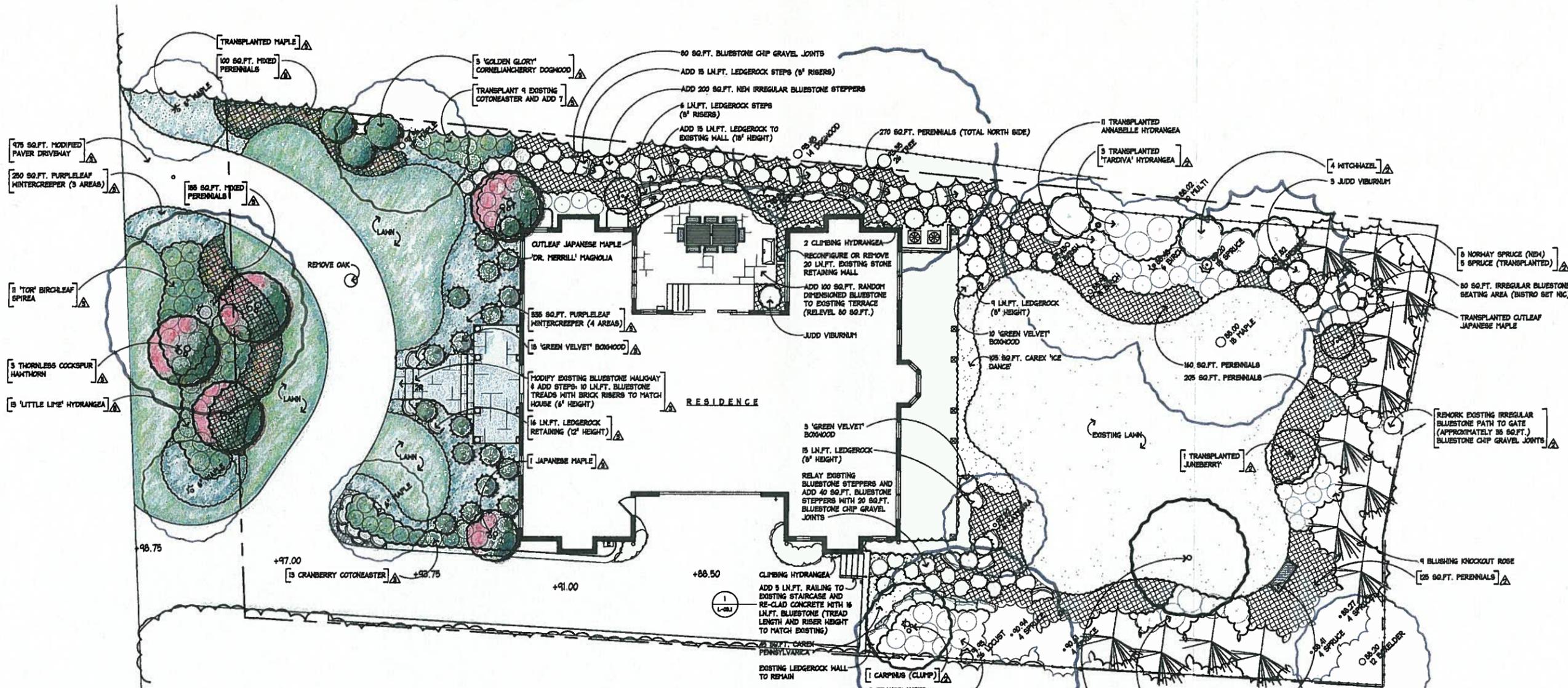
ATTEST: **LUVIE O. MYERS**

By: _____ By: _____

ATTEST: **SCOTT MYERS**

By: _____ By: _____

EXHIBIT C



MYERS RESIDENCE
 WINNETKA, ILLINOIS
 127 CHURCH STREET

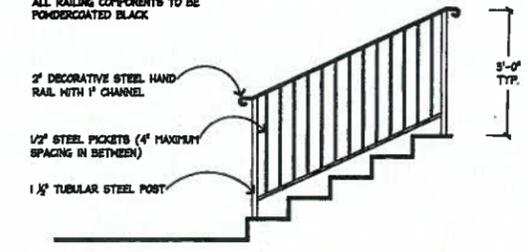
REVISIONS			
NO.	DATE	BY	DESCRIPTION
Δ	11.06.14	TJW	REVISION
Δ	12.02.14	TJW	REVISION
Δ	01.12.15	TJW	REVISION

SCOTT BYRON & CO. INC.
 Landscape Architecture
 Contracting and Maintenance
 30088 North State Highway
 Lake Bluff, Illinois 60044-1112
 847-688-0268
 FAX 847-688-0277

DATE: 08.06.14
 DESIGN: TJW
 DRAWN BY: TJW
 APPRD: SLB
 CLIENT: MYERS

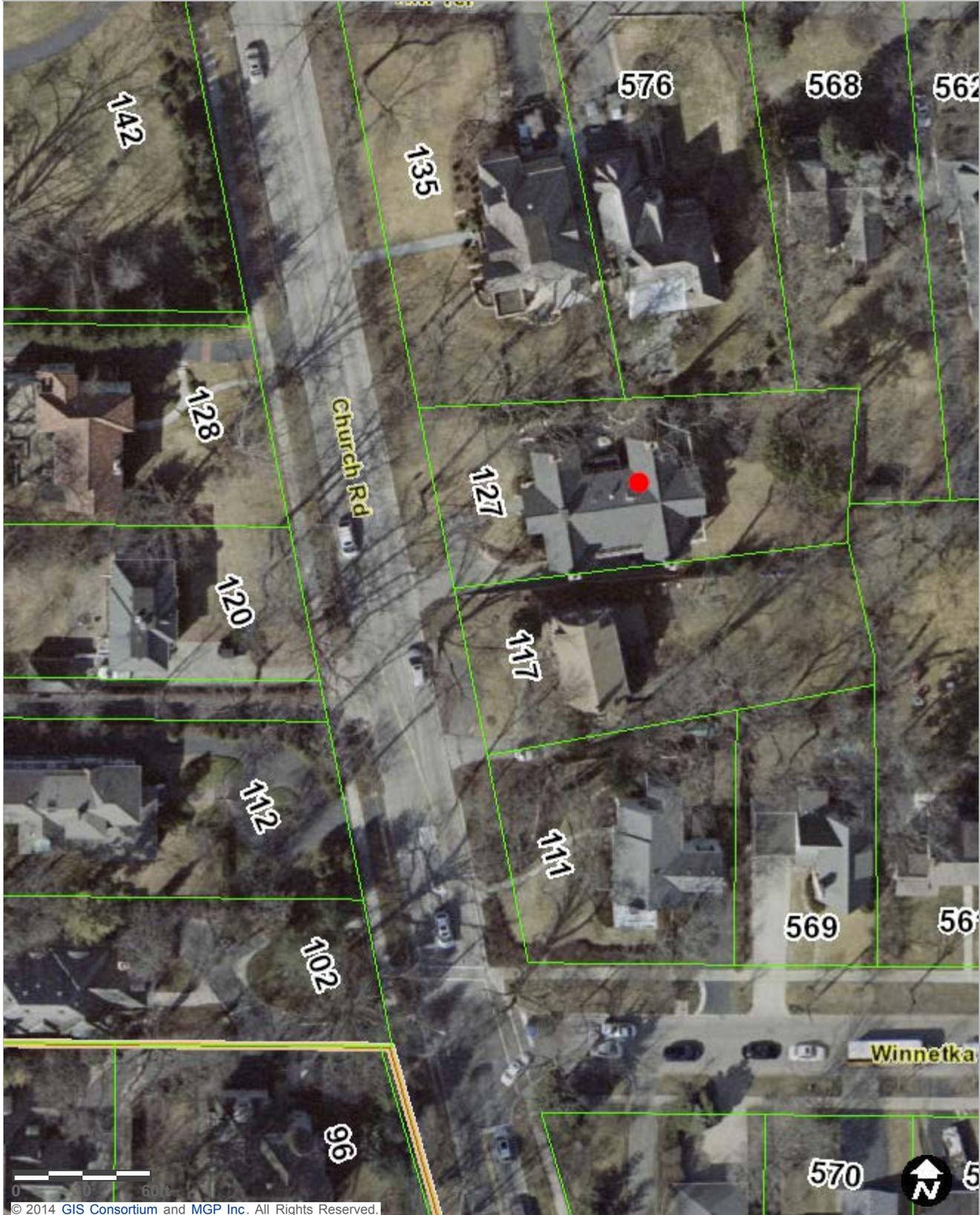
SHEET TITLE
LANDSCAPE PLAN
 SHEET NO.
L-03.1
 JOB NO.
14-149

NOTES: VERIFY ALL DIMENSIONS IN FIELD PRIOR TO FABRICATION
 ALL POSTS TO BE SECURELY ANCHORED TO STONE STEPS OR CONCRETE FOOTING
 ALL RAILING COMPONENTS TO BE POWDERCOATED BLACK



① **STEEL STAIR RAILING**
 SCALE: 1/2"=1'-0"

ATTACHMENT C



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The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law.

Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

ATTACHMENT D

CASE NO. 14-36-V2

APPLICATION FOR VARIATION
WINNETKA ZONING BOARD OF APPEALS



Owner Information:

Name: LUVIE + SCOTT MYERS

Property Address: 127 CHURCH ROAD.

Home and Work Telephone Number: [REDACTED]

Fax and E-mail: _____

Architect Information: Name, Address, Telephone, Fax & E-mail:

PAUL KONSTANT ; KONSTANT ARCHITECTURE PLANNING

T: 847.967.6115 F: 847.967.0111

PK@KONSTANTARCHITECTURE.COM (CC: JGOLDE@KONSTANTARCHITECTURE.COM)

Attorney Information: Name, Address, Telephone, Fax & E-mail:

N.A.

Date Property Acquired by Owner: MAY 14th, 2012

Nature of Any Restrictions on Property: LIMITED ACCESS

Explanation of Variation Requested: SEE ATTACHED SHEET.
(Attach separate sheet if necessary)

OFFICE USE ONLY

Variation Requested Under Ordinance Section(s): _____

Staff Contact: _____ Date: _____

STANDARDS FOR GRANTING OF ZONING VARIATIONS

Applications must provide evidence and explain in detail the manner wherein the strict application of the provisions of the zoning regulations would result in a clearly demonstrated practical difficulty or particular hardship. In demonstrating the existence of a particular difficulty or a particular hardship, please direct your comments and evidence to each of the following items:

1. The property in question can not yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that zone.
2. The plight of the owner is due to unique circumstance. Such circumstances must be associated with the characteristics of the property in question, rather than being related to the occupants.
3. The variation, if granted, will not alter the essential character of the locality.
4. An adequate supply of light and air to the adjacent property will not be impaired.
5. The hazard from fire and other damages to the property will not be increased.
6. The taxable value of the land and buildings throughout the Village will not diminish.
7. The congestion in the public street will not increase.
8. The public health, safety, comfort, morals, and welfare of the inhabitants of the Village will not otherwise be impaired.

SEE ATTACHED SHEET.

For your convenience, you will find attached examples of general findings, for and against the granting of a variation, which have been made by the Zoning Board of Appeals and Village Council in prior cases.

NOTE: The Zoning Board of Appeals or the Village Council, depending on which body has final jurisdiction, must make a finding that a practical difficulty or a particular hardship exists in order to grant a variation request.

Property Owner's Signature  Date: 7/8/14
(Proof of Ownership is required)

Variations, if granted, require initiation of construction activity within 12 months of final approval. Consider your ability to commence construction within this 12 month time period to avoid lapse of approvals.

**RE: 127 Church Road
Winnetka, Illinois 60093**

Explanation of Variation Requested:

The variation requested is to increase the allowable front yard impermeable lot coverage. According to the building code, a home in an R5 zoning district can only have a maximum of 30% covered with impermeable materials. Given that the front yard has an area of 3,333.12 S.F., the maximum impermeable lot coverage for the front yard is 999.4 S.F.. This available square footage only allows for a driveway straight into the property with one parking space. This severely limits the access to the residence for the homeowners, and often forces them to back out of their driveway onto what is a very heavily trafficked street. The home is located only 200 ft. north of the intersection of Church Rd. and Winnetka Ave. This is a very busy intersection particularly during the school year. This property falls between the east and west campus for New Trier High School. Church Rd. and Winnetka Ave. is the most direct route between the campuses and therefore there is a high volume of vehicular and pedestrian traffic. By increasing the allowable front yard impermeable for this property to 1,146.62 S.F., the homeowners would be able to make a circular driveway. This would provide better access and would therefore improve the safety throughout the neighborhood when vehicles are entering or exiting.

Please do not consider this variation until the October 13th meeting.

**RE: 127 Church Rd.
Winnetka, IL 60093**

Standards for Granting of Zoning Variations

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulation in that zone.

The existing driveway at 127 Church Rd. runs along the south property line for the home with one parking space to the north of this. The current impermeable area in the front yard for this driveway is 876.62 S.F. Under the conditions of the code this uses up the maximum allowable impermeable for the front yard making this driveway configuration the only option for the property. However, the current configuration of the driveway, while suitable for ingress and egress by the residents, makes it very dangerous for entry onto Church Road for visitors to the residence. Visitors are forced to back onto Church Road. With trees and bushes on the property to the south backing into the street is often done without visibility to traffic approaching from the south. Therefore, the property cannot provide a reasonable return because this hazardous driveway condition is undesirable.

2. The plight of the owner is due to unique circumstances. Such circumstances must be associated with the characteristics of the property in question rather than being related to the occupants.

The property is located only 200 feet north of the intersection between Church Rd. and Winnetka Ave. Additionally, this property falls between the east and west campus for New Trier High School. This location creates a great deal of vehicular and pedestrian traffic on Church Rd. and Winnetka Ave. This large volume of traffic makes ingress and egress to the property particularly difficult. This drive condition creates a hazardous situation for the entire neighborhood.

Hill Terrace is the closest side street for this property, however it is gated off. This makes Winnetka Avenue the only street available for guests to park on. That combined with the fact that there is no sidewalk on the east side of Church Road creates a dangerous condition for any guests to 127 Church Road.

3. The variation, if granted, will not alter the essential character of the locality.

The subject property will create the circular drive using the same materials of the existing drive which is consistent and fits within the character of the locality. Additionally, there are other circular drives throughout the locality to which this will be very similar.

4. An adequate supply of light and air to the adjacent property will not be impaired.

The supply of light and air to the adjacent properties will not be impaired.

5. The hazard from fire and other damages to the property will not be increased.

The hazard from fire and other damages to the property will not be increased from the proposed improvements. All construction and selected materials meet or exceed current local building codes.

6. The taxable value of the land and building throughout the Village will not diminish.

The variation, if granted, will not affect the taxable value of the land and buildings throughout the village.

7. The congestion to the public street will not increase.

The congestion to the public street will be improved because it eliminates a very unsafe access issue.

8. The public health, safety, comfort, morals, and welfare of the inhabitants of the village will not otherwise be impaired.

The driveway will be constructed in accordance with all local building codes. Furthermore, as noted above, the impact on the neighboring properties will be improved because the ingress and egress from this property will be less hazardous therefore improving and the vehicular and pedestrian safety of the neighborhood.

PROFESSIONALS ASSOCIATED SURVEY, INC.

PROFESSIONAL DESIGN FIRM NO. 184-003023

PLAT OF SURVEY

OF

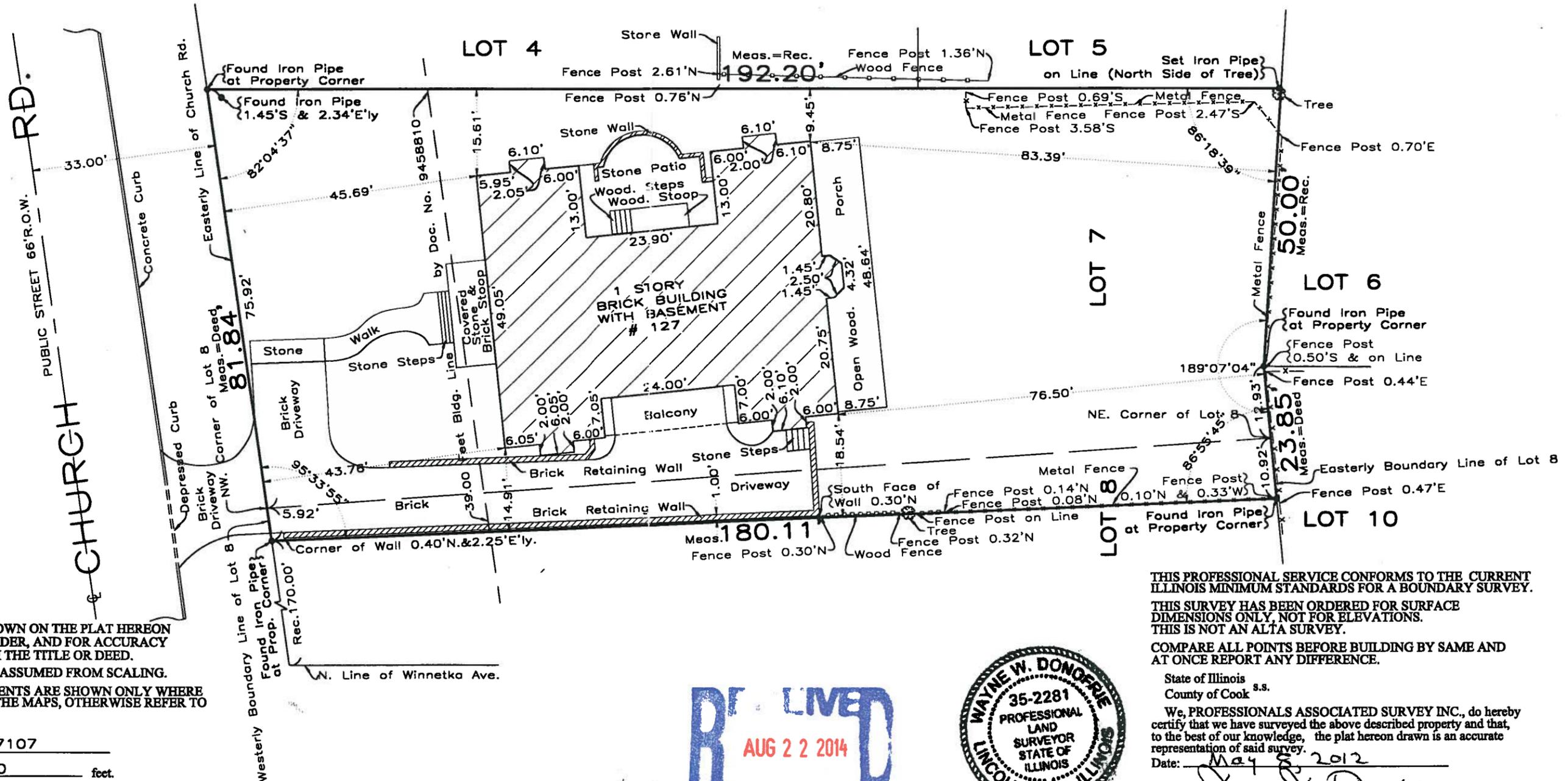
LOT 7 AND THAT PART OF LOT 8 LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT A POINT IN THE WESTERLY BOUNDARY LINE OF SAID LOT 8 BEING THE EASTERLY LINE OF CHURCH ROAD WHICH POINT IS 5.92 FEET SOUTHERLY (AS MEASURED ALONG SAID WESTERLY BOUNDARY LINE OF SAID LOT 8) FROM THE NORTHWEST CORNER OF SAID LOT 8; THENCE EASTERLY IN A STRAIGHT LINE TO A POINT IN THE EASTERLY BOUNDARY OF SAID LOT 8 WHICH POINT IS 10.92 FEET SOUTHERLY (AS MEASURED ALONG THE SAID EASTERLY BOUNDARY LINE OF SAID LOT 8) FROM THE NORTHEAST CORNER OF SAID LOT 8, ALL IN WHITMAN'S SUBDIVISION IN THE SOUTHWEST 1/4 OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 10, 1914, IN BOOK 130 OF PLATS, PAGE 20 AS DOCUMENT 5454153, IN COOK COUNTY, ILLINOIS.

LAND TOTAL AREA: 14,318.54 SQ.FT.=0.329 ACRE

COMMONLY KNOWN AS: 127 CHURCH ROAD, WINNETKA, ILLINOIS.

7100 N. TRIPP AVENUE
LINCOLNWOOD, ILLINOIS 60712
www.professionalsassociated.com

TEL: (847) 675-3000
FAX: (847) 675-2167
e-mail: pa@professionalsassociated.com



THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREON DRAWN IS A COPY OF THE ORDER, AND FOR ACCURACY SHOULD BE COMPARED WITH THE TITLE OR DEED. DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING. BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS, OTHERWISE REFER TO YOUR DEED OR ABSTRACT.

Order No. 04-67107
Scale: 1 inch = 20 feet.
Date of Field Work: May 7, 2012
Ordered by: BARBARA SADOW MILLER
Attorney at Law

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

THIS SURVEY HAS BEEN ORDERED FOR SURFACE DIMENSIONS ONLY, NOT FOR ELEVATIONS. THIS IS NOT AN ALTA SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

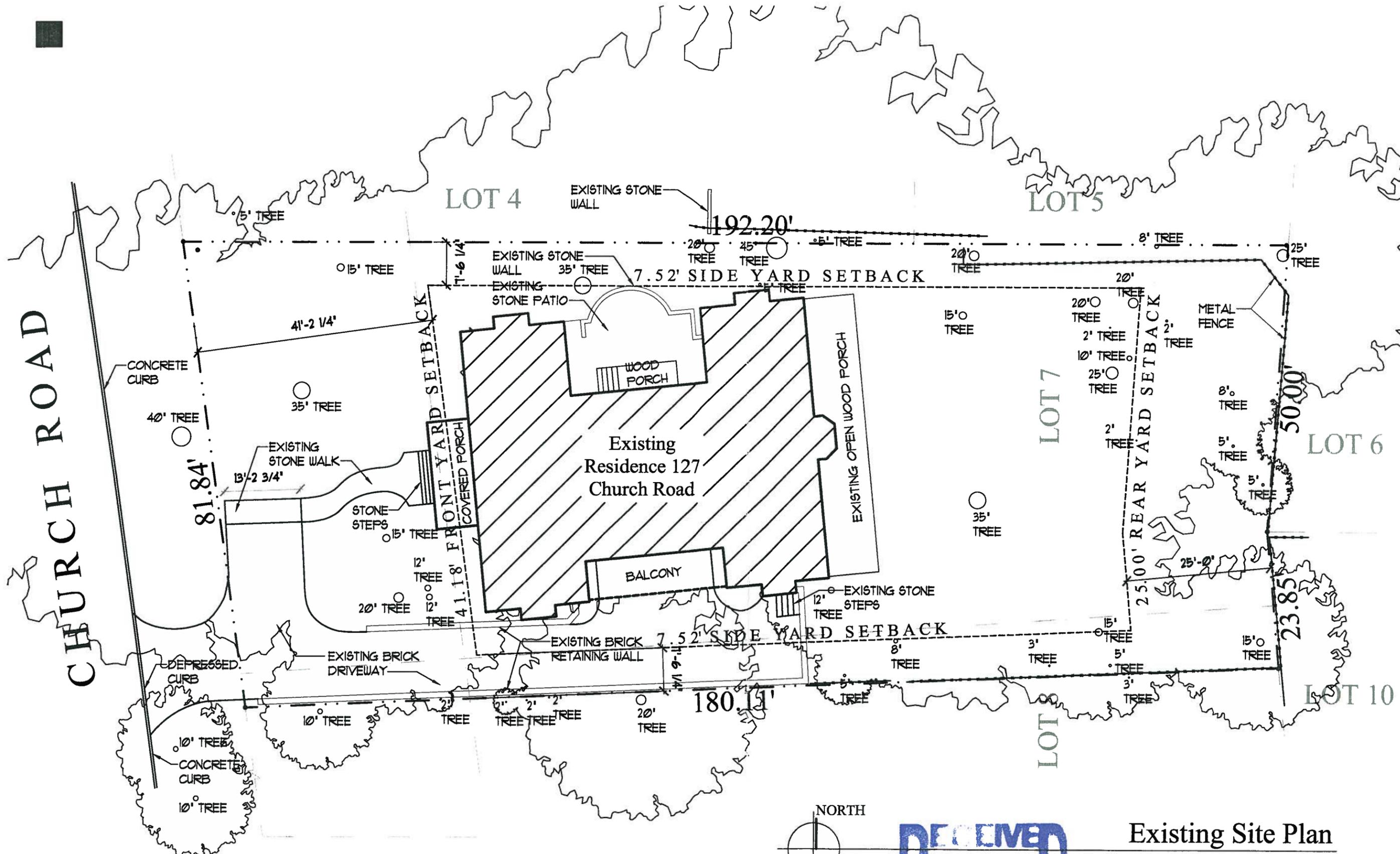
State of Illinois
County of Cook s.s.

We, PROFESSIONALS ASSOCIATED SURVEY INC., do hereby certify that we have surveyed the above described property and that, to the best of our knowledge, the plat hereon drawn is an accurate representation of said survey.

Date: May 8, 2012
Wayne W. Dongerie
IL. PROF. LAND SURVEYOR - LICENSE EXP. DATE NOV. 30, 2012.
Drawn by: A. J. & G.M. & W.G.

RECEIVED
AUG 22 2014





CHURCH ROAD

LOT 4

LOT 5

LOT 7

LOT 6

LOT 8

LOT 10

EXISTING STONE WALL

EXISTING STONE WALL
EXISTING STONE PATIO

Existing Residence 127
Church Road

BALCONY

EXISTING OPEN WOOD PORCH

METAL FENCE

EXISTING BRICK RETAINING WALL

EXISTING BRICK DRIVEWAY

EXISTING STONE WALK

CONCRETE CURB

DEPRESSED CURB

CONCRETE CURB

192.20'

180.11'

50.00'

23.85'

15' TREE

20' TREE

45' TREE

5' TREE

20' TREE

8' TREE

25' TREE

40' TREE

35' TREE

15' TREE

12' TREE

20' TREE

12' TREE

12' TREE

35' TREE

20' TREE

2' TREE

10' TREE

25' TREE

2' TREE

8' TREE

5' TREE

5' TREE

5' TREE

8' TREE

3' TREE

5' TREE

5' TREE

15' TREE

10' TREE

10' TREE

10' TREE

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20' TREE

5' TREE

5' TREE

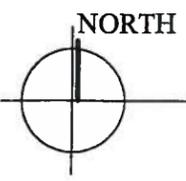
5' TREE

5' TREE

15' TREE

Konstant Architecture & Planning
5300 GOLF ROAD SKOKIE, ILLINOIS 60077 847.967.6115

Myers Residence
127 Church Road, Winnetka, IL 60093



Existing Site Plan

SCALE: 1/16" = 1'-0"

**WINNETKA VILLAGE COUNCIL
REGULAR MEETING**

(Approved: January 16, 2007)

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, December 5, 2006, at 7:30 p.m.

1) Call to Order.

President Woodbury called the meeting to order at 7:35 p.m. Present: Trustees David Abell, Ken Behles, Sandra Berger, Tom Eilers, Herb Ritchell and Jessica Tucker. Absent: None. Also present: Village Manager Doug Williams, Village Attorney Katherine Janega, Director of Community Development Michael D'Onofrio, Public Works Director Steven Saunders, Finance Director Ed McKee, Fire Chief Scott Smith, Interim Director of Water & Electric Rich Ciesla, Village Forester Jim Stier and approximately seven persons in the audience.

a) Ordinance No. M-24-2006 – Zoning Variation: 127 Church Road - Introduction. Mr. D'Onofrio reviewed a request for a variation from the Intensity of Use of Lot provisions of the Village Code to permit the installation of a circular driveway in the front yard of a newly constructed home. He explained that the proposed circular driveway would expand upon an existing front yard parking area that has the capacity to park one car. The proposed driveway would result in an increase in front yard lot coverage of 148.89 s.f., or 14.8%. He pointed out that pursuant to regulations adopted in April, 2004, prior to the applicant's purchase of the property, front yard lot coverage calculations include all of the area between the outer edges of the driveway. Mr. D'Onofrio reported that the applicant's plans call for the new portion of the drive to be constructed using a grass paver system but added that no bonuses are given for permeable surfaces in the required front yard. He noted that there is another driveway on the property located along the south side of the lot that attaches to the garage at the rear of the house.

Mr. D'Onofrio went on to explain that the original building permit for the new home, issued in March, 2005, only called for the single driveway along the south side of the property; it did not call for the front yard driveway or parking pad. A separate driveway permit for a circular driveway was made in the fall of 2005. This request was denied because it would have resulted in the removal of a parkway tree. Revised plans were later submitted and approved allowing for construction of a parking pad in the front yard.

Mr. D'Onofrio added that the applicant is also seeking relief from the Village Code requiring that any driveway be a minimum of 10 feet away from any public tree. The proposed circular driveway calls for a portion of the drive to be set back six (6) feet from a 24-inch Oak tree located in the public right-of-way. He stated that the Village Forester had commented that this placement would be detrimental to the tree. Mr. D'Onofrio noted that a second large Oak tree on the private property would also be impacted.

Mr. D'Onofrio reported that the Zoning Board of Appeals had voted 4 to 2 to recommend approval of the requested front yard lot coverage variation but pointed out that the Zoning Board of Appeals has no jurisdiction over the Oak tree, which is not a zoning issue.

Trustee Abell stated that the Zoning Board's considerations appeared to focus on safety, but noted that there are stop signs both north and south of the subject property. He asked if there was a policy of trying to discourage curb cuts.

Mr. D'Onofrio replied that the Village Code requires a minimum lot width for a second curb cut.

Attorney Janega added that this requirement was intended to impose a restriction on circular driveways on smaller lots, where they have a larger impact.

President Woodbury commented that despite the stop signs, this is a highly trafficked street.

Mr. D'Onofrio responded to questions about the proposed paver system.

Trustee Eilers indicated that he was sensitive to the traffic issue but pointed out the property already appears to have two locations to turn a car around.

Mr. D'Onofrio confirmed this observation. He stated that the problem is greatest for delivery trucks and individuals who are not familiar with the configuration of the driveway.

Manager Williams remarked that there is a steep grade differential between the front and the back.

Trustee Behles asked whether the front pavement near the property line permits a three-point turn.

Mr. D'Onofrio indicated that it does.

Trustee Tucker commented that the purpose of the April, 2004, amendment was to address concerns raised by the community about front lot coverage. She asked whether in Mr. D'Onofrio's opinion the applicant could have developed a conforming design to address their concerns in a different way. Mr. D'Onofrio indicated that when a developer starts with a clean slate, it is nearly always possible to design a conforming house.

President Woodbury asked the Village Forester to comment on the grass paver system. Mr. Stier stated that even though the pavers are porous, installation requires the area to be excavated. He explained that because most tree roots are in the top 18" of soil and the goal is to protect the 10 ft. area of the drip line, this system impacts the well-being of the tree. He said that in his professional opinion, the installation of the circular driveway as designed would be detrimental to the nearby Oak trees and could cause their failure to thrive.

Attorney David Grossberg, 773 Prospect, and Eric Wefing, a representative of the builder, spoke on behalf of the applicant, stressing safety concerns for visitors and residents and the difficulty of finding a conforming design given the slope of the yard. Mr. Grossberg distributed a photograph of the existing house and a computer rendering of the site with the proposed circular driveway.

Trustee Tucker asked Mr. Grossberg what changed with respect to the property between the time the original plans were submitted and the present, and why the applicant didn't take all of the site variables into account when originally designing the home.

Mr. Grossberg indicated he was not certain that the architect was aware of the April, 2004, changes to the Zoning Ordinance with regard to front yard lot coverage and added that driveways are often a part of the landscape plans and not part of the original house plans. He reiterated that the changes were made for safety's sake. He added that the only other option for providing adequate turnaround space would have been paving the backyard, which is not generally considered to be a desirable alternative.

Manager Williams asked whether the developer's decision to request the variation is based upon marketability. Mr. Grossberg responded that it does have an impact on salability and that potential buyers had expressed concern.

The Trustees discussed possible ways in which the existing site could be altered without adding the circular driveway.

President Woodbury pointed out that this request came to the Council from the Zoning Board with a positive recommendation and expressed his opinion that in circumstances such as this one, circular drives are frequently used. He noted that this variation is demonstrative of the way in which concerns compete with one

another. While the fundamental issue is zoning, it impacts tree preservation.

Trustee Eilers said that he was not certain the grass paver system would be adequate to avoid damaging the Oak trees.

Trustee Behles voiced his belief that the matter has to be viewed as new construction and had it come before the Zoning Board as such, the vote would have been different. He indicated that he believed modifications could be made to the existing site to meet the need for safe ingress and egress while still conforming to the requirements of the Zoning Ordinance. He said he could not support this request.

Trustees Berger, Eilers, Abell, Tucker, and Ritchell concurred.

Trustee Abell, seconded by Trustee Tucker, moved to deny the requested variation. By roll call vote, the motion carried unanimously. Ayes: Trustees Abell, Eilers, Berger, Behles, Ritchell, and Tucker.

ATTACHMENT F

Scott Myers



127 Church Road • Winnetka, IL 60093 • Phone: [REDACTED]
E-Mail: [REDACTED]



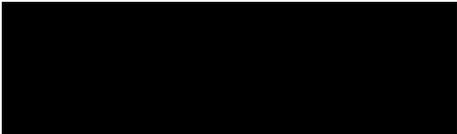
Date: January 19, 2015

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

Dear Mr. D'Onofrio:

I am writing to request that the introduction of the ordinance concerning our request for a variance for 127 Church Road, case 14-36-v2 Intensity of Use of Lot, be waived.

Sincerely,



Scott Myers



Agenda Item Executive Summary

Title: Ordinance No. MC-2-2015: Commercial Zoning Modifications- Public Hearing/Introduction

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 02/03/2015

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

Consent: YES NO

Item History:

October 8, 2013 Study Session, Agenda pp. 46-49
 February 11, 2014 Study Session, Agenda pp. 2 – 27
 April 8, 2014 Study Session, Agenda pp. 2-13
 August 5, 2014 Council meeting, Agenda pp. 127-213
 November 6, 2014 Council meeting, Agenda pp. 47-124
 November 11, 2014 Study Session, Agenda pp. 18-34

Executive Summary:

Over the past 15 months, the Council has been involved in discussion, review and analysis of a number of proposed modifications to commercial zoning district regulations. In November 2014, staff provided a series of modifications to these regulations. The first set of modifications addressed building height and related density standards. In this category, staff recommended changes to allowable height (increasing maximum allowable height from 35 ft. and 2.5 stories to 45 ft. and 4 stories), as well as creating a "Transitional Height" district (adjacent to single family zoned property), establishing a maximum height to 35 feet and 3 stories. Along with height, a number of changes are being proposed related to building density, including upper story setback, elimination of density limitations, lot coverage maximums and dwelling unit size per occupant.

A second set of modifications included revisions to the commercial parking requirements. The primary proposed change is to reduce the current requirement of 2.25 parking spaces per downtown residential dwelling unit. The proposed standard is as follows: one-bedroom units or less, would require 1¼ parking spaces, two-bedroom units would require 1½ spaces, and three-bedroom units would require 2 spaces. Other changes to the parking regulations would allow for changes in use (e.g., conversion of a second floor apartment to office space, or vice versa) without triggering the requirement for a parking variation. Another proposed amendment would require parking be provided for certain larger, new commercial tenant spaces. Finally, the amount of parking required would be recalibrated to be calculated based on net area, versus gross leased space.

A legal notice for the public hearing of these proposed amendments was published on January 15, 2015 in the Winnetka Current newspaper.

Recommendation:

1. Open the public hearing.
2. Close the public hearing.
3. Consider a motion to introduce Ordinance No. MC-2-2015

Attachments:

- Agenda Report
- Exhibit A - Ordinance No. MC-2-2015
- Exhibit B - Transitional height/standard height district boundary maps

AGENDA REPORT

SUBJECT: **Public Hearing: Ordinance MC-2-2015 commercial zoning modifications**

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

DATE: January 28, 2015

REF:	October 8, 2013	Study Session, Agenda pp. 46-49
	February 11, 2014	Study Session, Agenda pp. 2 – 27
	April 8, 2014	Study Session, Agenda pp. 2-13
	August 5, 2014	Council meeting, Agenda pp. 127-213
	November 6, 2014	Council meeting, Agenda pp. 47-124
	November 11, 2014	Study Session, Agenda pp. 18-34

Introduction

On November 6, 2014 the Village Council received a report summarizing a series of recommendations for modification of the (a) commercial district building height and related density standards, and (b) commercial district parking requirements of the Zoning Ordinance. The modifications presented at that meeting represented the collective recommendations based on extensive review by the Business Community Development Commission, Plan Commission and Zoning Board of Appeals.

The Village Council received public comment at its November 6 meeting, and continued its discussion of the proposed amendments at the November 11, 2014 Study Session. At that Study Session, the Council's consensus was to proceed with the amendments as recommended, with the exception of a proposal to allow payment of a "fee-in-lieu" as an alternative means of complying with parking requirements.

The attached Ordinance MC-2-2015 has been drafted to implement the modifications presented at the November 6th and November 11th meetings, and revised to eliminate the "fee-in-lieu" provisions. Specific changes incorporated into Ordinance MC-2-2015 are as follows:

Revisions to maximum building height and related density limits

1. **Increase allowable building height** – **Section 8: Height** of Ordinance MC-2-2015 would increase the allowable building height from the current limit of 2 ½ stories & 35', replacing the current single standard with a more customized two-tier building height limit based on the location of a property.

Areas mapped as "*Transitional Height*" area will be subject to a slight increase in height from 2 ½ stories and 35', to **3 stories and 35'**. Areas mapped as "*Standard Height*" will be subject to an increased maximum allowable height of **4 stories and 45'**.

Those areas identified as “*Transitional Height*” areas and subject to the lower height limit of 3 stories / 35’ have been so identified due to the parcels’ proximity to single family residential uses, whereas “*Standard Height*” areas are more remote from single family residential areas.

2. Introduction of new “upper story setback” – Section 9: Upper Story Setback of Ordinance MC-2-2015 details a new provision which can be viewed as a companion to the increase in allowable building height. This Section provides a means of maintaining an appropriate building scale for buildings over 3 stories tall, by requiring a step-back at the fourth floor.
3. Section 17.46.030 of Ordinance MC-2-2015 is less substantive in nature, modifying the current zoning ordinances various sections for “front yard”, “side yard” and “rear yard” setbacks, consolidating them into a clearer table format.
4. Elimination of outdated limits on unit density – Section 10 Repealer of Ordinance MC-2-2015 eliminates existing zoning language (Section 17.47.030) which limits the number of dwelling units per acre to 38 or 32 units per acre. Such density limits are uncommon in other north shore communities, and have been observed to have little effect on the overall scale of new developments.
5. Elimination of outdated limit of 90% lot coverage (intensity of use of lot) – Section 10 Repealer of Ordinance MC-2-2015 eliminates existing zoning (Section 17.46.040) which limits lot coverage (buildings and pavements) to 90% of lot area (requiring 10% of a lot to be impermeable). Such limits are also atypical among north shore communities, and, when employed here, have made providing required parking difficult.
6. Elimination of outdated limits on “floors used for residential purposes” – Section 10 Repealer of Ordinance MC-2-2015 also eliminates existing zoning language (Section 17.46.04) which limits upper floors used of commercial buildings, when for residential purposes, to 60% or 70% of lot area. Because the limit on upper story size does not apply to ‘commercial uses’ on upper floors, the current language is seen as a serious disincentive to mixed-use residential redevelopments.
7. Elimination of “dwelling unit area per occupant” requirements – Section 10 Repealer of Ordinance MC-2-2015 eliminates a conflict between the Zoning Ordinance and Property Maintenance Code (Section 17.46.050), which have differing standards applying to the number of occupants entitled to occupy an apartment unit. Elimination of existing

zoning language will remove a conflict with the more precise language of Section 404 of the *2009 ICC Property Maintenance Code*.

8. Elimination of “inner court / outer court” requirements – Section 10 Repealer of Ordinance MC-2-2015 eliminates language (Section 17.46.090) governing the design of courtyard buildings, eliminating a conflict with the ICC International Building Code. Chapter 5 of the *2009 ICC International Building Code* contains detailed performance-based criteria governing the design of buildings, requiring courtyards to meet certain standards based on a number of factors including building height, occupancy characteristics, and egress components.

Revisions to parking requirements

Modifications to parking requirements incorporate several distinct changes which are incorporated into Section 12 of Ordinance MC-2-2015. Those changes are summarized as follows:

9. Parking requirements for downtown residential units - A primary focus of the advisory boards’ review of parking requirements was directed at the current requirement of 2 ¼ parking spaces per downtown residential dwelling unit. The current 2¼ space/dwelling unit requirement was found by the advisory boards to be an excessive requirement, particularly in light of all downtown zoning districts’ close proximity to public transportation. Because the cost of providing parking increases development costs and would likely result in underutilized parking facilities, the core recommendation of modification to parking requirements is a reduction in the residential parking standard.

New language contained within Section 17.46.110(G) of revised zoning ordinance language would apply a more precise approach toward predicting and satisfying parking demand by adjusting for the number of bedrooms in each dwelling unit. One-bedroom units would require 1¼ parking spaces, two-bedroom units would require 1½ spaces, and three-bedroom units would require 2 spaces.

10. Parking requirements for a change of use of existing buildings – Replacement language contained within Section 17.46.110(B) would amend the code to permit changes of use (e.g., conversion of a second floor apartment to office space, or vice versa) without triggering the requirement for a parking variation. New language allows for the conversion of existing space to a new use, without zoning relief. Expansions of existing buildings would continue to require provision of additional parking.

11. Recalibration of amount of parking required for commercial tenants by calculating based on net area, versus gross leased area – Current parking requirements base required parking on the total area occupied by commercial tenants, including storage rooms, mechanical equipment rooms and common elements. Modified language contained within Section 17.46.110(C)(3) provides relief by calculating parking requirements based on the “productive use” area, excluding areas such as mechanical rooms, storage rooms, common hallways and the like from the calculation of required parking.
12. Require parking to be provided for certain larger, new commercial tenant spaces – Current parking requirements exempt all ground floor commercial space from providing parking, based on the longstanding Village policy which sought to limit small private lots in favor of public parking. New language in Section 17.46.110(C)(4) would require that new tenant spaces larger than 2,500 square feet provide on-site parking for their customers (at a rate of 2 per 1,000 sf). This modification is intended to address the parking demand that larger single tenants (for example: Walgreens, medical groups, larger restaurants) tend to generate.
13. Remote parking – current parking standards allow for the provision of required parking “off-site” (for example, on an adjacent lot, or across the street), subject to approval by the Zoning Administrator and Village Engineer. New language in Section 17.46.110(D) provides additional standards for the consideration of such remote parking, and provides a clear mechanism for assuring its continuation.

Procedural notes

Legal notice of the February 3, 2015 public hearing was published in the January 15, 2015 edition of the *Winnetka Current*. Affidavit of publication is attached as *Exhibit B*.

Upon completion of the public hearing, the Village President will close the public hearing and the Council may choose to continue discussion of the proposed amendments. The Village Council may subsequently choose to introduce Ordinance MC-2-2015, with final adoption subject to an additional reading at next regular meeting scheduled for February 17, 2015.

Recommendation

- (1) Open the public hearing;
- (2) Consider a motion to introduce Ordinance MC-2-2015

Attachments:

Exhibit A – Ordinance MC-2-2015

Exhibit B – Transitional height / standard height district boundary maps

Exhibit A

ORDINANCE MC-2-2015

AN ORDINANCE AMENDING THE TEXT OF THE WINNETKA ZONING ORDINANCE REGARDING HEIGHT, BULK, AND PARKING REGULATIONS IN THE VILLAGE COMMERCIAL DISTRICTS

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Title 17 of the Winnetka Village Code is the Winnetka Zoning Ordinance (“*Zoning Ordinance*”); and

WHEREAS, Chapter 17.08 of the Zoning Ordinance establishes the zoning districts of the Village, and Chapters 17.40, 17.44, and 17.46 of the Zoning Ordinance set forth certain regulations governing the use and development of property located within the Village’s commercial zoning districts (collectively, the “*Commercial Zoning District Regulations*”); and

WHEREAS, on November 6, 2014 the Council of the Village of Winnetka (“*Village Council*”) received a report and public comment regarding the recommendation of the Village’s Business Community Development Commission, Plan Commission, and Zoning Board of Appeals to amend the Commercial Zoning District Regulations for the purpose of updating and clarifying, among other things, the regulation of building height, building bulk, and required off-street parking within the Village’s commercial zoning districts (collectively, the “*Proposed Amendments*”); and

WHEREAS, after discussion of the Proposed Amendments at its November 6, 2014 regular meeting and November 11, 2014 study session, the Village Council directed Village staff to prepare an ordinance adopting the Proposed Amendments with certain modifications identified by the Village Council; and

WHEREAS, on February 2, 2015, after due notice thereof, the Village Council conducted a public hearing on the Proposed Amendments; and

WHEREAS, the Village Council has: (i) determined that the adoption of the Proposed Amendments is in the public interest and is not solely for the interest of a private applicant; and (ii) recommended that the Proposed Amendments be approved and adopted; and

WHEREAS, the Village Council has determined that adoption of the Proposed Amendments as set forth in this Ordinance is in the best interest of the Village and its residents;

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

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

SECTION 2: ZONING DISTRICTS. Section 17.08.010, titled “Zoning districts,” of Chapter 17.08, titled “Zoning Districts and Official Map,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.08.010 Zoning districts.

A. In furtherance of the principal objectives of this title the Village is divided into the following ten (10) districts:

R-5 Single-Family Residential District

R-4 Single-Family Residential District

R-3 Single-Family Residential District

R-2 Single-Family Residential District

R-1 Single-Family Residential District

B-1 Multifamily Residential District

B-2 Multifamily Residential District

C-1 (~~Limited Retail~~) Neighborhood Commercial District

C-2 (~~General Retail~~) Commercial District

D Light industrial District

B. C-2 Commercial Overlay District. In addition to the districts established in the foregoing subsection A, there shall be an additional layer of regulations in certain portions of the C-2_ (~~General Retail~~) Commercial District, which shall be known as the "C-2 Commercial Overlay District." The regulations applicable to the C-2 Commercial Overlay District shall be incorporated into Chapter 17.44 of this code.

* * *

SECTION 3: ZONING MAP. Section 17.08.020, titled “Zoning map,” of Chapter 17.08, titled “Zoning Districts and Official Map,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.08.020 Zoning Map.

A. District Boundaries.

1. The boundaries of the districts created by section 17.08.010(A) shall be as shown on the Official Village of Winnetka Zoning Map, which is made a part of the ordinance codified in this title.
2. The C-2 Commercial Overlay shall consist of the first fifty (50) feet of lot depth from the front property line in the following areas:
 - a. Hubbard Woods:
 - i. The east and west sides of Green Bay Road from the center line of Scott Avenue to the center line of Tower Road, except for Hubbard Woods Park.
 - ii. The north and south sides of Gage Street from the western boundary of the C-2 ~~(General Retail)~~ Commercial District to the eastern boundary of said district, except for Hubbard Woods Park.
 - iii. The north side of Tower Road from the western boundary of the C-2 ~~(General Retail)~~ Commercial District to the eastern boundary of said district; provided, that the portion of the property commonly known as 894-896 Green Bay Road that lies more than fifty (50) feet from the Green Bay Road property line shall be excluded.
 - b. East Elm:
 - i. The north side of Elm Street from the east edge of the Union Pacific Railroad right-of-way to the west edge of Arbor Vitae Park.
 - ii. The south side of Elm Street from the east edge of the Union Pacific Railroad right-of-way to the east lot line of the property commonly known as 714 Elm Street.
 - iii. The west side of Lincoln Avenue from the north lot line of the property commonly known as 572 Lincoln Avenue to the center line of Elm Street.

iv. The east side of Lincoln Avenue from the northern boundary of the C-2 ~~(General Retail)~~ Commercial District to the southern boundary of said district.

c. West Elm:

i. The west side of Chestnut Street from the center line of Spruce Street to the southern boundary of the C-2 ~~(General Retail)~~ Commercial District.

ii. The east side of Chestnut Street from the center line of Spruce Street to the center line of Oak Street.

iii. The north and south sides of Elm Street from the western boundary of the C-2 ~~(General Retail)~~ Commercial District to the center line of Green Bay Road.

iv. The north and south sides of Chestnut Court.

v. The north side of Spruce Street from the east lot line of the property commonly known as 841 Spruce Street/594 Green Bay Road to the center line of Green Bay Road.

vi. The south side of Spruce Street from the west lot line of the property commonly known as 844 Spruce Street to the center line of Green Bay Road.

3. The boundaries of the WTSF, Wireless Telecommunications Service Facilities Overlay Districts, shall be as shown on the Appendix to the Official Village of Winnetka Zoning Map.

* * *

SECTION 4: C-1 NEIGHBORHOOD COMMERCIAL DISTRICT. Chapter 17.40, titled “C-1 Limited Retail Commercial District,” of the Zoning Ordinance is hereby amended to read as follows:

**“Chapter 17.40
C-1 ~~LIMITED RETAIL~~ NEIGHBORHOOD COMMERCIAL DISTRICT**

Sections:

17.40.010 District purpose.

17.40.020 Uses.

17.40.030 Development standards.

Section 17.40.010 District purpose.

~~While recognizing the presence of existing uses within the boundaries of the C-1 (Limited-Retail) Commercial District upon the date of adoption of the chapter codified in this title, the requirements set forth in this section have been adopted in order to provide for a neighborhood service district, complemented by multifamily residential uses, for the purpose of retailing convenience goods and providing personal services for the accommodation of the basic day to day shopping or service needs of persons living or working within the district and the nearby area, while preserving the character of the adjoining single-family residential zoning districts. The C-1 Neighborhood Commercial District is established to provide for a variety of commercial uses, including retail goods establishments, personal service establishments and office uses. In addition, the district permits multi-family residential housing units integrated into the district to encourage a pedestrian-friendly, walkable, mixed-use neighborhood. Allowable densities, setback, and height regulations within the C-1 Neighborhood Commercial District are of a comparatively lower scale than those within the C-2 General Commercial district.~~

Section 17.40.020 Uses.

No building or premises within the C-1 ~~(Limited-Retail)~~ Neighborhood Commercial District shall be used and no building within the C-1 ~~(Limited-Retail)~~Neighborhood Commercial District shall be erected or altered for any use not otherwise provided for in this title. No uses involving the sale or distribution of goods or materials at wholesale shall be permitted.

- A. Permitted Use. Except as otherwise provided in this code, any building in the C-1 ~~(Limited-Retail)~~ Neighborhood Commercial District shall be used for one or more of the commercial uses listed as "Permitted" (P) in the C-1 ~~Limited-Retail~~ Neighborhood Commercial District in the Table of Uses in Section 17.46.010 of this code.
- B. Special Use.
 - 1. Except as otherwise provided in this code, uses listed as "Special Use" (SU) in the C-1 ~~Limited-Retail~~ Neighborhood Commercial District in the Table of Uses in Section 17.46.010 of this code may be permitted as a special use, subject to the conditions and requirements set forth in this chapter and in Chapter 17.56 of this code.

2. In addition, any one (1) of the following uses may be permitted as a special use, subject to the conditions and requirements set forth in this chapter and in Chapters 17.46 and 17.56:

- a. Any use that the Zoning Administrator determines is similar to any use listed as a "Special Use" (SU) in the C-1 ~~Limited-Retail~~ Neighborhood Commercial District in the Table of Uses in Section 17.46.010 of this code;
- b. More than one (1) principal building on a lot;
- c. Planned developments, as provided in Chapter 17.58 of this code.

C. Essential Public Use. Essential public use, either as a principal use or as an accessory use.

D. Accessory Uses. Each of the enumerated permitted uses and permitted special uses may include accessory uses, buildings or other structures, as defined in Section 17.04.030, located on the same lot; provided, however, that satellite receiving dishes shall be subject to the conditions and requirements set forth in Chapter 17.56.

Section 17.40.030 Development standards.

A. General Development Standards. The development standards for all uses in the C-1 ~~Limited-Retail~~ Neighborhood Commercial District shall be as provided in Chapter 17.46 of this code.

* * *

SECTION 5: GENERAL RETAIL COMMERCIAL DISTRICT. Chapter 17.44, titled "C-2 General Retail Commercial District," of the Zoning Ordinance is hereby amended to read as follows:

**“Chapter 17.44
C-2 GENERAL RETAIL COMMERCIAL DISTRICT**

Sections:

- 17.44.010 District purpose.
- 17.44.020 Uses.
- 17.44.030 Development standards.

Section 17.44.010 District purpose.

The requirements set forth in this chapter for the C-2 ~~(General Retail)~~ Commercial District have been adopted in order to provide for a community commercial district which offers a wide range of goods and services for residents of the Village and a wider market area. Portions of the C-2 ~~(General Retail)~~ Commercial District shown in the shaded areas of the Official Village of Winnetka Zoning Map and referred to in this chapter as the C-2 Commercial Overlay District are subject to regulations that encourage retailing of comparison shopping goods and personal services compatible with such retailing on ground floor in order to encourage a clustering of such uses, to provide for a wide variety of retail shops and expose such shops to maximum foot traffic, while keeping such traffic in concentrated (yet well distinguished) channels throughout the district, and permitting as a special use other commercial uses only to the extent that they meet certain additional requirements.

Section 17.44.020 Uses.

No building or premises within the C-2 ~~(General Retail)~~ Commercial District, including the C-2 ~~Retail-~~ Commercial Overlay District, shall be used, and no building within the C-2 ~~(General Retail)~~ Commercial District, including the C-2 ~~Retail-~~ Commercial Overlay District, shall be erected or altered for any use not otherwise provided for in this title.

- A. Permitted Use. Except as otherwise provided in this code, any building in the C-2 ~~(General Retail)~~ Commercial District, including the C-2 Commercial Overlay District, shall be used for one (1) or more of the commercial uses listed as permitted in the C-2 ~~(General Retail)~~ Commercial District in the Table of Uses in Section 17.46.010 of this code.
- B. Special Use.
 1. Except as otherwise provided in this code, uses listed as "Special Use" (SU) in the C-2 General Retail Commercial District in the Table of Uses in Section 17.46.010 of this code may be permitted as a special use, subject to the conditions and requirements set forth in this chapter and in Chapter 17.56 of this code.
 2. In addition, any of the following uses may be permitted as a special use, subject to the conditions and requirements set forth in this chapter and in Chapters 17.46 and 17.56:
 - a. Any use that the Zoning Administrator determines is similar to any use listed as a "Special Use" (SU) in the C-2

General Retail Commercial District in the Table of Uses in Section 17.46.010 of this code;

- b. C-2 ~~Retail~~ Commercial Overlay District. Any use that is located on the ground floor of a building within the boundaries of the C-2 ~~Retail~~ Commercial Overlay District and that is listed as a "Special Use" (SU) in the C-2 ~~Retail~~ Commercial Overlay District in the Table of Uses in Section 17.46.010 of this code, or any use determined by the Zoning Administrator to be similar to such a use; provided that, in addition to the standards set forth in Chapter 17.56 for the granting of special use permits, the applicant demonstrates that the special use will be in compliance with the following additional standards:
- i. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses of a comparison shopping nature.
 - ii. Proposed street frontages providing access to or visibility for one (1) or more special uses shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses of a comparison shopping nature.
 - iii. The proposed special use at the proposed location will provide for display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses of a comparison shipping nature.
 - iv. If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, the retail portions of the project or building shall be located adjacent to the sidewalk. The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation.
 - v. The proposed location and operation of the proposed special use shall not significantly diminish

the availability of parking for district clientele wishing to patronize existing retail businesses of a comparison shopping nature;

- c. More than one (1) principal building on a lot;
- d. Planned developments, as provided in Chapter 17.58 of this code.

* * *

Section 17.44.030 Development standards.

- A. General Development Standards. The development standards for all uses in the ~~C-1 Limited Retail~~ C-2 General Retail Commercial District shall be as provided in Chapter 17.46 of this code.

* * *

SECTION 6: USE, LOT, SPACE, BULK AND YARD REGULATIONS FOR COMMERCIAL DISTRICTS. The title of Chapter 17.46, “Use, Lot, Space, Bulk and Yard Regulations for Retail Commercial Districts,” of the Zoning Ordinance is hereby amended to read as follows: “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts.”

SECTION 7: TABLE OF USES. The “Table of Uses” set forth in Section 17.46.010, titled “Table of uses,” of Chapter 17.46, titled “Use, Lot, Space, Bulk, and Yard Regulations for Commercial Districts,” of the Zoning Ordinance is hereby amended as follows:

- A. All references to “C-1 Limited Retail” are deleted and replaced with “C-1 Neighborhood Commercial;” and
- B. All references to “C-2 Retail Overlay” are deleted and replaced with “C-2 Commercial Overlay.”

SECTION 8: HEIGHT. Section 17.46.020, titled “Height,” of Chapter 17.46, titled “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.46.020 Height.

- A. C-1 Neighborhood Commercial District.
 - 1. No building located within the C-1 Neighborhood Commercial District shall have a height greater than thirty-five (35) feet ~~or and~~ two and one-half stories, ~~whichever is less~~; provided that, the maximum height limitation may be increased to forty (40) feet to

permit the construction or installation of an enclosure on the roof to contain machinery or equipment or to provide access. No portion of any such enclosure shall occupy more than ten (10) percent of the gross surface area of the roof and the enclosure shall not be closer than ten (10) feet, measured horizontally, from the exterior face of the nearest exterior building wall.

~~B.2.~~ No accessory building shall exceed the following heights: on a lot having an area less than one-half acre, one story or fourteen (14) feet; on a lot having an area of one-half acre or more, one and one-half stories or twenty (20) feet.

~~CB.~~ ~~No other structure shall exceed thirty five (35) feet in height. If a structure is attached to or supported by a building, its height, together with that of the building to which it is attached or supported, shall not exceed the height limit applicable to the building.~~ C-2 General Retail Commercial District.

1. The C-2 General Retail Commercial District is divided into the Transitional Height Sub-District and the Standard Height Sub-District, which sub-districts are depicted on Figures 17-1(A) through 17-1(D).

2. All buildings and accessory buildings located within the Transitional Height Sub-District must comply with the respective maximum building heights and minimum ground floor heights set forth in Table 17-2 for such buildings.

3. All buildings and accessory buildings located within the Standard Height Sub-District must comply with the respective maximum building heights and minimum ground floor heights set forth in Table 17-2 for such buildings.

Table 17-2 <i>C-2 General Retail Commercial District</i> <i>Building Height Regulations</i>		
	<u>Sub-District</u>	
	<u>Transitional Height Sub-District</u>	<u>Standard Height Sub-District</u>
<u>Maximum Building Height – Principal building</u>	<u>35’ & 3 stories</u>	<u>45’ & 4 stories</u>
<u>Minimum Ground Floor Height – principal building (1)</u>	<u>14’</u>	<u>14’</u>
<u>Maximum Building Height – Accessory building</u>	<u>14’ or 20’ (2)</u>	<u>14’ or 20’ (2)</u>

- (1) Minimum ground floor height shall be measured from the finished first floor to the finished floor of the second story.
- (2) No accessory building shall exceed the following heights: on a lot having an area less than one-half acre, one story or fourteen (14) feet; on a lot having an area of one-half acre or more, one and one-half stories or twenty (20) feet.

SECTION 9: UPPER STORY SETBACK. A new Section 17.46.025, titled “Upper story setback,” of Chapter 17.46, titled “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts,” of the Zoning Ordinance is hereby established and will read as follows:

“Section 17.46.025 Upper story setback.

The fourth story of all commercial buildings that exceed three stories in height must be setback at least ten feet from the front property line of the building, as depicted on Figure 17-1(E).

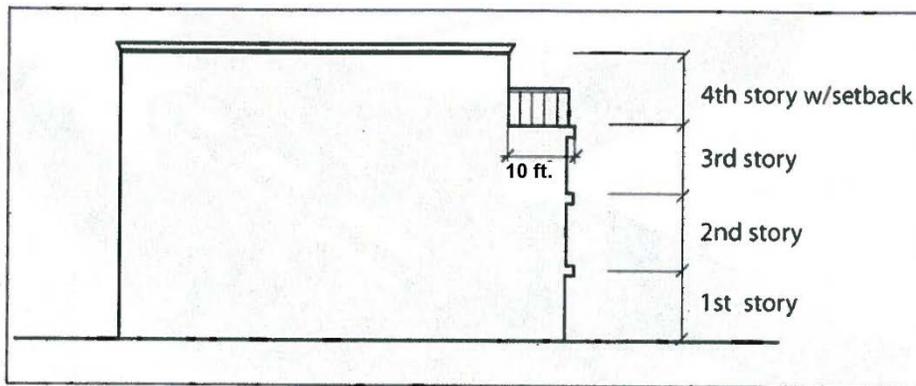


Figure 17-1(E): Upper story setback”

SECTION 10: REPEALER. The following sections of Chapter 17.46, titled “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts,” of the Zoning Ordinance are hereby repealed and reserved for future use:

- A. Section 17.46.030, titled “Lot area and density;”
- B. Section 17.46.040, titled “Intensity of use of lot;”
- C. Section 17.46.050, titled “Dwelling unit area per occupant;”
- D. Section 17.46.060, titled “Front yard setback;”
- E. Section 17.46.070, titled “Side yard;”
- F. Section 17.46.080, titled “Rear yard setback;”
- G. Section 17.46.090, titled “Inner court;” and

H. Section 17.46.100, titled “Outer court.”

SECTION 11: BUILDING SETBACK REGULATIONS. A new Section 17.46.030, titled “Building setback regulations,” of Chapter 17.46, titled “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts,” of the Zoning Ordinance is hereby established and will read as follows:

“Section 17.46.030 Building setback regulations.

A. Compliance with Setback Regulations. All buildings and structures located within the C-1 Neighborhood Commercial District and the C-2 General Retail Commercial District, respectively, must comply with all applicable front yard, side yard, corner yard, and rear yard setback regulations set forth in this Section 17.46.030 and Table 17-3 of this code.

B. Front Yard and Corner Yard Setbacks. Subject to the maximum and minimum front yard and corner yard setbacks set forth in Table 17-3 of this code, the Zoning Administrator will establish, in his sole discretion, the front yard and corner yard setbacks for each building and structure so as to achieve, to the greatest extent possible, consistency between the setbacks of the subject building or structure and the buildings and structures directly adjacent to the subject building or structure.

C. Exceptions to Front Yard and Corner Yard Setbacks. The following portions of the following types of buildings may be setback a greater distance from the front property line or corner property lines of the subject property than the distances established by the Zoning Administrator pursuant to Section 17.46.030.B of this code:

1. Courtyard Buildings. If a building is constructed with an interior courtyard, those elevations of the building that face, and are directly adjacent to, the interior courtyard.

2. Buildings that Exceed Three Stories. The fourth story of all buildings that exceed three stories in height; provided, however, that the fourth story of such buildings must comply with Section 17.46.025 of this code.

Table 17-3
*Building Setback Regulations
C-1 and C-2 zoning districts*

<u>Regulations</u>	<u>Zoning District</u>	
	<u>C-1 Neighborhood Commercial District</u>	<u>C-2 General Retail Commercial District</u>
<u>A. Front Yard Setback</u>		
<u>Minimum</u>	<u>0'</u>	<u>0'</u>
<u>Maximum</u>	<u>3'</u>	<u>3'</u>
<u>Interior Side Yard Setback (2)</u>		
<u>Minimum</u>	<u>0' (3') (1)</u>	<u>0' (3') (1)</u>
<u>Corner Yard Setback (abutting a street)</u>		
<u>Minimum</u>	<u>0'</u>	<u>0'</u>
<u>Maximum</u>	<u>3'</u>	<u>3'</u>
<u>Rear Yard Setback</u>		
<u>Minimum</u>	<u>10'</u>	<u>10'</u>

(1) A side yard is not required, but where a side yard is provided, it must be a minimum of 3 feet.

SECTION 12: OFF-STREET PARKING. Section 17.46.110, titled “Parking,” of Chapter 17.46, titled “Use, Lot, Space, Bulk and Yard Regulations for Commercial Districts,” of the Zoning Ordinance is hereby deleted in its entirety and replaced with the following new Section 17.46.110, titled “Off-street parking,” which will read as follows:

“Section 17.46.110 Off-street parking.

- A. Purpose. The off-street parking and loading requirements of this Section 17.46.110 are intended to provide accessible, attractive, secure and well-maintained off-street parking and loading areas with the appropriate number of spaces in proportion to the needs of the proposed use, increase public safety by reducing congestion of public streets, and encourage the use of alternative modes of transportation where appropriate.
- B. Off-Street Parking and Loading Spaces Required. Off-street parking spaces and loading spaces must be provided for all uses within buildings and structures located within the C-1 Neighborhood Commercial District and the C-2 General Retail Commercial District in accordance with this Section 17.46.110; provided, however, that nonresidential uses located on the ground floor and occupying a space with a gross floor area of less than 2,500 square feet are exempt from the off-street parking and loading requirements of this Section 17.46.110.

C. Existing Buildings and Structures. The following provisions apply to all uses within buildings and structures that were in existence on [REDACTED], 2015, which date is the effective date of this ordinance (“Effective Date”):

1. Existing Uses.

a. Subject to Section 17.46.110.C.3 of this code, the number of off-street parking spaces and loading spaces that must be provided for all uses in existence the Effective Date, must be greater than or equal to the lesser of: (i) the number of off-street parking spaces required by Table 17-4 of this code for the use, computed in accordance with Section 17.46.110.F of this code; or (ii) the number of off-street parking spaces provided for the use on the Effective Date.

b. Subject to Section 17.46.110.C.3 of this code, in the event that a building or structure that was in existence on the Effective Date must be repaired or reconstructed as a result of a casualty, the number of off-street parking and loading spaces that must be provided need not exceed the number of off-street parking and loading spaces that were provided before the casualty.

2. Changes in Use. In the event of a change from one legal conforming use to another legal conforming use within a building or structure that was in existence on the Effective Date, the number of off-street parking and loading spaces provided for the former use must be maintained, but no additional off-street parking or loading spaces must be provided.

3. Increases in Intensity of Use. In the event of an increase in the intensity of a use within a building or structure in existence on the Effective Date, the number of off-street parking and loading spaces that must be provided for the intensified use must be greater than or equal to the number of off-street parking and loading spaces required by Table 17-4 of this code for the use, computed in accordance with Section 17.46.110.F of this code.

D. New Buildings and Structures. The number of off-street parking and loading spaces that must be provided for uses within buildings and structures constructed after the Effective Date must be greater than or equal to the number of parking spaces required by Table 17-4 of this code for the use, computed in accordance with Section 17.46.110.F of this code. All required off-street parking and loading spaces must be constructed before occupancy of the new building or structure.

- E. Additional Off-Street Parking and Loading Spaces. Nothing in this Section 17.46.110 shall be deemed to prohibit the provision of a number of off-street parking and loading spaces that is greater than the minimum number required, provided that all off-street parking and loading spaces comply with all of the other provisions of this Section 17.46.110 and this code.
- F. Computation of Off-Street Parking and Loading Spaces. The total number of off-street parking and loading spaces that must be provided for each use will be computed in accordance with the following standards:
1. Determined by Use. The minimum number of required off-street parking and loading spaces will be determined in accordance with Table 17-4 of this code based upon the principal use of the building or structure; provided, however, that if more than one use conducted within a single building or structure, the minimum number of off-street parking and loading spaces will be the sum of the minimum number of off-street parking and loading spaces required for each use pursuant to Table 17-4 of this Code.
 2. Fractional Spaces. If computation of the minimum required number of off-street parking and loading spaces results in a fraction, fractions of less than one half will be rounded down to the nearest whole number and fractions of more than one half will be rounded up to the nearest whole number.
 3. Calculation of Gross Floor Area. When Table 17-4 of this code requires the calculation of the gross floor area of a use, the gross floor area shall be the sum of the gross horizontal floor area of the several floors of a building measured from the interior faces of the exterior walls, excluding areas used for the storage of merchandise or materials, mechanical equipment rooms, rest rooms, common area elements, including without limitation hallways, and areas used for off-street parking and loading and related aisles, ramps and maneuvering space.
 4. Fleet Vehicles and Vehicles for Sale. Any off-street parking or loading space occupied by a vehicle for sale or lease or occupied by a fleet vehicle will not be counted toward the minimum number of off-street parking and loading spaces required by this Section 17.46.110.
 5. Parking and Loading Spaces Calculated Separately. Space allocated to any off-street loading space will not be counted toward the minimum number of required off-street parking spaces, and

space allocated to any off-street parking spaces will not be counted toward the minimum number of required off-street loading spaces, required by this Section 17.46.110.

G. Location of Off-Street Parking.

1. Parking Lots and Parking Garages. A parking lot at or above street level or a parking garage may be permitted as a special use approved in accordance with Chapter 17.56 of this code.

2. Off-Premise Parking. All required off-street parking facilities for non-residential uses must be located on the same lot as the building or structure served. However, off-street parking may be located within 300 feet walking distance of a use when all of the following conditions are met:

a. The parking facility is located on a property that is owned or leased, for a period of at least 20 years, by the same party as owns the building or structure that contains the use;

b. A restrictive covenant, in a form acceptable to the Village, is recorded with the office of the Cook County Recorder of Deeds against the property on which the parking facility is located, which restrictive covenant must: (i) prohibit any use of the property other than as a parking facility that serves the use; (ii) be enforceable by the Village; (iii) run with the land; and (iv) provide that the restrictive covenant will not be released by the Village until: (A) the use served by the parking facility is terminated, (B) the minimum number of off-street parking spaces that must be provided for the use is provided on the same lot as the lot on which the use is located, or (C) the minimum number of off-street parking spaces that must be provided for the use is provided at another parking facility that satisfies all of the requirements of this Section 17.46.110.G.2; and

c. A copy of the recorded restrictive covenant certified by the Cook County Recorder of Deeds is filed with the Zoning Administrator.

H. Design Standards. The location, design, dimensions, and configuration of all parking spaces, parking lots and parking garages must comply with the standards set forth in the Fourth Edition of the Traffic Engineering Handbook, published by the Institute of Transportation Engineers, Jesse L. Pine, editor, which handbook is incorporated herein by reference.

I. Accessibility Standards. All parking lots and parking spaces must comply with all applicable state and federal laws and regulations regarding accessibility by the disabled, including, without limitation, regulations governing the size, location, striping, configuration, and number of parking spaces.

<u>Table 17-4: Off street parking requirements</u>	
<u>Residential Uses</u>	
<u>Dwelling unit above ground floor</u>	<u>One bedroom or fewer: 1 ¼ space / unit</u> <u>Two bedroom unit: 1 ½ space / unit</u> <u>Three bedroom or greater: 2 space / unit</u>
<u>Commercial uses - commercial uses shall provide two (2) parking spaces per 1,000 s.f., with exception of the following uses:</u>	
<u>Restaurant, Fast Food</u>	<u>30 per 1000 s.f., + 0.66 per employee</u>

SECTION 13: APPLICABILITY. Section 17.58.010, titled “Applicability,” of Chapter 17.58, titled “Planned Developments,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.58.010 Applicability

The provisions of this chapter apply to the development or redevelopment of any parcel of land, or group of contiguous parcels of land, that have a combined area of at least 10,000 square feet and that are located in the B-1 Multi-family Residential, B-2 Multi-family Residential, C-1 ~~Limited-Retail~~ Neighborhood Commercial and C-2 General Retail Commercial zoning districts, provided the development or redevelopment consists of the construction of one or more new buildings, or of any addition to or expansion of one or more existing buildings that increase the gross floor area on the subject property by at least 50%.”

SECTION 14: GENERAL REQUIREMENTS. Section 17.58.030, titled “General requirements,” of Chapter 17.58, titled “Planned Developments,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.58.030 General requirements

All planned developments shall be subject to the requirements and limitations of this section.

A. Approval required. All planned developments shall be subject to approval by the Village Council, in accordance with the procedures and standards set forth in this Chapter and with other applicable provisions of this Code.

B. Permitted Locations. Planned developments are authorized only in the B-1 Multi-family, B-2 Multi-family, C-1 ~~Limited-Retail~~ Neighborhood Commercial and C-2 General Retail Commercial zoning districts.

* * *

SECTION 15: TABLE OF FINAL DECISION MAKING AUTHORITY. The “Table of Final Decision-Making Authority” set forth in Section 17.60.035, titled “Types of Zoning Variations; Table of Final Decision Making,” of Chapter 17.60, titled “Variations,” of the Zoning Ordinance is hereby amended by adding the following entry:

“Section 17.60.035 Types of Zoning Variations; Table of Final Decision Making Authority.

* * *

Table of Final Decision-Making Authority

Nature of Variation	Zoning District	
	R-1, R-2, R-3, R-4, R-5	B-1, B-2, C-1, C-2, D
To alter the required fourth-story setback required by Section 17.46.025 of this code.	N.A.	ZBA only

* * *

SECTION 16: SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 17: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2015, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2015.

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 _____,
2015.

Introduced: February 3, 2015

Passed and Approved: _____, 2015

EXHIBIT B

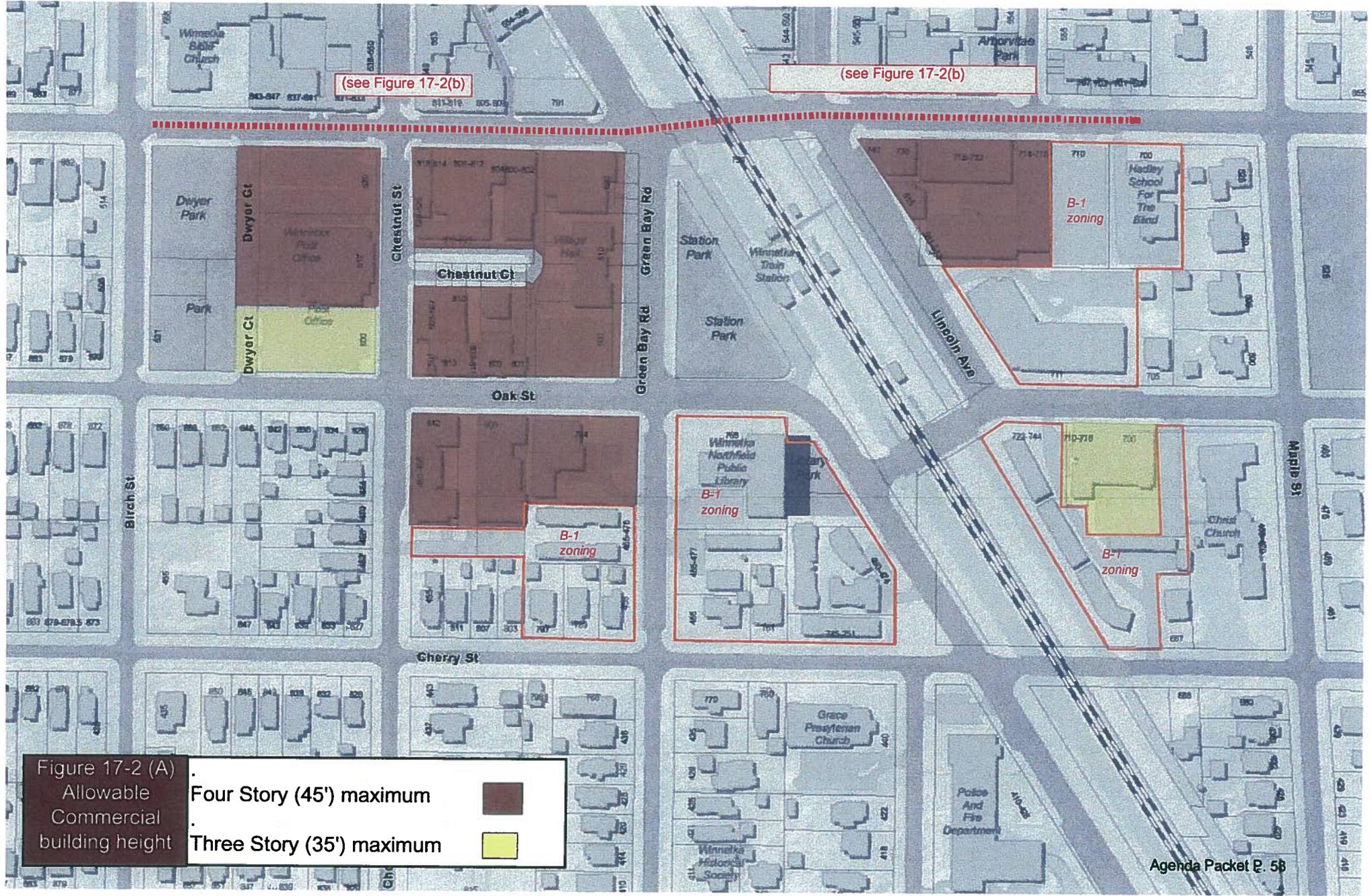


EXHIBIT B

Figure 17-1 (B)
Allowable
commercial
building height

- Four Story (45') maximum
- Three Story (35') maximum



EXHIBIT B



EXHIBIT B





Agenda Item Executive Summary

Title: Authorize Health Insurance Broker Agreement: HUB International

Presenter: Edward McKee, Finance Director

Agenda Date: 02/03/2015

Consent: YES NO

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

Item History:

The Village's broker for health insurance and employee benefits, Corporate Benefits Consultants (CBC), was acquired by HUB International. CBC has provided excellent service to the Village at a reasonable price since 2008, when they competed in a competitive process to earn the Village's business.

Executive Summary:

Prior to 2005, the Village worked with a health insurance broker for many years. In 2005, the Village wanted to explore other alternatives to control health care costs. Based on the market at that time, Winnetka followed the lead of Lake Forest, which had selected a broker who made some inroads in controlling health care costs.

By 2008, service issues had arisen and the Village created an RFQ for brokers with a specialty in health care and employee benefits. Seven firms were sent RFQs and two firms were exceptionally well qualified, CBC (the current provider) and HUB International. Staff visited both facilities and reviewed their business practices and references. Ultimately, CBC was selected as the Village's broker.

In late 2014, HUB International acquired CBC. The same persons serving the Village's account have continued to provide excellent service during and after this transition. Staff believes it is in the Village's best interests to enter into the attached agreement.

Also attached is a historical memo written to Manager Doug Williams that provides further background on this topic.

Recommendation:

Staff recommends waiving the bid/Request for Qualifications process and authorizing the Village Manager to enter into an agreement with HUB International for health insurance broker services.

Attachments:

- 1) September 18, 2008 memo on health care consulting
- 2) Agreement with HUB International

To: Doug Williams, Village Manager
From: Ed McKee, Finance Director
Date: September 18, 2008
Re: Health Care Consulting

The Village currently retains a health care consultant to act as broker for the Village's self-funded health program, provide advice to the Village, and provide brokerage services for other related coverage such as dental and life insurance.

In the fall of 2005 the Village hired Wright Benefit Strategies to perform these services. This firm facilitated major changes to the Village's health insurance strategy. Two HMO insurance plans were eliminated January 1, 2007 so that the Village's health risks could be spread across all employees and retirees. The Village has also shifted more health care costs to the employees. In order to keep the Village's overall benefits package competitive, a Health Reimbursement Account (HRA) is funded at \$500 per year for employees. The Village pays no portion of retiree health insurance costs.

Based the poor service from our current health care consultant, I felt it was appropriate to go out to the market and determine the Village's options.

Staff drafted a request for proposals for health care consulting services that was sent to six firms identified as having significant local government experience. Five staff members reviewed the responses to the proposals and interviewed all six firms, which included the incumbent.

Based on those interviews and calls to current clients, two consultants appeared best able to meet our objectives. Hanna and Fari visited the two firms and found both organizations capable of meeting the Village's needs. Because the annual cost for Corporate Benefit Consultants Inc. is less than the other well qualified firm (\$28,000 versus \$42,000 for HUB International), staff will be retaining the services of CBC as soon as practical. The current vendor, Wright Benefit Strategies, charges \$60,000 annually.

The dollar amount of the contract (\$2,333.33 per month) and ability to cancel it on 60 days notice allows the staff to execute this contract. Given the importance we all place on controlling health care costs, I wanted to make you aware of this item with a memo so our thinking in this area can be documents and you can advise the Council, if appropriate.

If you need any additional information, let me know.



SERVICES AGREEMENT

THIS SERVICES AGREEMENT (the “Agreement”), dated [January 1], 2015 (the “Commencement Date”), is hereby entered into by and between [Village of Winnetka], an [Illinois] [corporation] (the “Company”), and Hub International Midwest Limited, an Indiana corporation (the “Advisor”).

WHEREAS, the Company desires to engage the Advisor to perform certain services related to the placement and/or servicing of certain of the Company’s insurance coverages, and the Advisor desires to perform such services for the Company, in each case in accordance with and subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. Engagement. The Company hereby engages the Advisor to perform the services set forth on Exhibit A attached hereto (the “Consulting Services”).

2. Term of Agreement. The term of this Agreement shall begin on the Commencement Date and continue until terminated in accordance with Section 7.

3. Compensation; Compensation Disclosure.

(a) In consideration of the Consulting Services, the Advisor shall be paid in accordance with Exhibit B attached hereto (the “Consideration”).

(b) If the Advisor serves as the insurance producer placing insurance policies on behalf of the Company, the Advisor or its affiliates will not be receiving standard commissions from the insurance carrier issuing each underlying insurance policy. The Company will only receive payments through the Consulting Services Agreement. The Company hereby expressly acknowledges its understanding of such facts. The Company has read and understands the “How We Get Paid” disclosure statement available at hubinternational.com.

4. Services of Others. If the Company requests the Advisor to arrange for the services of others, all expenses of the Advisor in the making of such services available and the fees and expenses of such others will be paid or reimbursed by the Company.

5. Expenses. Except as otherwise set forth herein, the Advisor shall be responsible for all expenses incurred by it in connection with the provision of the Consulting Services hereunder; provided, however, that if the Company requests that the Advisor travel outside of and away from the office of the Advisor, the Company shall be responsible for the Advisor’s reasonable expenses including travel, meals and lodging.

6. Communications. The Advisor will be entitled to rely, without investigation or inquiry, upon any written or oral information or communication by the Company or its agents to the Advisor.



7. Termination.

(a) This Agreement may be terminated by either party for any reason upon sixty (60) days prior written notice to the other party.

(b) In the event of a default, as described below, this Agreement may be terminated immediately by the non-defaulting party. Any one of the following events shall constitute a default of this Agreement, regardless of any other effect or result: (i) if the Company fails to pay any amounts due to the Advisor pursuant to this Agreement within sixty (60) days of the applicable date due; or (ii) if either of the parties commits a breach of any material obligation, warranty, acknowledgment or representation of this Agreement that is not remedied within thirty (30) days after such party having received written notice of such breach.

(c) In the event of termination of this Agreement for any reason, the Advisor shall work with the Company and any subsequent Broker for a period of sixty (60) days to ensure a smooth transition in the Company's business.

8. Independent Contractor. The Advisor shall furnish the Consulting Services as an independent contractor, and not as an employee of the Company. The parties intend to have an independent contractor relationship, and do not intend to have a relationship in the nature of an employer-employee, partnership, joint venture or agency. Neither party shall represent to any other person or entity that the relationship between the Company and the Advisor is anything other than an independent contractor relationship.

9. Publicity. The Company authorizes the Advisor to use the Company's name and logo for the express and sole purpose of identifying the Company as a client of the Advisor in the marketing materials of the Advisor; provided, however, that the Advisor's use pursuant to this Section 9 shall be subject to any restrictions or guidelines which may be provided from time to time by the Company to the Advisor. The use of the Company as a reference requires prior written approval. In the event the Company withdraws the authorization set forth in this Section 9, the Advisor shall use commercially reasonable efforts to promptly remove any uses of the Company's name or logo from any marketing materials of the Advisor.

10. Notice. All notices, requests and other communications to any party hereunder: (a) shall be in writing signed by or on behalf of the party making the same; (b) shall be deemed to have been given (i) when received if delivered personally, (ii) on the third business day after being deposited in the United States mail if sent by registered or certified mail, postage prepaid, return receipt requested, or (iii) on the first business day after being deposited with a reputable overnight courier service; and (c) shall be addressed to each party at the following addresses (or at such other address for a party as shall be specified in a notice given in accordance with this Section 10):

If to the Advisor, to:

Hub International Midwest Limited
[300 N. LaSalle Street, 17th Floor]
[Chicago, IL 60654]
Attention: [Marnie Miller _____]

If to the Company, to:

[Village of Winnetka]
[510 Green Bay Road]
[Winnetka, IL 60093]
Attention: [Edward McKee.]

11. Counterparts. This Agreement may be executed and delivered (including by facsimile, "pdf" or other electronic transmission) in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.



12. Amendments and Waivers. This Agreement may not be amended or waived except by an instrument in writing signed, in the case of an amendment, by an authorized representative of each party to this Agreement or, in the case of a waiver, by the party against whom such waiver is to be effective. No course of conduct or failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies provided herein shall be cumulative and not exclusive of any rights or remedies provided by law.

13. Severability. Each party agrees that all covenants and agreements set forth in this Agreement constitute a series of separate covenants and are severable. The invalidity, illegality or unenforceability of any provision of this Agreement will not affect the validity, legality and enforceability of the remaining provisions of this Agreement.

14. Governing Law; Venue. This Agreement will be governed by, and construed in accordance with, the substantive laws of the State of Illinois, without regard to its choice of law rules. The parties consent to exclusive venue and personal jurisdiction in any federal or state court located in Chicago, Illinois.

15. Assignment; Successors and Assigns. This Agreement, and the parties' rights and obligations hereunder, may not be assigned or assumed by another without the prior written consent of the other party; provided, however, that the Advisor's rights and obligations hereunder may be assigned to an affiliate of the Advisor with the written consent of the Company. This Agreement shall insure to the benefit of, and be binding upon the parties hereto, their successors, permitted assigns or legal representatives.

16. Attorneys' Fees. If any lawsuit or other action is instituted to enforce this Agreement, the prevailing party will be entitled to all costs and expenses, including reasonable attorneys' fees, incurred by it in connection with enforcing its rights hereunder.

17. Headings. The descriptive headings of this Agreement are intended for reference only and shall not affect the construction or interpretation of this Agreement.

18. Entire Agreement. This Agreement sets forth the entire agreement and understanding, and supersedes any and all prior or contemporaneous agreements and understandings, oral or written, between the parties regarding the subject matter hereof.

19. Force Majeure. Neither of the parties shall be liable to the other for any failure to satisfy an obligation under this Agreement due to any cause beyond a party's reasonable control including, but not limited to, inclement weather, Acts of God, war, riot, terrorist acts, malicious acts of damage, civil commotion, industrial dispute, power failure or fire.

[Signature page follows]



IN WITNESS WHEREOF, the parties hereto have duly executed this Services Agreement as of the Commencement Date.

HUB INTERNATIONAL MIDWEST LIMITED

By: _____
Name: Ted A. Reese
Title: Executive Vice President

COMPANY

By: _____
Name:
Title:



Exhibit A

The Advisor shall perform the following services on behalf of the Company:

[SERVICES TO BE PERFORMED]

- Negotiate and resolve open issues with the Client's current Benefit Vendors, Providers, and Carriers
- Assist the Client in their ongoing efforts to internally implement their current Employee Benefit Plans.
- Annually analyze the Client's Employee Benefit Design, evaluating costs, competitive realities of the marketplace risk implications, and employee needs.
- Assist in the redesign of the Client's plan as needed.
- Implement and monitor cost containment strategies and evaluate the pros and cons of new benefit options.
- Spotlight areas where the Client's costs exceed industry norms (Benchmarking Data).
- Analyze funding, with concern for both protection and cash flow and identify alternative funding methods.
- Evaluate renewal offerings from the Client's current Carriers and negotiate the most favorable terms.
- Solicit proposals from Insurers and evaluate applicable risk and expense charges.
- Provide any other service within the scope of Employee Benefit Programs that the Client may request.
- Provide any and all Compliance materials provided by HUB International Midwest.
- Any other standard services provided by HUB International Midwest.



Exhibit B

[In consideration of the Consulting Services, the Company shall pay to the Advisor an annual fee equal to \$[26,500] (the “Fee”). The Company shall pay to the Advisor the Fee promptly (but in no event later than thirty (30) days) following the Commencement Date (and, thereafter, each anniversary of the Commencement Date for three consecutive years).

The Fee shall be deemed earned by the Advisor in accordance with the following payment schedule: Fee will be paid quarterly for the Consulting Services outlined above.

The Company acknowledges that early termination of this Agreement shall not entitle the Company to a refund of any portion of the Fee earned prior to the effective date of such termination. Any unearned portion of the Fee shall be returned to the Company within forty-five (45) days following the effective date of the termination of this Agreement. The Fee may not be otherwise waived.]

In the future, should the Company request additional Brokerage/Consulting Services that HUB International Midwest is able to provide, the range and scope of the additional needed services, as well as additional fees, if any, will be mutually agreed upon.



Agenda Item Executive Summary

Title: Downtown Master Plan: Draft Request for Proposal

Presenter: Mike D'Onofrio, Director of Community Development

Agenda Date: 02/03/2015

Consent: YES NO

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

Item History:

September 9, 2014 - Village Council discussed the idea of conducting a downtown master plan and directed staff to prepare a draft Request for Proposal (RFP).

November 11, 2014 & December 9, 2014 - Village Council reviewed the draft Request for Proposal prepared by staff and directed staff to revise draft Request for Proposal based on comments made that evening.

Executive Summary:

At a strategic planning session held in July 2014, the Village Council identified downtown master planning as a short-term goal to be further discussed. At the September 9, 2014 Study Session, the Village Council reviewed and discussed an outline of a downtown master planning process and its inter-relationship with the existing 2020 Comprehensive Plan.

Following the September 9 meeting, staff began the process to draft the RFP. This draft RFP was discussed at the December 9, 2014 Council meeting. At the conclusion of this meeting, staff was directed to amend the draft RFP based on comments made by the Council and the public who commented on the document.

Staff took those comments into consideration and revised the draft RFP. Revisions were made to a number of sections of the RFP and range from having consistent language throughout the document, to adding sections delineating the type and amount of required public involvement in the plan development process. Staff has also provided an up-to-date time frame, including specific dates, beginning with the issuance of the RFP, thru the Village Council approval a consultant and executing a contract.

The revised RFP contains nine sections, ranging from introduction and background information, to a scope of work, to identifying the evaluation and selection criteria to be used in selecting a consultant. It should be noted that with respect to Section 5 Scope of Work, ten specific tasks along with deliverables are identified.

Recommendation:

Provide policy direction on proceeding with the RFP to engage a consultant to develop a downtown master plan.

Attachments:

- Agenda Report
- Attachment A - Draft Request for Proposal - Downtown Master Plan

AGENDA REPORT

SUBJECT: Downtown Master Plan – Draft Request for Proposal

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

DATE: January 28, 2015

REF: September 9, 2014 Village Council meeting, pp. 172-231
November 11, 2014 Village Council meeting, pp. 18-34
December 9, 2014 Village Council meeting, pp. 2-18

Introduction

At a strategic planning session held in July 2014, the Village Council identified downtown master planning as a short-term goal to be further discussed. At the September 9, 2014 Study Session, the Village Council reviewed and discussed an outline of a downtown master planning process and its inter-relationship with the existing 2020 Comprehensive Plan.

At the conclusion of Council's discussion on September 9, staff was asked to prepare a draft Request for Proposal (RFP) for a Downtown Master Plan. The draft RFP was presented to and discussed by the Council at its November 11, 2014 and December 9, 2014 Study Sessions. As a result of discussions and review of the RFP, staff made further revisions, taking into account comments and feedback from Council members.

Revisions to Draft RFP

The revisions made by staff range from making language consistent throughout the document, to adding sections that more clearly delineate the type and amount of public involvement in the plan development process. Following is a more detailed summary of the revisions made to the RFP:

1. **Section II, Background Information** – the descriptions of the individual districts were revised to include the following characteristics of each:
 - a. Amount of overall leasable space, as well as retail space.
 - b. Enhanced description of vehicular and pedestrian attributes of each district.
 - c. Highlighted unique characteristics of each district.
2. **Section III, Goals and Purpose** – this section was amended to include language identifying the goals and purpose of the Plan.
3. **Section IV, Community Outreach and Communication** – this section was originally one of the tasks identified under the Scope of Work. However, at the Study Sessions, the importance of this component of the Plan was emphasized. As a result, the RFP has been

amended to identify it as a key component of the Plan, throughout the planning process, not just as an individual task.

4. **Section V, Scope of Work** – several modifications to the individual tasks listed in this section have been made and are as follows:
 - a. *Task 2, Community Input – Visioning* – Three meetings with the Village Council were added. The purpose of these meetings is to provide updates to the Council after completion of certain tasks.
 - b. *Task 3, Market Analysis* – More detail on the Market Analysis was provided. Specifically, direction was added as to how the firm doing the Market Analysis will be selected and the Village’s role in that selection.
 - c. *Task 4, Land Use – Overall Recommendations & Site Specific Opportunities* – First, additional detail was provided on what the expectation is with respect to consultant recommendation on individual sites. Second, the Post Office site has been clearly identified as one of the primary sites that the consultant must review.
 - d. *Task 7, Land Use and Regulatory Review* – Additional detail was provided identifying what has been accomplished to date with respect to this task. This includes actions related to the zoning amendments associated with building height and parking, and the Retail Overlay District
5. **Section VII, Project Timeframe** – following is a proposed timeframe for approval of the consultant; the initial draft RFP only provided general timeframes.
 - Release of RFP.....February 16, 2015
 - RFP responses due.....March 11, 2015
 - Internal review of responses.....March 11 – March 20, 2015
 - Interviews.....March 23 – April 10, 2015
 - Negotiation with consultant.....April 10 – April 15, 2015
 - Village Council approval.....April 21 – May 5, 2015

Draft Request for Proposal

In preparing this RFP, staff examined three factors to guide how the proposal was drafted. In the first step, staff identified municipalities which had recently done similar types of plans and reviewed the RFP’s associated with those plans—helping to determine the format used by other municipalities, the scope of work required and the evaluation criteria used. The second step was for staff to draft a goal and purpose section. This section is aimed at describing the expected outcomes of the Plan. The final step was to clearly delineate the scope of work for the Plan. This portion of the RFP includes the identification of ten specific tasks which will be required, including:

1. *Data Collection - Existing Conditions*
2. *Community Input – Visioning*

3. *Market Analysis*
4. *Land Use – Overall Recommendations & Site Specific Opportunities*
5. *Parking, Transportation and Circulation*
6. *Infrastructure*
7. *Land Use and Regulatory Review*
8. *Implementation Strategies – Providing Options and Analysis*
9. *Final Report and Adoption*
10. *Schedule of Check Point Reports to Village Council.*

It should be noted that for each of these tasks, a deliverable is identified. For example, the Market Analysis deliverable is a stand-alone market analysis. For additional details on each of these tasks and associated deliverables, see the proposed RFP in Attachment A.

After concluding the three previously described steps, staff then drafted the Plan RFP in a manner that clarifies the intent and offers context for the aforementioned tasks. The RFP is broken out into nine sections:

- I. *Introduction*
- II. *Background Information*
- III. *Goals and Purpose*
- IV. *Community Outreach and Communication*
- V. *Scope of Work*
- VI. *Submission Requirements*
- VII. *Project Timeframe*
- VIII. *Evaluation Criteria and Selection*
- IX. *Exhibits*

Recommendation

Staff is prepared to finalize the RFP and publish it for response in February. Provide policy direction on whether to proceed with the RFP process for engaging a consultant for the development of a Downtown Master Plan.

Attachments

Attachment A, Draft Request for Proposal – Downtown Master Plan

Attachment A

DRAFT

REQUEST FOR PROPOSAL – DOWNTOWN MASTER PLAN

I. Introduction

The Village of Winnetka is soliciting proposals from qualified multi-disciplinary teams to provide professional services associated with development of a Downtown Master Plan for Winnetka's three commercial business districts. The Plan will be considered an update to the *Winnetka 2020 Comprehensive Plan* which was adopted in 1999.

II. Background Information

Picturesquely situated on the shore of Lake Michigan, just 16 miles north of Chicago, Winnetka is made up of tranquil tree-shaded streets and family-oriented neighborhoods, as well as three quaint in-town commercial districts that are home to a variety of shops and businesses. The Village's vision statement describes Winnetka as "...a village in a natural setting committed to its tradition of residential neighborhoods, citizen involvement, local shops and educational excellence..."

Winnetka, chartered in 1869, is home to 12,422 residents, with a household median income of \$203,995. It adopted its first comprehensive plan in 1921 which was written by Edward H. Bennett, who also co-authored the *1909 Plan of Chicago* with Daniel Burnham. Winnetka is 3.9 square miles in size; approximately 5% of the land area is located in the commercial districts.

With respect to its downtown, the Village is comprised of three separate commercial districts. All three districts are connected by Green Bay Road which is a state-owned and regulated arterial road. Each commercial district is served by a Metra commuter rail station, providing a large segment of Village households with walkable access to both transit and the surrounding pedestrian-scaled commercial districts. Winnetka's commercial districts play a prominent role in the daily lives of Village residents - US Census Bureau data has repeatedly ranked Winnetka among the highest Chicago suburbs for transit usage.

Winnetka's commercial district layout is both enviable and challenging. Whereas many communities of a similar size might have one "traditional downtown" district with a concentrated critical mass, Winnetka's commercial space is both accessible and ample due the "distributed" nature of its commercial districts.

Following is a description of each of the districts.

Indian Hill

The Indian Hill district is the Village's most compact commercial district, bounded by Sunset Road on the north, the Village boundary with Kenilworth on the south, Church Road on the west and extends slightly east of the Union Pacific Railroad. The district includes approximately 37,000 s.f. of commercial space.

The Indian Hill district is distinguished from other Village districts by its auto oriented, linear layout along Green Bay Road's four lanes. In addition, the district is unique in that it abuts a single-family neighborhood to the immediate west. The predominant uses in this area include New Trier High School, Indian Hill Park, the Indian Hill Metra station, and surface parking lots used by commuters and New Trier High School.

In keeping with its more auto-oriented pattern of development, roughly half of the district's development provides privately-owned, off-street parking. On average, 4,400 vehicles/day drive thru the district on Green Bay Road.

Commercial buildings in the district range in size from 1 to 3 ½ stories, the majority are one-story buildings with relatively auto-intensive uses including a convenience store, bank and restaurants. Other uses in the district include limited multi-family residential, medical and real estate offices. Recent redevelopments have been of a larger scale, including a mixed-use development.

The district's zoning (C-1 Commercial) allows for both retail and non-retail uses, whereas the Village's other districts discourage non-retail businesses (discussed in more detail below). Building heights are limited to 2 ½ stories and 35 feet.

East/West Elm

The East/West Elm district is the largest commercial district and considered to be the central commercial district of the Village. The district extends from Pine Street on the north, to Oak Street on the south, to Maple Street, on the east and Birch Street on the west. The district includes 368,000 s.f. of leasable commercial space, with approximately 153,000 s.f. of that total comprising retail space.

The district is less linear than the Village's other districts, with the central axis at Elm Street and Green Bay Road. An average of 14,000 vehicles/day drive thru the intersection of Green Bay Road at Elm Street. Despite this intersection's highly visible central location, commercial activity at this corner is limited to one side of the intersection due to the presence of the abutting Metra right-of-way. The district's heaviest foot traffic and retail activity is located one block to the west at Elm Street and Chestnut Street, and, to a lesser degree, one block to the east, at Elm Street and Lincoln Avenue.

The predominant uses in the district include public buildings – Village Hall, public library, Post Office, and the Metra station - Winnetka Community House, public open space, public parking lots, multi-family residential, retail and service-related uses.

Individual uses include grocery stores, a variety of retail shops, banks, restaurants, public parking lots, medical, professional and real estate offices.

A noteworthy feature, unique among Chicago area communities, is that the Metra commuter rail line is below grade level as it passes through the Elm Street and Hubbard Woods commercial districts. The tracks were lowered by approximately 20 feet in 1938 following community alarm over the frequency of rail crossing accidents at the time.

Combined, Green Bay Road and the railroad right-of-way form a strong boundary between what is often referred to as two separate commercial districts, “*East Elm*” and “*West Elm*”. More recently, the Village reconstructed the Elm Street Bridge with architectural detailing and pedestrian scale lighting both to enhance the appearance and in order to reduce the perceived boundary between the “two districts”.

Buildings range in size from 1 to 4 stories, with the predominant scale being between 2 and 3 stories in height. A significant number of buildings in the district were developed in the 1920’s as mixed-use buildings with first floor retail uses and apartments above.

The district is zoned C-2 General Commercial - however, a substantial portion of the districts’ central area (52%) is included in a “Retail Overlay” zoning overlay district, which intends to promote retail activity (and district vitality) by limiting certain non-retail businesses from locating on the ground floor adjacent to the street. As a result, uses such as medical and other professional offices, real estate offices and banks require consideration as a Special Use Permit when located on the ground floor and adjacent to the street within the overlay district.

Hubbard Woods

The traditional “core” of the Hubbard Woods district lies along both sides of Green Bay Road between Scott Avenue on the north and Tower Road on the south. Green Bay Road narrows to two lanes for most of the Hubbard Woods district, with slower vehicular speeds resulting in a moderately pedestrian friendly pace and scale. This is juxtaposed by Tower Road’s four lanes of traffic and an irregular intersection with Green Bay Road.

The district includes 214,000 s.f. of leasable commercial space, with approximately 118,000 s.f. of that space comprising retail space. An average of 9,500 vehicles per day travel thru Hubbard Woods on Green Bay Road.

A key feature of the Hubbard Woods Business District is the 1.4 acre Hubbard Woods Park, located centrally within the district and owned and operated by the Winnetka Park District (a separate government agency). The Park District is currently finalizing plans for renovation of the park facilities, to include a new shelter, play equipment, hardscapes and landscaping.

Other uses in the district include the Hubbard Woods Metra station, a church and school, multi-family residential, retail and service-related uses, and public parking,

including a two level Village-owned parking deck located at the northeast corner of the district. Individual uses include furniture and houseware stores, restaurants, clothing stores, professional and medical offices, multi-family residential and a bank. The district's collection of a number fashion, furnishings and design-related businesses has led to merchants coming together to brand and promote itself as the "Hubbard Woods Design District".

Buildings in the district range in size from 1 to 3 ½ stories. As with the East/West Elm district, the district is zoned C-2 General Commercial, with a substantial portion of the district (62%) also being in the Retail Overlay District.

III. Goals and Purpose

Goal for the Planning Process

To create a forum for educating and engaging stakeholders in the development of the Plan so that it is ultimately viewed as a sound representation of both the desires of the community and the realities of the commercial marketplace.

Purposes of the Planning Process

1. To inform residents, property owners, tenants and the Village about issues related to the current status and potentials for future development of the commercial districts.
2. To engage and develop cooperation and understanding among these stakeholder groups.
3. To establish credibility and transparency of the planning process.

In order to achieve the goals, it will be necessary to undertake a collaborative process that engages the stakeholders associated with the commercial districts. It is anticipated that the process will culminate in a Plan that reflects the needs and desires of the community and helps direct future decision-making as it is related to the orderly growth and development of the commercial districts. Furthermore, the Plan will provide a framework for the development of future public policy pertaining to redevelopment, infrastructure improvements and enhancements and development of cultural resources in the commercial districts.

Goal for the Plan

To create a vision and an actionable plan for the Village's three commercial districts.

Purposes of the Plan

1. To be a tool to inform current and future stakeholders about the Village's vision and goals for the commercial districts;
2. To assist the Village Council in identifying and prioritizing public investment initiatives in the commercial districts;
3. To provide marketplace data regarding retail service, commercial and residential capacity of the three commercial districts to assist with strategy and policy development;

4. To assist developers in gaining an understanding of the type, scale, design and location of desired development;
5. To establish a development framework for site-specific re-development opportunities;
6. To develop policies related to the Village's role in economic development activities; and
7. To establish a basis for land use and zoning policies reflecting community desires and rationalizing marketplace realities.

IV. Community Outreach and Communication

Vital to the success of a Downtown Master Plan is getting different constituencies working together and staging the conversations in a logical sequence. It is critical that these conversations are not confined within the Village organization; the community as a whole must be educated and informed about the needs and vision for Winnetka's commercial districts.

To ensure that the Master Plan process is fully transparent, informative and accessible, the Consultant will outline and implement a Communication Plan that will disseminate information about the planning effort and solicit questions and/or input for constituents. Such communication tools could include: Master Plan website, interim reports, presentations to constituent groups, webcast meetings/special presentations, social media, etc. The Consultant will partner with the Village to understand the communication tools and strategies that have been most successful in the past in order to outline an appropriate Communication Plan.

The Communication Plan should reflect all the engagement opportunities the Consultant recommends as depicted in Tasks 1 to 10 from the following sequence of work. This item should be specifically addressed in the Consultant's proposal response.

V. Scope of Work

In the late 1990's, the Village engaged in a village-wide Comprehensive Plan process; ultimately adopting the Winnetka 2020 Comprehensive Plan in 1999. The *2020 Comprehensive Plan* dedicated a chapter to a review of the Village's commercial areas. While the *Winnetka 2020 Plan* did address the commercial districts through the formulation of general recommendations, it was acknowledged by the Plan Commission that a more thorough planning process should follow, which would establish a detailed and coordinated vision for the Village's commercial districts.

More recently, the call for a more detailed plan for the Village's commercial districts came from the Plan Commission in October, 2012, during its semi-annual review of the *2020 Plan*. As part of its review the Plan Commission made the following two recommendations:

Recommendation 1 - engage the Urban Land Institute (ULI) to conduct a Technical Assistance Panel (TAP). The goal of engaging a TAP was to

have ULI members study the Village in order to provide recommendations as to how it might improve the commercial business climate. In 2013, two ULI TAPs were convened, with their results published in the fall of 2013.

Recommendation 2 - build upon the ULI study, by engaging in a “Master Planning Process.” Specifically it recommended: “...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 RFP is the first step in proceeding with Recommendation 2. For a number of years, particularly with the downturn of the economy in the late 2000’s, there has been a desire to improve the Village’s retail business climate. Over the past ten years, the Village has taken a number of actions in an attempt to improve the retail environment. These have ranged from small projects such as replacing brick paver crosswalks, to large ones such as examining redevelopment possibilities for the Post Office site. One of the outgrowths of the project-by- project nature of this approach is the fact that without a larger plan in place to serve as a guide, the impact of these projects has not accomplished the desired goal of creating vibrant commercial districts.

It should be noted that in addition to assistance and input from Village staff, a Downtown Master Plan Working Group (Working Group) will be established. The role of the Working Group will be to oversee the development of the Plan. It is anticipated the Working Group will be made up of elected officials, members of advisory boards/commissions, commercial property owners, merchants, residents, Chamber of Commerce, etc.

In order to develop the Plan, the Consultant will be required to undertake a number of activities. Below is the identification of the seven (7) tasks which the Consultant will need to conduct. Along with the identification of the task, there is an explanation of each, as well as a corresponding deliverable.

Task 1 – Data Collection – Existing Conditions

The Consultant, with assistance from Village staff, will work to assess existing land use, streetscape, parking, transportation and urban design conditions. This part of the Plan will require an existing conditions assessment of the entire Plan area that will identify existing land uses, parcels, buildings (including size, location and use), zoning, etc.

The Consultant will review the current Zoning Ordinance, 2020 *Comprehensive Plan*, Urban Land Institute Technical Assistance Panel (ULI TAP) Report (2013), 2014 Village Citizen Survey results (National Research Center), Commercial District Parking Study (Rich and Associates, 2006) and Commercial Districts Master Streetscape and Wayfinding Plan (2007).

Deliverables: The Consultant will provide to the Working Group a draft Existing Conditions Report for review. Based on the review comments, the Consultant will revise if necessary and provide a final Existing Conditions Report.

Task 2 Community Input – Visioning

Prior to developing a master plan, it is necessary to determine what the Village – residents, retailers, service providers, commercial property owners, shoppers from neighboring communities – wants its commercial districts to be. The goal with this component is to acquire data from various sources which in turn will be used in developing and shaping the Plan.

Whereas the Village is open to suggestions from the Consultant as to the method for receiving community input, it will require the following:

- The Consultant, with assistance from Village staff, will identify stakeholders that will be interviewed. Potential stakeholders would include elected officials, commercial property owners, business owners, developers who own property in the downtown, residents and institutional users (schools, park district, library, etc.). The Consultant will conduct interviews with a minimum of 20 community stakeholders either individually or in small groups.
- An initial meeting with Village representatives (1 meeting).
- Periodic (monthly) meetings with Working Group during Plan development (12 meetings). Two additional meetings to review final draft of the Plan.
- Periodic meetings with Village Council to provide status update reports (see Task 9 for details).
- Two public input sessions for Community Input-Visioning.
- Present Plan draft and final plan to the Village Council (3 meetings).
- Establish and maintain a Plan website. Also, develop other means of communicating with the public, i.e. phone apps, message boards, etc.

Deliverables: The Consultant will provide a report summarizing the results of the community input, including who was interviewed, what type of public input was obtained and the ideas, or visions which came out of the input.

Task 3 -Market Analysis

Historically the Village’s “downtown success” has been measured by and tied to the occupancy of retail storefronts with retail shops. Despite strong demographics, changes in retailing have challenged that strategy. The successful Consultant should incorporate a firm understanding of the local real estate market, commercial real estate in general and the market dynamics of an affluent suburban community in order to assure the Master Plan results in a sustainable, pragmatic and feasible long-term vision for the commercial districts.

A significant component of the Master plan will be a market analysis. This analysis will provide the type of data that is a necessary component of future planning and economic development activities. More specifically, it will allow for an understanding of the

existing market in the Village, as well as to provide data on what the potential market might be. Not only will this type of analysis provide data on economic development, but it will be useful in crafting future zoning and land use policies. It is anticipated that the analysis will assess retail, restaurant, entertainment, office and residential markets.

The lead Consultant should propose three (3) market analysis firms for consideration, together with a description of the qualifications of the firms and any other pertinent factors. Proposals shall clarify within the proposed budget the amount included as an allowance for market analysis activities. The lead Consultant may propose to self-perform Market Analysis activities, but it should be detailed as a separate cost item in the project budget.

The Village reserves the right to select the Consultant which is felt to best represent the needs of the Village.

The Consultant selected for this Task will provide a Market Analysis that provides, but is not limited to, the following components:

- Review of demographic data and commercial and multiple family residential real estate markets in and around the study area;
- Assessment of existing commercial & mixed use developments and land uses in the Village, including review of each commercial districts' commercial and residential vacancy data, rental rates, real estate taxes, and other building and tenant expenses;
- Assessment of the blend, spatial distribution and/or density of office, service, retail, restaurant and multi-family residential uses within and adjacent to each commercial district;
- Review of planned or projected developments in neighboring communities within Winnetka trade area;
- Evaluation of the local market demand for the various types of commercial and multiple family residential uses;
- Identification of potential redevelopment sites together with capacity analysis and market absorption rates for commercial and multiple family residential housing;
- Report on recent and projected market trends within office, service, retail, restaurant and residential development within the market area and region;
- Findings regarding shortages and/or surplus in the various components of the downtown real estate market;
- Identify an appropriate mix of uses of an appropriate scale that is consistent with the commercial districts; and
- Identify development needs and opportunities within the commercial districts.

The market analysis should incorporate the following types of data:

- Absorption rates for retail, office and residential uses;
- Pricing for new development (land costs, leasing rates, parking construction costs, etc.);

- Identification and analysis of leasing costs (cost/s.f., taxes, etc.);
- Retail leakage; and
- Existing land values and residential rent/ownership costs.

Deliverables: The selected Consultant will provide a draft Market Analysis for the Village to review. Based on Village review comments, the Consultant will revise if necessary and provide a final Market Analysis.

Task 4 - Land Use – Overall Recommendations & Site Specific Opportunities

The Village is unique in that it has three distinct commercial districts. Each district has its own differentiating characteristics, while at the same time sharing certain common traits. One of the anticipated results of the Plan will be to distinguish the individual strengths of each district, yet at the same time knit them together in such a fashion as to create a “Winnetka downtown experience.”

There are a number of existing commercial sites which are under-utilized, or have obsolete improvements on them. In recent years, two of these properties – the Village-owned Post Office site and the privately-owned Fell property (southeast corner of Elm Street and Lincoln Avenue) – have been the subject of redevelopment studies or planned development proposals. *Task 4* of the Plan must consider a number of specific sites (up to four) and examine their capacity for redevelopment. The analysis of these sites should evaluate a range of development options and provide a specific recommendation for each site is economically feasible, while being compatible with surrounding land uses and contributing positively to the character and quality of the Village.

As the Hubbard Woods District abuts the Village of Glencoe to the north, and the Indian Hill District abuts the Village of Kenilworth to the south, the Consultant should identify opportunities for the respective Villages to partner and work collaboratively on land use matters.

Development options to be considered by the Consultant, and recommendations to be provided should include: 1) appropriate land uses, 2) recommended site circulation and access, 3) recommended parking location and capacity, 4) building orientation, 5) setbacks, 6) height, 7) density, and 8) building massing and scale, as well as any other appropriate measures to assure compatibility.

The Consultant shall evaluate the above range of development options and provide recommendations based on economic feasibility and compatibility with surrounding land uses. In addition, the Consultant shall provide recommendations on any corresponding zoning or other code amendments necessary to achieve the plan’s objectives.

Of particular interest, and one of the primary sites to be studied, is the two-acre Village-owned Post Office parcel, together with abutting surface parking, located west of Chestnut Street between Elm and Oak Street. As such, the Consultant should demonstrate a familiarity with issues specific to the development of public property, and

shall provide recommendations both on recommended development type as well as Village options for development solicitation and project delivery.

In addition to the review of the Village owned Post Office parcel, up to three (3) additional, privately-owned sites will be chosen by the Village and may include the following:

- 1.6 acre “Fell site” (multiple parcels near the SE corner of Lincoln Avenue & Elm Street)
- 0.3 acre site at 966-972 Green Bay Road (southwest corner of Green Bay Road and Merrill Street, partially vacant land);
- 3.0 acre site bounded by Spruce, Green Bay, Pine and Birch Streets (Grand Foods site);
- 0.4 acre site at 34-40 Green Bay Road (vacant land); and
- Approximately 1 acre site at 64-88 Green Bay Road (7Eleven, former Landrover dealership, Michael restaurant).

The Working Group along with Village staff will provide direction to the Consultant as to which project areas will be studied.

Deliverables: The Consultant will provide to the Working Group a draft land use plan for all three districts, identifying existing and proposed land uses within each district.

Additionally, the Consultant will provide the Working Group with a draft concept plan for the Village-owned Post Office site, along with an additional three (3) sites to be determined in conjunction with the Working Group and Village staff. The concept plan for each of the project areas should address the factors described above and shall include a written description of the proposed development; schematic design of proposed development; articulation of design program objectives; and evaluation of economic viability.

Based review comments on the draft plans by the Working Group, the Consultant will revise if necessary and provide a final land use plan and final site specific development plans as part of the Plan report.

Task 5- Parking, Transportation and Circulation

The commercial districts draw people by foot, bicycle, train, bus and car. Given the multi-model nature of transportation in the commercial districts, the Plan needs to address all forms of transportation. Not only do they need to be examined individually, but the Consultant must also study how they interact with each other and their collective impact on the districts.

Over the past eight years, the Village has engaged in several parking and transportation plans. In January 2006, the Village had a commercial parking district study done by Rich and Associates. In 2007, the Village completed the Commercial District Master Streetscape and Wayfinding Plan, led by the Lakota Group and Spaceco Inc. In addition

to this plan focusing on traditional streetscape components and signage, a significant portion of the plan focused on parking improvements and street geometrics. Finally, in 2014, the Village reviewed its commercial parking district regulations and will be amending its Zoning Ordinance to address several parking-related concerns.

The Consultant will be familiar with existing traffic, circulation and access in the commercial districts, and shall provide an analysis of the Village's roadway, parking and pedestrian circulation system which incorporates but is not limited to the following components:

- Review the current parking availability and utilization in both Village- owned off-street parking facilities and on-street parking areas; provide an assessment of parking shortages and surpluses;
- Provide recommended strategies for increasing parking availability where necessary;
- Review existing Village parking controls, signage and permitting, with identification of appropriate "best practices" and recommendations for improving the effectiveness and usage of limited Village parking resources;
- Provide recommendations related to commercial parking "leakage" into adjoining residential neighborhoods, together with recommendations for minimizing or eliminating;
- Review pedestrian access within (and into) each commercial district, including identification of recommended improvements to signage, lighting, pavement, crosswalks, intersection configuration or other safety factors;
- Review bicycle usage within each district and identify appropriate strategies to improve bicycle safety and access.
- Examine potential improvements that would serve to connect the three commercial districts; and
- Develop other recommendations to improve the bicycle and pedestrian environment, such as sidewalk enhancements, mid-block crossings, pedestrian plazas, bicycle lanes, etc.

Deliverables: Provide to the Working Group a stand-alone parking and transportation report for review. In addition to the above items, the report should include maps, collected data, and appropriate graphics detailing , the following; 1) traffic counts (average daily trips); 2) parking counts; and 3) identification of all on and off-street parking areas, including type of parking (commuter, employee, shopper, etc.) and associated time limitations. The report should also include a narrative communicating potential and recommended strategies for improving the function and appearance of parking, roadway, pedestrian, bicycle and public transportation facilities.

Task 6- Infrastructure

Infrastructure includes a number of items, all of which play a part in providing a foundation for enhancing the commercial districts. Some of the infrastructure includes below-grade utilities (water mains and electric power) that are never seen, but if not adequately sized, or in poor condition, will affect future development. Other

infrastructure is still rather utilitarian in nature, but at the same time, either adds to or detracts from the look of the commercial districts, especially visible items such as street lights and sidewalks.

The Village's 2007 *Commercial Districts Master Streetscape and Wayfinding Plan* identified a number of streetscape improvements that could be made, ranging from installation of new brick paver sidewalks, to pedestrian lighting, to street furniture location and style. While the 2007 Plan has not been implemented, the Village has undertaken certain improvements to elements within the scope of that plan. Improvements undertaken since 2007 include the replacement of brick crosswalks, installation of floral baskets and the rehabilitation of the Hubbard Woods Parking Structure, as well as the re-painting of street light poles and replacement of trash/recycling receptacles.

The Consultant should evaluate the 2007 *Streetscape and Wayfinding Plan* and identify which parts of it might be implemented or modified.

In developing the Downtown Master Plan, the Consultant should examine and consider the impact on the following:

- Public utilities – water mains, electric, storm sewers, parking lots;
- Streetscape – sidewalks, lighting, on-street parking, landscaping, street furniture;
- Wayfinding signage; and
- Technology amenities (Wi-Fi coverage, real time bus/train arrival information, parking management and payment systems, etc.).

Deliverables: Provide to the Working Group a draft report identifying what infrastructure improvements should be made. Based on review comments on the draft plans by the Working Group, the Consultant will revise if necessary and provide a final infrastructure narrative as part of the Plan report. The report should also include exhibits identifying existing utilities and location of proposed infrastructure improvements.

Task 7- Land Use and Regulatory Review

Upon completion of the ULI TAP process in 2013, the Village Council directed its advisory boards to conduct further study of the Village's commercial zoning standards in order to assess whether they were encouraging appropriate types of development. To differing degrees, the Business Community Development Commission, Plan Commission and Zoning Board of Appeals have reviewed and made recommendations to the Village Council as follows below.

Retail Overlay District - The Council directed that the advisory boards review the original purpose and current impact of the Retail Overlay District on commercial occupancy rates, in light of fundamental shifts in retailing and commercial real estate that have occurred since being first adopted in 1989. The review that followed resulted in varying recommendations from the three different advisory

boards. The Village Council is currently evaluating the Retail Overlay District recommendations.

Parking requirements, building height and density limitations- The ULI TAP Report recommended that the Village consider a number of changes to the Village Code. Based on subsequent review of recommendations made by advisory boards, the Village Council has scheduled public hearings for zoning amendments that would 1) reduce parking requirements for downtown residential units and 2) increase allowable building height in central areas of the business districts.

In order to consider additional changes to the regulatory environment, the Consultant will review the following regulations:

- Commercial sign code;
- Zoning Ordinance;
- Retail Overlay District; and
- Commercial Design Guidelines.

The Consultant's review should evaluate existing regulations in order to assure that they promote quality development that maintains and enhances the character of the Village. The regulatory review will not entail a complete re-write of the regulations, but rather a more limited review with a series of recommendations aimed at identifying issues that may need additional study.

Deliverables: Provide to the Working Group a draft written report recommending which regulatory areas need further review and study. Based on review comments on the draft plans by the Working Group, the Consultant will revise if necessary and provide a final narrative as part of the Plan report.

Task 8 - Implementation Strategies – Providing Options and Analysis

By pursuing the activities associated with the Plan, it is expected that the Consultant will recommend a number of implementation strategies. It is anticipated that these strategies could include those of an administrative nature, such as amendments to the commercial district zoning regulations; or they may be more project specific, such as implementation of a wayfinding signage program.

The Consultant must develop strategies that provide a framework and realistic timeframes for implementing the Plan. The Consultant will need to describe and illustrate the strategies, starting from existing conditions and continuing through implementation. The discussion of each recommendation should include the rationale for prioritization of optional strategies, identifying stakeholders, cost estimates, phasing and other factors for each of the options. It is imperative that the Consultant demonstrate an ability to make recommendations that are action-oriented and realistic in nature.

Deliverables: Provide to the Working Group for their review, a draft Implementation Strategies Report. Based on review comments of the draft Report, the Consultant will revise if necessary and provide a final report as part of the Plan.

Task 9 – Schedule of Reports to Village Council

Throughout the planning process, the Consultant and the Working Group will bring to the Village Council for its review the deliverables identified in the Consultant Tasks, as well as other issues of policy and vision that will require the Village Council’s endorsement. It should be clear that the Village Council is the sole body entrusted with the responsibility to make policy decisions.

Deliverables: The Consultant shall present a minimum of three (3) ‘Check Point’ reports to the Village Council as listed below:

- Presentation of Tasks 1 & 2 (at conclusion of Task 2)
- Presentation of Task 3 (at conclusion of Task 3)
- Presentation of Tasks 4, 5 and 6 (at conclusion of Task 6)

Task 10 – Final Report and Adoption

Upon completion of *Tasks 1 – 9*, the Consultant will prepare a draft Plan Report including the deliverables identified for each task. This draft will be reviewed by the Working Group. Based on review comments of the draft Report, the Consultant will revise if necessary. The resultant Plan will be forwarded to the Village Council for its consideration for final approval and adoption. This Task will include two (2) meetings with the Working Group and two (2) meetings with the Village Council.

Deliverables: Provide a draft report (25 hard copies and one digital copy) to the Working Group. Provide a final Plan. If necessary, based on Village Council comments, revise the plan and submit 25 copies and one digital copy of the final Plan.

VI. Submission Requirements

1. Proposal information shall be presented, to the extent possible, in a manner corresponding to, and identified by, the section or Task titles stated in this RFP.
2. To be considered complete, Proposals must address the questions raised, and provide a complete response to the information requested, in the various Sections of this RFP. Each Consultant must submit the information listed below:
 - a. Letter of intent reflecting the Consultant’s understanding of the project.
 - b. Statement of Qualifications - Provide a summary of the Consultant’s background, capabilities, experience and qualifications. Include a synopsis of similar assignments and projects of comparable work during the last five years. Provide the same information for any sub-Consultants.
 - c. Names, addresses and responsibilities of key personnel participating in the project. Include resumes for key personnel.
 - d. Clearly specify which personnel will work on various aspects of the project. Include designation of project principal and project manager. Specify any other ongoing projects to which the workgroup is already committed and would be performing at the same time as work for the Village of Winnetka.

- e. Provide a project timeline inclusive of all Tasks and deliverables and an estimated date of completion.
- f. Provide a pricing proposal with a breakdown of the number of hours required per Task and total cost per Task. Provide hourly rates for all personnel involved in the project.
- g. Provide a description of the type and level of support the Consultant will require/expect from the Village for each project phase.
- h. Names, addresses, email addresses and telephone numbers of a minimum of five (5) references for similar projects.

VII. Description of the Consultant’s approach to the project and a proposed work plan.

VIII. Project Timeframe

1. Timeframe Proposal and Review Process

- Release of RFP.....February 16, 2015
- RFP responses due.....March 11, 2015
- Internal review of responses.....March 11 – March 20, 2015
- Interviews.....March 23 – April 10, 2015
- Negotiation with consultant.....April 10 – April 15, 2015
- Village Council approval.....April 21 – May 5, 2015

2. Proposal Submission – Time and Manner

- a. Proposals will be accepted until 11:00 am on _____, 2015. Proposals submitted after that date and time will not be considered. The ultimate responsibility for the delivery of the Proposal rests solely with the Consultant. The Village will make no exception to the submission deadline based upon postal or other delivery served delays, even when untimely delivery of the Proposal was no fault of the Consultant.
- b. Proposals shall be sealed and marked “Proposal: Downtown Master Plan for the Village of Winnetka” and delivered to:
 - Nick Mostardo
 - Purchasing Agent
 - Village of Winnetka
 - 510 Green Bay Rd.
 - Winnetka, IL 60093
- c. Proposals sent by fax or e-mail will not be accepted.
- d. Proposals shall be bound in one (1) single document.
- e. A total of ten (10) printed copies of the Proposal shall be submitted. The Village shall not be obligated to return any Proposals or materials submitted.
- f. Proposals shall also be submitted in electronic format (pdf).
- g. Proposals may be withdrawn at any time prior to the final submission date by sending written notification of its withdrawal. The Consultant may thereafter submit a new Proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time

designated for receipt, except for modifications requested by the Village after the date of receipt or following interviews.

IX. Evaluation Criteria and Selection

The Village will be the sole and final judge of the merits of the Proposals submitted. The Proposals will be evaluated by the following criteria:

1. Compliance with the RFP requirements.
2. Previous experience and capabilities in comparable projects and the Consultant's technical experience with comprehensive and downtown planning.
3. A demonstration of the ability to provide creative solutions in developed communities which are implemented and accepted by the community.
4. The specific approach the Consultant takes for the project. Although the Village has identified the scope of services required, in some cases the Consultant is provided leeway toward the approach and methodology of the services. The Consultant shall become familiar with the previous Village downtown planning efforts and documents. The Proposal should reflect a specific approach and outline of the project.
5. Past record of performance on projects with other governmental agencies, including such factors as control of costs, quality of work and ability to meet schedules.
6. Capacity of the Consultant to perform within the specified time frames.
7. Qualifications of the individuals and sub-Consultants who will have direct involvement with the tasks of this project.
8. Overall proposed cost.

The Village anticipates that the entire project will be completed in ten (10) to twelve (12) months.

X. List of Exhibits

1. 2020 Comprehensive Plan, Chapter V, Green Bay Road Corridor & Business Districts Issues and Recommendations
2. Village of Winnetka Zoning Ordinance, Chapters 17.40, C-1 Limited Retail Commercial District and 17.44, C-2 General Retail Commercial District
3. Zoning District Maps, including 2010 District Overlay Map
4. Village of Winnetka Commercial District Parking Study
5. Village of Winnetka Commercial Districts Master Streetscape and Wayfinding Plan
6. ULI TAP Report, Winnetka Commercial Districts
7. ULI Shopper Survey Results
8. 512 Chestnut Street Post Office Lease (2014)
9. Final Ad Hoc Committee Report on the Post Office Site (2007)
10. 2014 Village Citizen Survey Results
11. Compliance Affidavit