

**Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, March 17, 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) Thursday, April 9, 2015 Rescheduled Regular Meeting
 - b) April 14, 2015 Study Session
 - c) April 21, 2015 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) March 3, 2015 Regular Meeting3
 - b) Approval of Warrant List dated February 27 – March 12, 20157
 - c) Ordinance M-8-2015: Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka – Adoption8
 - d) Landscape Maintenance Contract Extension – 201513
 - e) Annual Outdoor Seating Permits16
 - f) Bid #015-014: Replacement of 1986 W&E Truck18
- 6) Stormwater Monthly Summary Report.....22
- 7) Ordinances and Resolutions
 - a) Ordinance MC-3-2015: Amending Special Use Permit Regulations to Streamline the Process – Introduction.....29
 - b) Ordinance M-5-2015: Hubbard Woods Park, 939 Green Bay Road, Special Use Permit for the Park District – Introduction.....86
- 8) Public Comment
- 9) Old Business: None.

10) New Business

- a) 2015 Street Rehabilitation and Public Improvement Program (Bid 015-002)194
- b) Village Phone System Improvements198

11) Appointments

12) Reports

13) Executive Session

14) Adjournment

NOTICE

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

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

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
REGULAR MEETING
March 3, 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, March 3, 2015, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:03 p.m. Present: Trustees Arthur Braun, 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, Finance Director Ed McKee, Director of Community Development Mike D'Onofrio, and 5 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) March 10, 2015 Study Session. All of the Council members present indicated that they expected to attend.
 - b) March 17, 2015 Regular Meeting. All of the Council members present indicated that they expected to attend.
 - c) April 9, 2015 Rescheduled Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Fessler, seconded by Trustee Prodromos, 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) February 10, 2015 Study Session.
 - ii) February 17, 2015 Regular Meeting.
 - b) Warrant List. Approving the Warrant List dated February 13 to February 26, 2015, in the amount of \$374,810.89.
 - c) Resolution R-4-2015: Supporting the NWMC 2015 Legislative Program – Adoption A Resolution affirming the Village of Winnetka's support for the 2015 Northwest Municipal Conference Legislative Program.
 - d) Ordinance M-8-2015: Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka – Introduction. Introduction of an Ordinance to authorize the disposal of obsolete surplus Village equipment.
 - e) 2015 Tree Planting Program. An authorization for staff to issue purchase orders to St. Aubin Nursery and Acres Group Services, in an aggregate amount not to exceed \$50,000 pursuant to 2014 unit prices.

Trustee Braun, 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.

Trustee McCrary posited that the dump truck being disposed of in the Subject Ordinance was not a wise purchase, due to its low mileage at time of disposition and cautioned the Village to be more careful in its purchases.

6) Stormwater. No Report

7) Council-Manager Government: 100 Year Anniversary Recognition. Manager Bahan explained that in 1915, Winnetka adopted the Council-Manager form of government and appointed its first Business Manager. Later, the name was changed to Village Manager, and Manager Bahan said he was proud to serve as Winnetka's 7th Village Manager.

Robert Kiely, the City Manager of Lake Forest, said the Village Council should be proud of the fact that Winnetka was a pioneer in adopting this form of government and helped to promote it not only in Illinois, but across the country and around the globe. He explained that two professional organizations, the International City/County Management Association (ICMA) and the Illinois City/County Management Association (ILCMA) have each bestowed an anniversary award on Winnetka. Mr. Keily read a plaque from the ICMA and a resolution from the ILCMA, and then presented the awards to President Greable and Manager Bahan.

Trustee Fessler commented that the accomplishments in Winnetka are due to the combination of the strength and vision of the community leaders and the capacity of the professional administration to that vision come to fruition.

8) Ordinances and Resolutions.

a) Resolution Nos. R-5-2015 and R-6-2015: Investment Manager Agreement & Amended Village Investment Policy – Adoption. Finance Director Ed McKee reviewed the history of the process of choosing an investment manager for the Village. On February 10, staff was asked to amend the investment policy and evaluate the impact of reducing the average life of individual investment from five years to four. He explained that the impact of such a change in the current investment environment is to reduce the expected return by about 0.10% or \$40,000 per year.

After reviewing several investment options, Mr. McKee recommended setting a portfolio duration at two years and amending the Investment Policy to reflect the hiring of an investment manager.

Todd Stevens, former Village Prosecutor. Mr. Stevens recommended bringing the money manager in for a presentation so the Council could become familiar with them, and he made some suggestions for the investment policy.

Mr. McKee said the Village has already hired an outside expert to assist the Village with this process and that BMO Harris was identified through a competitive process. After reviewing the recommended firms, the best one was brought before the Council and eight months of discussion have followed that process.

The Council discussed the recommendations at length, and reached a general consensus to: i) hire BMO Harris to manage a fixed income portfolio; ii) set the average duration of

the portfolio at 24 months, with a range of 21 to 27 months; iii) set the maximum average life of mortgage backed securities at 4 years and the final maturity for all other investments at four years, and iv) limit mortgage backed securities to those backed by the full faith and credit of the US Government. Amendments related to frequency of reporting, investment maturity and liquidity, and investment guarantees were discussed for incorporation into Resolution R-6-2015.

The Council was in unanimous agreement to proceed with hiring BMO Harris as the Village's Investment Manager and to amend the Village's Investment Policy, subject to the changes being incorporated into the Agreement and Policy.

Trustee McCrary, seconded by Trustee Braun, moved to adopt Resolution R-6-2015 as amended above. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee McCrary, seconded by Trustee Braun, moved to adopt Resolution R-5-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

- b) Ordinance M-9-2015: Authorizing Annexation of 96 and 100 Church Road and Plat of Dedication for Existing Church Road Right-of-Way. Mr. D'Onofrio reviewed this request for annexation of the Subject Properties, explaining that when parcels are annexed Cook County requires them to belong to the most restrictive zoning district. After annexation, the owners will file an application for rezoning to the R-2 Zoning District, which will make it contiguous with the surrounding properties.

After a brief discussion, the Council was in agreement to approve the request. Trustee Kates suggested waiving introduction and proceeding to immediate adoption of the Ordinance.

Trustee Krucks, seconded by Trustee Kates, moved to waive introduction of Ordinance M-9-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Fessler, seconded by Trustee Krucks, moved to adopt Ordinance M-9-2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

9) Public Comment. None.

10) Old Business. None.

11) Appointments.

- a) Trustee Krucks, seconded by Trustee Braun, moved to re-appoint Mary Hickey to the Zoning Board of Appeals, effective immediately. By voice vote, the motion carried.
- b) Trustee Braun, seconded by Trustee McCrary, moved to re-appoint John Swierk as Chair of the Design Review Board, effective immediately. By voice vote, the motion carried.
- c) Trustee Krucks, seconded by Trustee Braun, moved to re-appoint Robert Dearborn to the Design Review Board, effective immediately. By voice vote, the motion carried.

- d) Trustee Fessler, seconded by Trustee Krucks, moved to re-appoint Jeanne Morette to the Plan Commission, effective immediately. By voice vote, the motion carried.

12) Reports.

- a) Village President. None.
- b) Trustees.
 - i) Trustee Krucks reported on the most recent Landmark Preservation Commission meeting.
 - ii) Trustee Fessler reported on a meeting with the Park District about the 4th of July parade.
- c) Attorney. None.
- d) Manager. Manager Bahan explained that the dump truck disposed of in Ordinance M-8-2015 was 27 years old, and that mileage is not a useful indicator of its usage, as it is measured in hours operated.

- 13) Executive Session. Trustee Fessler moved to adjourn into Executive Session to discuss pending litigation and legal counsel, pursuant to Sections 2(c)(11) and 2(c)(1) of the Illinois Open Meetings Act. Trustee Kates seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodrornos. 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 9:20 p.m.

- 14) Adjournment. Trustee McCrary, seconded by Trustee Prodrornos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:54 p.m.

Deputy Clerk



Agenda Item Executive Summary

Title: Approval of Warrant List Dated 2/27/2015 - 3/12/2015

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 03/17/2015

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 March 17, 2015 Regular Council Meeting was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List for the March 17, 2015 Regular Council Meeting.

Attachments:

None.



Agenda Item Executive Summary

Title: Ordinance No. M-8-2015: Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka (Adoption)

Presenter: Brian Keys, Director of Water & Electric

Agenda Date:

03/17/2015

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Consent:

YES

NO

Item History:

Introduction: March 3, 2015

Executive Summary:

From time to time, the Village's operating departments dispose of vehicles, equipment and other machinery that are no longer used in the Village's operations due to scheduled retirement, replacement, condition or obsolescence. Consistent with Illinois statutes and the home rule authority of the Village, the Village's established practice is to pass an ordinance authorizing the Village Manager to dispose of such items.

Ordinance No. M-8-2015 authorizes the disposition of two gun safes and a 1988 Water & Electric Ford dump truck with 42,010 miles that will be retired from the fleet. The Ordinance also contains the annual authorization for the Manager to dispose of other Electric Surplus Property and Police Surplus Property during the course of the current fiscal year.

The Water & Electric Department routinely monitors the condition of its equipment and retires equipment such as transformers, meters, switchgear, and cable as it becomes obsolete or too costly to repair, or when it becomes unsuitable for further use due to size, short length, mechanical damage or electrical failure.

The Ordinance also authorizes the Police Department to dispose of items of personal property that come into its possession as a result of being lost, found, or stolen, including items such as bicycles. In these cases, the Police Department has been unsuccessful in determining the identity of the owner.

Recommendation:

Consider adoption of Ordinance No. M-8-2015, titled "An Ordinance Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka."

Attachments:

- Ordinance No. M-8-2015, An Ordinance Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka

**AN ORDINANCE
AUTHORIZING THE DISPOSITION OF
CERTAIN SURPLUS PERSONAL PROPERTY
OWNED BY 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 owns: (i) one Treadlok Gun Safe, (ii) one Stack-On Gun Cabinet, and (iii) one 1988 Ford dump truck (collectively, the “*Surplus Property*”), which Surplus Property is described in detail on **Exhibit A** attached to and, by this reference, made a part of this Ordinance; and

WHEREAS, the Council of the Village of Winnetka (“*Village Council*”) has determined that ownership of the Surplus Property is no longer necessary or useful to, or for the best interests of, the Village; and

WHEREAS, from time to time during each year: (i) certain other items of consumable electric utility equipment and materials owned by the Village will reach the end of their useful life, will not be capable of re-use by the Village, and will no longer be necessary or useful to, or for the best interests of, the Village (collectively, the “*Electric Surplus Property*”); and (ii) the Village Police Department will gain possession of certain items of abandoned, lost, stolen, or illegally-possessed personal property and will transfer custody of such personal property to the Village pursuant to Section 3 of the Illinois Law Enforcement Disposition of Property Act, 765 ILCS 1030/3, which personal property will not be necessary or useful to, or for the best interests of, the Village (“collectively, the “*Police Surplus Property*”); and

WHEREAS, the Village Council desires to: (i) dispose of the Surplus Property; and (ii) authorize the Village Manager to dispose of any Electric Surplus Property and Police Surplus Property that is not necessary or useful to, or for the best interests of, the Village during the 2015 calendar year; and

WHEREAS, the Village Council has determined that it is in the best interests of the Village to dispose of the Surplus Property, the Electric Surplus Property, and the Police Surplus Property as set forth in this Ordinance;

NOW, THEREFORE, be it ordained by the Council of the Village of Winnetka as follows:

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

SECTION 2: AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-2, and the Village’s home rule authority, the Village Council hereby declares that ownership of the Surplus Property is no longer necessary or useful to, or in the best interests of, the Village. The Village Council

hereby authorizes the Village Manager, or his designee, to dispose of the Surplus Property in a manner to be determined by the Village Manager, in his discretion.

SECTION 3. AUTHORIZATION TO DISPOSE OF ELECTRIC AND POLICE SURPLUS PROPERTY. Pursuant to the Village's home rule authority, the Village Council hereby authorizes the Village Manager to deem any item of Electric Surplus Property and Police Surplus Property that the Village may possess during the 2015 calendar year to be no longer necessary or useful to, or for the best interests of, the Village, if the item: (a) has reached the end of its useful life; (b) will be retired from service by the Village and cannot be re-used by the Village for any useful purpose; or (c) is not of a type that can be used by the Village for any useful purpose. The Village Council hereby authorizes the Village Manager, or his designee, to dispose of items of Electric Surplus Property and Police Surplus Property deemed to be no longer necessary or useful to, or for the best interests of, the Village by the Village Manager during the 2015 calendar year in a manner to be determined by the Village Manager, in his discretion.

SECTION 4. EXECUTION OF REQUIRED DOCUMENTATION. The Village Manager and the Village Clerk are hereby authorized to execute and attest, on behalf of the Village, all documents necessary to complete the disposition of the Surplus Property authorized pursuant to Section 2 of this Ordinance and the disposition of Electric Surplus Property and Police Surplus Property pursuant to Section 3 of this Ordinance.

SECTION 5. 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 will remain in full force and effect, and are to 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 6. EFFECTIVE DATE. This Ordinance will 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

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: March 3, 2015

Passed and Approved:

EXHIBIT A

SURPLUS PROPERTY

Serial Number	Year	Make / Model	Comments	Estimated Value
1FDPK74P1JVA03658	1988	Ford F700, Dump Truck	Truck replaced by (newer) used PW truck.	\$5,000
17127	Unknown	Treadlok Gun Safe	Purchased prior to 1990. No longer utilized	\$200
N.A.	2006	Stack-on Gun Cabinet, Model: GDC-9216-5	No longer utilized.	\$100



Agenda Item Executive Summary

Title: Landscape Maintenance Contract Extension - 2015

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

Agenda Date: 03/17/2015

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:

On April 6, 2010, the Village Council awarded a contract for maintaining publicly-owned landscaped and turf areas to Anthony Scopelliti Landscaping. This contract provided set pricing to maintain landscaping at approximately 36 public parking lots, building or commercial district landscape locations and 28 island, parkway or right-of-way locations throughout the Village. It also established fixed hourly T&M rates for additional work thru the 2014 season. The net effect of these revisions resulted in the Village saving approximately \$17,800 (14.7%) annually as compared to previous contracts.

Executive Summary:

Anthony Scopelliti Landscaping has agreed to a one-year extension of this agreement, renewing all services and pricing for the 2015 season. These measures will allow the Village to maintain a superior level of service while holding firm on 2010 pricing. Staff has surveyed T & M rates for landscape services at comparable local communities, finding that the negotiated landscape rate of \$20 per hour is approximately 13.5% below the average rate.

Scopelliti Landscaping has provided the Village with excellent and efficient performance on this contract, while remaining highly cost-competitive year over year. Given Scopelliti's service levels and pricing, staff believes that the Village's interests are best served by awarding a one-year contract extension. The FY 2015 budget includes \$103,500 in various accounts for landscape and parkway maintenance.

Recommendation:

Consider extending the terms of the 2010 landscape maintenance contract with Anthony Scopelliti Landscaping for an estimated annual amount not to exceed \$103,500.

Attachments:

- 1) February 26, 2015 contract extension letter from Scopelliti Landscaping.
- 2) Landscape maintenance T&M rate survey

Anthony Scopelliti

Landscaping

Design • Installation • Maintenance

February 26, 2015

Mr. Steve Auth
Superintendent of Operations
Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093

Dear Steve:

This is just a confirmation following our recent discussion about the landscape maintenance contract with the Village of Winnetka.

As we discussed, we would agree to a renewal of the landscape contract for the 2015 season, under the same terms and conditions as the 2014 contract. The monthly charge would remain at \$9,021.66 and the charge for extra hourly work would continue to be billed at \$20.00/man-hour.

We look forward to once again providing our landscaping services to the Village of Winnetka.

Sincerely,



Tom Scopelliti

Landscape Maintenance T&M Survey

02/26/2015

Contact	Labor Rate	Vehicle Rate	Comments
Highland Park	\$16.50	\$0.00	Labor Includes light duty vehicle Rate
Skokie	\$20.00	\$40.00	Labor does not Include Vehicle Rate
Glencoe	\$24.00	\$0.00	Labor Includes all Vehicle Rates
Mt. Prospect	\$35.00	\$0.00	Labor Includes all Vehicle Rates
Labor/vehicle Rate Average	\$23.88	\$10.00	
***** Winnetka	\$20.00	\$0.00	Labor Includes all Vehicle Rates



Agenda Item Executive Summary

Title: Annual Outdoor Seating Permits

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 03/17/2015

Consent: YES NO

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

Item History:

Annual outdoor seating permit approval, as required for commercial use of Village sidewalks (Village Code Section 12.04.070).

Executive Summary:

The Village Code requires Village Council permission for businesses to operate on public sidewalks. Eleven local businesses have submitted applications for outdoor seating permits. All the applicants submitted proposed layout sketches and certificates of insurance showing at least \$2,000,000 general aggregate liability, naming the Village as an additional insured.

Finance Director Ed McKee is in the process of reviewing and approving the insurance certificates, and Public Works Director Steve Saunders will inspect the requested table layouts, due to limited sidewalk space. Staff will work with the applicants to assure appropriate passage of pedestrians.

Recommendation:

Consider approval of the 2015 Outdoor Seating Permit applications, pending final insurance certificate and table layout approval by the Village.

Attachments:

Attachment 1: 2015 Outdoor Seating Applicants

**Attachment 1
2015 Outdoor Seating Applicants**

Name	Address	Sidewalk	
		Restaurant	Other
Café Aroma	749 Elm	X	
Caffe Buon Giorno	566 Chestnut	X	
Taste on Chestnut	505 Chestnut	X	
Little Ricky's	540 Lincoln	X	
Mirani's	727 Elm	X	
Panera	940 Green Bay	X	
Peet's Coffee (Caribou)	817 Elm	X	
Starbucks Coffee	566 Chestnut	X	
True Juice	542 Chestnut	X	
Trifecta Grill	501 Chestnut	X	
Noah's Ark	831 Elm		X



Agenda Item Executive Summary

Title: Bid #015-014: Replacement of 1986 W&E Truck

Presenter:

Agenda Date: 03/17/2015

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:

On March 9, 2015, the Village received sealed bids for the replacement of Water & Electric Department Truck #57. The present vehicle is a 1986 Ford, with an equipment body and a Pitman corner mounted digger derrick. The truck is used by both water and electric crews for a variety of tasks. The unit is equipped with a pole hole auger, "pole claw" and a winch at the end of the boom. The winch is used to move equipment and materials such as transformers, cable reels, poles, water main pipe, valves, and the tapping machine. During large storm events, the truck is used to temporarily support damaged poles until repair crews are available to replace the pole. The truck is also equipped with a hydraulic tool circuit for running equipment like a de-watering pump and saw for water main repairs.

Executive Summary:

Staff is recommending the replacement of the line truck based on its physical condition and limited ability to find replacement components for the digger derrick. Pitman, the original equipment manufacturer of the digger derrick, is no longer in business. In addition, due to the age of the chassis, replacement parts from Ford have become more difficult to secure in a timely manner. The model of diesel engine installed in the truck, 8.2L Detroit, has been historically problematic. The truck has been maintained, but additional work on the engine and hydraulics are anticipated if the vehicle is retained. The cost of the future repairs will exceed the vehicle's value. Planned replacement of the line truck was included in the FY 2015 budget.

Staff recommends accepting the lowest bid that meets all specifications. The FYE 2015 budgets for the Water Fund and Electric Fund contain \$235,000 for the purchase of a new truck. The Water Fund Budget (account #520.60.01.630) contains \$77,550 and the Electric Fund Budget (account #500.40.01.630) contains \$157,450 for this unit.

Recommendation:

Consider awarding Bid #015-014 to Altec Industries Inc. in the amount of \$231,680 which includes the trade in value of the 1986 truck.

Attachments:

- Agenda Report dated March 11, 2015
- Exhibit A - Photos of 1986 Digger Derrick Truck

Agenda Report

SUBJECT: Bid #015-014; Replacement of 1986 W&E Truck

PREPARED BY: Brian Keys Director Water & Electric

REF: October 20, 2014 Budget Meeting

DATE: March 11, 2015

On March 9, 2015, the Village received sealed bids for the replacement of Water & Electric Department Truck #57. The present vehicle is a 1986 Ford, with an equipment body and a Pitman corner mounted digger derrick. The truck is used by both water and electric crews for a variety of tasks. The unit is equipped with a pole hole auger, “pole claw” and a winch at the end of the boom. The winch is used to move equipment and materials such as transformers, cable reels, poles, water main pipe, valves, and the tapping machine. During large storm events, the truck is used to temporarily support damaged poles until repair crews are available to replace the pole. The truck is also equipped with a hydraulic tool circuit for running equipment like a de-watering pump and saw for water main repairs.

Staff is recommending the replacement of the line truck based on its physical condition and limited ability to find replacement components for the digger derrick. Pitman, the original equipment manufacturer of the digger derrick, is no longer in business. In addition, due to the age of the chassis, replacement parts from Ford have become more difficult to secure in a timely manner. The model of diesel engine, 8.2L Detroit, installed in the truck has been historically problematic. The truck has been maintained, but additional work on the engine and hydraulics are anticipated if the vehicle is retained. The cost of the future repairs will exceed the vehicle’s value. Planned replacement of the line truck was included in the FY 2015 budget.

Bid #015-014 was published in the Winnetka Talk and posted to the on-line bidding service Demand Star. Two bids were received and are summarized as follows:

	Altec Industries, Inc.	Terex Utilities
Corner mounted digger derrick on Freightliner chassis as specified	\$234,180	\$260,554
Trade-In (Village Option)	-\$2,500	\$0
Purchase Cost	\$231,680	\$260,554

Altec and Terex are the two largest manufacturers of electric utility line trucks in today’s marketplace. Altec’s bid was the lowest qualified bid. No exceptions were taken to the Village’s truck specification or terms and conditions. Altec has previously built a line truck for the Village. Staff has been satisfied with the purchase and follow-up support provided.

Bidders were also asked to provide a trade-in value for the existing vehicle (1986 Ford, Serial #1FDPD74N3GVA09592) for the Village's consideration (Reference Exhibit A – photos). After reviewing Altec's trade allowance with the Village's Fleet Department, staff is recommending that the Village dispose of the old vehicle through trade-in versus an auction service. The truck would remain with the Village until such time that the new truck is delivered. The quoted lead time for the new line truck is 270-300 days.

Staff recommends accepting the lowest bid that meets all specifications. The FYE 2015 budgets for the Water Fund and Electric Fund contain \$235,000 for the purchase of a new truck. The Water Fund Budget (account #520.60.01.630) contains \$77,550 and the Electric Fund Budget (account #500.40.01.630) contains \$157,450 for this unit.

Recommendation:

Consider awarding Bid #015-014 to Altec Industries Inc. in the amount of \$231,680 which includes the trade in value of the 1986 truck.

Exhibit A



1986 Digger Derrick Truck



1986 Digger Derrick Truck



Agenda Item Executive Summary

Title: Stormwater Monthly Summary Report

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

Agenda Date: 03/17/2015

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:

Monthly Report

Executive Summary:

The Village Council has placed a standing item in its regular meeting agenda for updates on the Village's progress towards providing relief from stormwater and sewer flooding. This monthly report brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of three documents, explained below:

Project Summary Report (Attachment #1)

This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

Program Budget (Attachment #2)

This report provides financial information for the stormwater and sanitary sewer improvement programs.

Program Organization Chart (Attachment #3)

This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

Recommendation:

Informational Report

Attachments:

1. Project Summary Report
2. Program Budget
3. Program Organization Chart

Agenda Report

Subject: Stormwater Update – March 2015

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

Date: March 10, 2015

Active Projects

NW Winnetka (Greenwood/Forest Glen)

Activity Summary The construction contract was awarded to A Lamp, in the amount of \$6,117,230, on November 6, 2014. The Council also awarded resident engineering contracts on January 6, 2015. The Village held a project informational meeting on February 24, which was attended by about 20 residents. Bids were recently opened for the pond restoration and erosion control portion of the project and are being evaluated. Storm sewer construction is anticipated to start this month.

Budget Summary The total cost estimate for the project, including engineering and pond restoration, is now \$6,600,000. The Village has expended \$243,995 on engineering to date. The Metropolitan Water Reclamation District is funding \$2,000,000 of this project.

6-Month Look Ahead The project team will:

1. Process shop drawings and submittals
2. Bid and award pond restoration work
3. Start Construction (March 2015)

Willow Road Tunnel

Activity Summary In June, 2014, the Council authorized MWH to proceed with preliminary engineering to complete 30% drawings, perform additional water-quality sampling and analysis, complete preliminary design for the outlet structure at Lake Michigan, and develop an updated, more detailed cost estimate. MWH was also authorized to develop a stormwater quality management and treatment plan, and to prepare draft permit applications for the required joint permit for the project. Soil borings and survey work have been completed, and water quality samplers and flow meters were used to collect wet weather samples for analysis. Several wet-weather and dry-weather samples were collected and are being analyzed. MWH is finalizing its work on the design and permitting tasks in preparation for Project Review Point #2 anticipated in late April.

Budget Summary The Village Council has authorized \$2,145,218 for engineering on this project, and the Village has expended \$692,658 to date.

6-Month Look Ahead The project team will:

1. Present Review Point #2 to the Village Council for approval
2. Proceed per Village Council Direction

Sanitary Sewer Evaluation

Activity Summary The Village awarded a sewer lining contract to address sanitary sewer deficiencies identified during the evaluation. The lining should be complete by the end of 2015. Bids for manhole repairs were opened on October 14, and the Council awarded the contract on October 21. The manhole repairs are scheduled for Spring 2015.

Budget Summary The Village has expended \$184,008.

6-Month Look Ahead The project team will:

1. Complete lining and manhole repair improvements
2. Complete design of remaining public system improvements

Public Outreach

Activity Summary Staff continues to provide E-Winnetka and website updates on the multiple projects in the stormwater management program.

Budget Summary There is no separate budget associated with this activity.

6-Month Look Ahead The project team will continue to update the website. Additional outreach and engagement activities are associated with the Northwest Winnetka and Willow Road projects as these projects progress.

Ravine/Sheridan Road Improvements

Activity Summary IDOT is planning pavement and drainage improvements for the area. The project is scheduled for construction in 2015.

Budget Summary This project is funded in its entirety by IDOT.

6-Month Look Ahead The project team will:

1. Monitor IDOT activities
2. Update the Council as needed

Ash Street Pump Station

Activity Summary CBBEL completed plans and specifications for the station, including pump and electrical equipment replacement. Staff also reviewed the project scope as part of the FY 14 budget. The Council awarded the design-build contract, and the project team is proceeding with submittals and equipment purchase. Pumps have been ordered and the project is scheduled for construction in 2015.

Budget Summary This project is budgeted within the Stormwater Fund Capital Budget at \$260,000.

6-Month Look Ahead The project team will:

1. Construct the project

Completed Projects

Stormwater Master Plan (SMP)

The Council adopted the plan at its April 17, 2014 meeting. The Village expended \$100,932 on this project.

Spruce Outlet (Lloyd)

The project is complete and operational and the Village expended \$296,299.

Spruce Outlet (Tower)

The project is complete and operational. The Village expended \$1,269,686.

Winnetka Avenue Pump Station

Construction of the Pump Station is complete and the station is operational and the Village expended \$1,039,451.

Stormwater Utility Implementation

The utility was implemented effective July 1 and the project team is responding to resident inquiries as needed. MFSG's contract for staffing the customer support line ended, and Public Works staff has taken the lead in phone and email communications. The Village has expended \$179,516.

IKE Grant

The final report was presented for adoption at the September 16, 2014 Council meeting. Final project and grant reporting has been submitted to the State for approval. This project was funded by an IKE Grant of \$200,000.

A summary budget document showing planned and actual expenditures, and an organization showing all of the planned, ongoing, and completed projects, are attached.

Recommendation:

Informational report only.

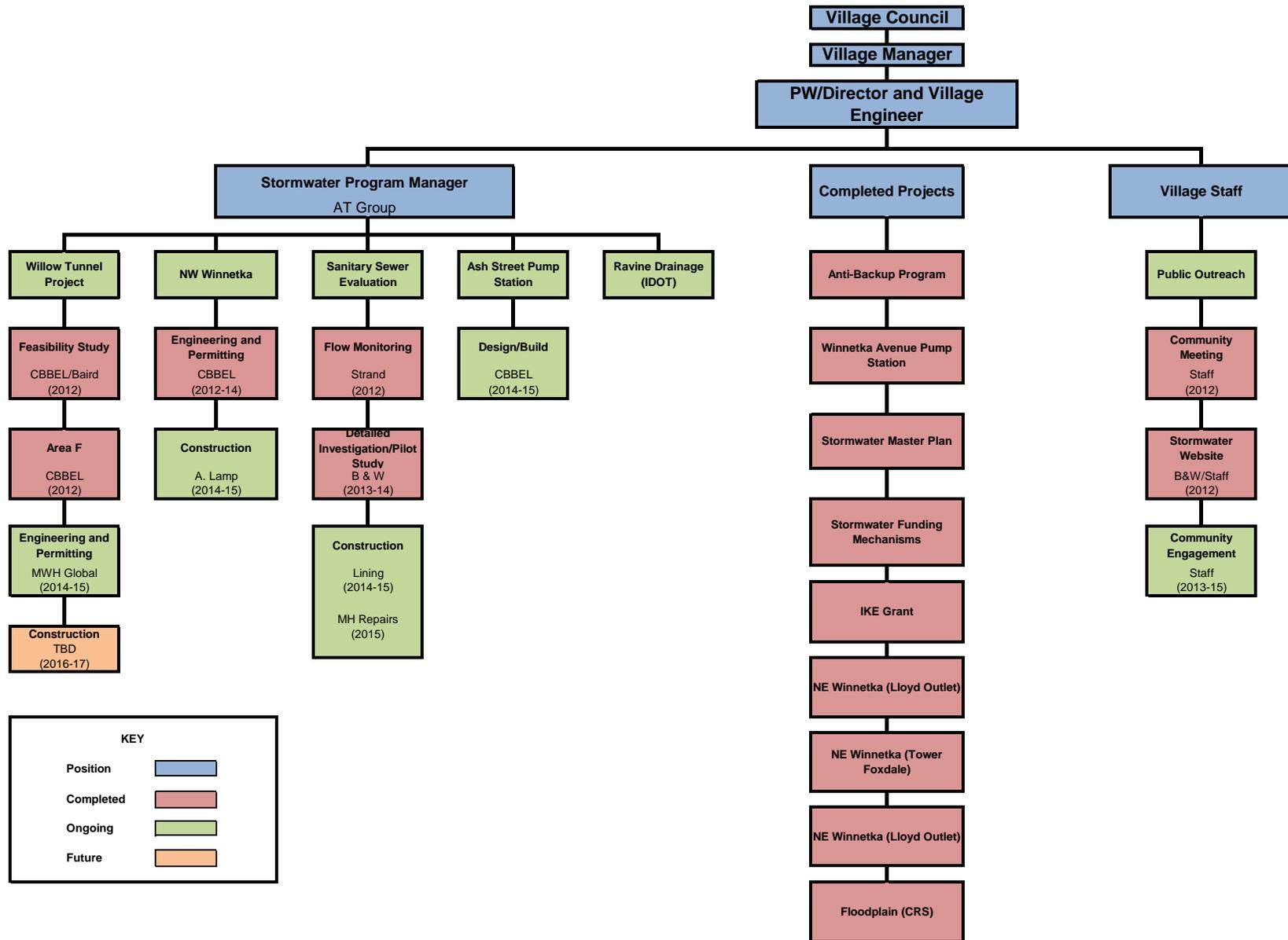
Attachments:

1. Program Budget
2. Program Organization Chart

**Village of Winnetka
Stormwater Management Program Budget**

Project	Initial Estimated Project Costs	Current Estimated Project Costs	2015 Budget	Council Authorized	Spent	Comments
<u>Stormwater Fund</u>						
<u>58.75.640.601</u>						
Winnetka Ave. pump station	\$ 1,188,562	\$ 1,039,451	\$ -	\$ 1,039,451	\$ 1,039,451	Complete
Tower Road/Foxdale	\$ 1,419,544	\$ 1,269,686	\$ -	\$ 1,269,686	\$ 1,269,686	Complete
Lloyd Park/Spruce Street	\$ 601,030	\$ 296,299	\$ -	\$ 296,299	\$ 296,299	Complete
Stormwater rate study	\$ 50,000	\$ 179,516	\$ -	\$ 179,516	\$ 179,516	Complete - includes call center staffing
Stormwater master plan	\$ 50,000	\$ 100,932	\$ -	\$ 100,932	\$ 100,932	Complete
NW Winnetka Greenwood/Forest Glen	\$ 2,880,887	\$ 6,600,000	\$ 6,212,730			Added Forest Glen and included utilities from different line item. MWRD grant will offset \$2m.
Design Engineering				\$ 226,874	\$ 240,635	Added complete pavement replacement in lieu of patching
Sewer Construction				\$ 6,117,230	\$ -	
Pond Construction				\$ -	\$ -	
Construction Observation/Engineering				\$ 116,050	\$ 3,360	
MWRD Phase II Stormwater Funding	\$ (2,000,000)	\$ (2,000,000)	\$ (2,000,000)	\$ (2,000,000)	\$ -	
Willow Rd tunnel	\$ 32,498,697	\$ 34,369,048	\$ 800,000			CBBEL October 2011 budget w/Kenny and Baird estimates
Feasibility Study				\$ 37,750	\$ 37,705	Complete
Proposed Area F				\$ 17,600	\$ 17,407	Complete
Permitting and Design				\$ 2,145,218	\$ 692,558	MWH Global \$2,094,318; purchase of sampling equipment \$50,900
Total Stormwater Costs	\$ 38,688,720	\$ 41,854,932	\$ 7,012,730	\$ 9,546,606	\$ 3,877,549	
<u>Sanitary Sewer Fund</u>						
<u>54.70.640.201</u>						
Sanitary Sewer Studies/Engineering	\$ 150,000	\$ 187,247	\$ -	\$ 187,247	\$ 184,008	Complete. Includes initial system evaluation, smoke and dyed-water testing, and engineering
System I & I repairs	\$ 1,000,000	\$ 960,000	\$ 450,000	\$ 196,220	\$ -	Council awarded manhole lining contract
Total Sanitary Sewer Costs	\$ 1,150,000	\$ 1,147,247	\$ 450,000	\$ 383,467	\$ 184,008	

Village of Winnetka
 Stormwater Management Program
 Organizational Chart



KEY	
Position	
Completed	
Ongoing	
Future	



Agenda Item Executive Summary

Title: Ordinance No. MC-3-2015: Amending Special Use Permit Regulations to Streamline the Process (Introduction)

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 03/17/2015

Consent: YES NO

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

Item History:

November 6, 2014 Council Meeting, Agenda Packet pp. 47-124
 December 9, 2014 Study Session, Agenda Packet pp. 19-51
 March 10, 2015 Study Session, Agenda Packet pp. 236-283

Executive Summary:

At the December 9, 2014 Village Council meeting there was discussion concerning the Special Use Permit (SUP) process. The agenda packet for this meeting is included as Attachment D. The discussion centered around two topics: (1) streamlining the SUP process; and (2) proposed reclassification of a number of use groups from special uses to permitted uses associated with the Overlay District. After discussing the matter, the Council directed staff to propose draft amendments to the Zoning Ordinance that would streamline the SUP approval process. Attachment A, Ordinance No. MC-3-2015, includes a number of proposed amendments, was drafted by the Village Attorney and Community Development staff to suggest amendments to the applicable portions of the Village Code pertaining to the SUP approval process.

In drafting the amendments, the intent of the Village Attorney and staff was to shorten the time it takes to obtain a SUP in the Overlay District. It was determined that this could be accomplished by doing the following: (1) establish having only one advisory body (Plan Commission or ZBA) review SUP applications, depending on the location of the property that is the subject of the SUP application; (2) establish standards for granting a SUP to more closely correlate to the purpose and intent of the Overlay District, removing standards that are not applicable; and, (3) shorten the notification process by eliminating the newspaper notification requirement for a SUP in the Overlay District.

In order to achieve the goal of streamlining the SUP process, amendments to seven sections of Chapter 17.56 Special Uses of the Village Code, are incorporated into the Ordinance. If these amendments are adopted it is estimated that the SUP application process would be shortened by 4 to 5 weeks.

Recommendation:

1. Open the public hearing to consider Ordinance No. MC-3-2015.
2. Consider introduction of Ordinance No. MC-3-2015, amending the Special Use Permit Regulations in the Winnetka Zoning Ordinance in order to streamline the process.

Attachments:

- Agenda Report
- Attachment A – Ordinance No. MC-3-2015
- Attachment B – Proposed Standards for SUP
- Attachment C – SUP Process Gantt Chart
- Attachment D – December 9, 2014 Agenda Packet

AGENDA REPORT

TO: Village Council

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

SUBJECT: Streamlining the Special Use Permit Process
Ordinance MC-3-2015

DATE: March 11, 2015

REF: November 6, 2014, Council Mtg. pp.47-124
December 9, 2014 Council Mtg. pp. 19-51
March 10, 2014 Study Session pp. 236-283

Introduction

At the December 9, 2014 Village Council meeting there was discussion concerning the Special Use Permit (SUP) process. The agenda packet for this meeting is included as Attachment D. The discussion centered around two topics: (1) proposed reclassification of a number of use groups from special uses to permitted uses associated with the Overlay District; and, (2) streamlining the SUP process. At the March 10, 2015 Council Study Session there was further discussion as to whether or not to reclassify some or all of the other four use groups from special to permitted uses. At the conclusion of the discussion, the Council postponed further action concerning this item until it completed its consideration of streamlining the SUP process.

Streamlining the Special Use Process

During the December 9, 2014 meeting, the Council directed staff to propose draft amendments to the zoning ordinance that would streamline the SUP approval process. Attachment A, Ordinance MC-3-2015, was drafted collaboratively with the Village Attorney and Community Development staff. The Ordinance includes a number of proposed amendments to the applicable portions of the Village Code pertaining to the SUP approval process. Pursuant to Section 17.72.040 of the Village Code, a notice of a public hearing, pertaining to these amendments, was published in the Chicago Tribune on Monday, March 2, 2015.

In drafting the amendments, the intent of the Village Attorney and staff was to shorten the time it takes to obtain a SUP in the Overlay District, but still providing for public comment and consideration. This can be accomplished by amending the Village Code to do the following: (1) establish only one advisory body (Plan Commission or ZBA) to review SUP applications, depending on the location of the property that is the subject of the SUP application; (2) establish standards for granting a SUP to more closely correlate to the purpose and intent of the Overlay District, removing standards that are not applicable; and (3) shorten the notification process by eliminating the newspaper notification requirement for a SUP in the Overlay District.

Following is a summary of the proposed amendments. With respect to format, each amendment is numbered, along with the proposed language changes being italicized/underlined, and with an explanation of the rationale behind the proposed change.

1. Amendment to Section 17.56.030.C Application

This section has been amended to add the following language:

Upon receipt of a completed application for a special use permit, the Director of Community Development shall place the application on the agenda for public hearing at the first regularly scheduled meeting of either the Board of Appeals or the Plan Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of the Zoning Ordinance, subject to the issuance of notice as required by Section 17.56.040.

Rationale – this amendment provides the Community Development Director authority to schedule a public hearing, either before the ZBA or Plan Commission, whichever advisory body is authorized to review the SUP application. As identified in subsequent amendments (#4 & #5), the Plan Commission will be responsible for reviewing all SUP applications in the Overlay District; the ZBA will be responsible for reviewing all SUP applications outside of the Overlay District.

2. Amendment to Section 17.56.040.A Publication Notice

This section has been amended to add the following language:

Except as otherwise provided in this Section 17.56.040, notice shall be given of the time and place of the hearing, not more than thirty (30) nor less than fifteen (15) days before the hearing, by publishing a notice at least once in one or more newspapers published in the Village, or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation within the Village. The notice shall contain the following information.

1. The number designation of the petition;
2. The scheduled date of the hearing;
3. The scheduled location of the hearing;
4. The scheduled time of the hearing;
5. The purpose of the hearing;
6. The name and address of the legal and beneficial owner of the property for which the special use is requested.

Publication of notice in accordance with this Section 17.56.040.A is not required for any public hearing regarding an application for a special use permit for a property located within the C-2 Retail Overlay District; provided, however, that publication of notice in accordance with this Section 17.56.040.A is required for all public hearings regarding an application for

a special use permit for a planned development, whether or not the proposed planned development is located within the C-2 Retail Overlay District.

Rationale – These two amendments eliminate the requirement that a legal notice be published in a newspaper for SUP applications for properties in the Overlay District. It is estimated that this amendment will eliminate 2 to 3 weeks from the SUP approval process. SUP applications in the Overlay District will still require posting a public hearing notice sign at the property as well as sending written notification to all property owners within 250 feet. The Village has the legal authority to remove the newspaper notice requirement.

3. Amendment to Section 17.56.050 Written Protest

This section has been amended to add the following language:

A. Filing of Protest. *Except as provided in Section 17.56.050.C of the Zoning Ordinance*, any owner of property located within two hundred fifty (250) feet of the subject property may file a written protest objecting to the special use application. The written protest shall be directed to the Village Council and shall be submitted on forms provided by the Village and shall be signed and acknowledged, in accordance with the definitions provided in Sections 17.04.030(A)(3.5) and 17.04.030(S)(4.5) of this title. The written protest shall be submitted no later than 5:00 p.m. on the date of the first meeting of the Village Council at which the special use application is on the agenda for consideration; provided, that the filing of a written protest after the close of the Board of Appeals hearing on the special use application shall not create a right either to reopen the evidentiary record or to remand the application to the Board for further evidentiary proceedings.

C. *C-2 Retail Overlay District. Sections 17.56.050.A and 17.56.050.B do not apply to any special use applications, other than special use applications for a planned development, regarding properties located within the C-2 Retail Overlay District.*

Rationale – This amendment would only apply to SUP applications in the Overlay District. The amendment would eliminate the ability to file a protest against an Overlay District SUP triggering a four trustee mandatory vote threshold on any such SUP. In the past 20 years, staff can only recall one occasion where a written protest was filed objecting to a SUP application in the Overlay District.

4. Amendment to Section 17.56.060 Zoning Board of Appeals Proceedings.

Section A, has been added to Section 17.56.060 and existing sections A thru D have been re-alphabetized to B thru E.

A. Jurisdiction. Except as provided in Section 17.56.065, the Zoning Board of Appeals shall conduct public hearings regarding all special use applications received by the Village, and no other board or commission of the Village shall conduct a public hearing, hold a meeting, or otherwise review special use applications before the Village Council reviews such applications in accordance with this Chapter 17.56; provided, however, that both the Zoning Board of Appeals and the Plan Commission shall, in accordance with Chapter 17.58 of this title, conduct public hearings regarding all applications for a planned development.

Rationale – This amendment identifies the ZBA as the advisory body that will consider SUP applications for properties outside of the Overlay District. The basis for this amendment is that in most, if not all, cases of this type (non-residential uses in residentially zoned districts), there are associated variations which need to be considered and therefore the ZBA can consider the SUP and variations at the same time. For example, the recent SUP for the expansion of New Trier High School also included eight zoning variations. The result of this amendment will be that non-Overlay District SUP applications will only be reviewed by the ZBA. It is estimated that by eliminating the Plan Commission review it will reduce the approval process by 2 to 3 weeks and will reduce the required meetings that the applicant will have to present the SUP application.

5. Amendment to Section 17.56.065 Plan Commission Proceedings.

Sections A thru C are new sections including the following language:

A. Jurisdiction. The Plan Commission shall conduct public hearings regarding all special use applications for properties located within the C-2 Retail Overlay District received by the Village, and no other board or commission of the Village shall conduct a public hearing, hold a meeting, or otherwise review such special use applications before the Village Council reviews such applications in accordance with this Chapter 17.56; provided, however, that both the Zoning Board of Appeals and the Plan Commission shall, in accordance with Chapter 17.58 of this title, conduct public hearings regarding all applications for a planned development.

B. Evidentiary Hearing. The Plan Commission shall receive evidence and sworn testimony on behalf of the applicant and any other interested parties, in the manner provided by rules of the Plan Commission. For purposes of this

subsection, interested parties shall include any person who is entitled to receive mail notice pursuant to subsection C of Section 17.56.040. The Plan Commission shall have the authority to require that the applicant submit such additional plans and data as the Plan Commission may determine are necessary to establish that the application meets and complies with all applicable provisions of this Zoning Ordinance.

C. Findings and Recommendation. The Plan Commission shall forward a written copy of its findings of fact and recommendation to the Village Council for consideration at the second regular meeting of the Village Council following the close of the public hearing. The recommendation shall be consistent with the purpose and intent of this title and shall specify, in a conclusion or statement, any stipulations, restrictions or conditions, including but not limited to the operation of the special use, which the Plan Commission deems necessary to assure compliance with this title and the protection of the public health, safety, comfort, morals or welfare. The Plan Commission shall not recommend that a special use be approved unless the Plan Commission finds that the proposed special use conforms to the standards for the approval of special uses within the C-2 Retail Overlay District set forth in Sections 17.44.020.B.2.b and 17.56.120 of this Zoning Ordinance.

Rationale – This entirely new section establishes the Plan Commission’s jurisdiction, hearing and finding authorities. To summarize, this amendment allows the following:

- Establishes the Plan Commission as the only advisory body to hold public hearings for SUP applications for properties located in the Overlay District;
- Identifies the method of notifying interested parties of the public hearing (does not require newspaper publication);
- Allows the Plan Commission to require submittal of additional plans and data which it deems necessary;
- Requires the Plan Commission to submit its findings to the Council, by the second meeting following close of its public hearing; and
- Requires that the Plan Commission can only recommend approval of a SUP if it conforms to the standards for approval for such uses in the Overlay District.

These proposed amendments will reduce the approval process by 2 to 3 weeks.

6. Amendment to Section 17.56.070 Village Council Proceedings.

Existing Sections A and B have been amended as follows:

A. Village Council Deliberations. Within thirty (30) days after receiving the findings of fact and recommendation of the Board of Appeals or the Plan

Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of this Zoning Ordinance, the application for special use permit shall be placed on the Village Council's agenda for consideration.

B. Village Council Decision; Vote Required. By a majority vote of the Village Council, the Village Council, in the exercise of its discretion, may grant, deny or modify the special use application, or may return the matter to the Board of Appeals or the Plan Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of this Zoning Ordinance, for further consideration and findings. Notwithstanding the foregoing, if the requisite number of protests have been submitted in accordance with Section 17.56.050, the favorable vote of four (4) Trustees shall be required for the Village Council to grant a special use permit.

Rationale – these amendments reflect the Plan Commission and ZBA having differing jurisdictions over SUP applications.

7. Amendment to Section 17.56.120 Standards for Granting Special Use Permits. Section D is a new section added to the standards regulations and includes the following language:

D. Standards for Granting Special Uses for Properties Located within the C-2 Retail Overlay District. No special use for a property located within the C-2 Retail Overlay District shall be granted unless it is found that the standards set forth in Section 17.44.020.B.2.b of the Zoning Ordinance are satisfied. Any proposed special use, other than a planned development, for a property located within the C-2 Retail Overlay District that satisfies the standards set forth in Section 17.44.020.B.2.b of the Zoning Ordinance shall be deemed to satisfy the standards set forth in Sections 17.56.120.A.1 through 17.56.120.A.5 of the Zoning Ordinance.

Rationale – This amendment identifies the standards the Plan Commission is to use when considering a SUP application. Section 17.44.020.B.2.b identifies the five standards specific to any use in the Overlay District which is found in the C-2 General Retail Commercial Zoning District regulations. A second set of standards is recommended for elimination, which are identified in the Special Use District regulations (Section 17.56.120.A.1 thru A.5. An excerpt of all these standards is listed in Attachment B.

If the amendments as proposed are adopted it would shorten the SUP application process for those uses in the Overlay District by approximately 4 to 6 weeks. An additional benefit is there would also be a reduction of approximately 2 weeks in the process for SUP applications not in the Overlay District. To identify how the

streamlined process in the Overlay District would compare to the current process, Attachment C, SUP Process Gantt Chart provides a step by step comparison of the two.

Recommendation

1. Open the public hearing to consider Ordinance MC-3-2015.
2. Consider introduction of Ordinance MC-3-2015.

Attachments

- Attachment A – Ordinance No. MC-3-2015
- Attachment B – Proposed Standards for SUP
- Attachment C – SUP Process Gantt Chart
- Attachment D – December 9, 2014 Agenda Packet

ATTACHMENT A

Ordinance MC-3-2015

**AN ORDINANCE AMENDING THE TEXT OF
THE WINNETKA ZONING ORDINANCE
REGARDING SPECIAL USE PERMIT REGULATIONS
IN THE VILLAGE C-2 RETAIL OVERLAY DISTRICT**

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, Section 17.08.010 of the Zoning Ordinance establishes the C-2 Retail Overlay District (“*C-2 Overlay District*”) within the C-2 General Retail Commercial District of the Village, which C-2 Overlay District is designed to encourage and support retail uses that are accessible and convenient to pedestrians; and

WHEREAS, Section 17.44.020 of the Zoning Ordinance establishes certain land uses that are permitted as of right within the C-2 Overlay District and certain other land uses that are permitted within the C-2 Overlay District only pursuant to a special use permit issued by the Village; and

WHEREAS, Chapter 17.56 of the Zoning Ordinance sets forth regulations and standards regarding applications for, and the consideration and issuance of special use permits by, the Village; and

WHEREAS, Section 17.44.020 of the Zoning Ordinance sets forth additional regulations and standards regarding the consideration and issuance of special use permits by the Village for properties located within the C-2 Overlay District; and

WHEREAS, the Village desires to foster and promote economic development within the C-2 Overlay District by amending certain provisions of Chapter 17.56 of the Zoning Ordinance to streamline the process by which the Village receives and considers applications for special use permits for properties located within the C-2 Overlay District (collectively, the “*Proposed Amendments*”); and

WHEREAS, on March 17, 2015, after due notice thereof, the Council of the Village of Winnetka (“*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: APPLICATION. Section 17.56.030, titled “Application,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.030 Application.

* * *

C. Upon receipt of a completed application for a special use permit, the Director of Community Development shall place the application on the agenda for public hearing at the first regularly scheduled meeting of either the Board of Appeals or the Plan Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of this Zoning Ordinance, subject to the issuance of notice as required by Section 17.56.040.”

SECTION 3: NOTICE OF PUBLIC HEARING. Section 17.56.040, titled “Notice of Public Hearing,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.040 Notice of Public Hearing.

A. Publication of Notice. Except as otherwise provided in this Section 17.56.040.A, Notice~~notice~~ shall be given of the time and place of the hearing, not more than thirty (30) nor less than fifteen (15) days before the hearing, by publishing a notice at least once in one or more newspapers published in the Village, or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation within the Village. The notice shall contain the following information:

1. The number designation of the petition;
2. The scheduled date of the hearing;
3. The scheduled location of the hearing;
4. The scheduled time of the hearing;
5. The purpose of the hearing;

6. The name and address of the legal and beneficial owner of the property for which the special use is requested.

Publication of notice in accordance with this Section 17.56.040.A is not required for any public hearing regarding an application for a special use permit for a property located within the C-2 Retail Overlay District; provided, however, that publication of notice in accordance with this Section 17.56.040.A is required for all public hearings regarding an application for a special use permit for a planned development, whether or not the proposed planned development is located within the C-2 Retail Overlay District.

* * *

SECTION 3: WRITTEN PROTEST. Section 17.56.050, titled “Written Protest,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.050 Written Protest.

- A. Filing of Protest. Except as provided in Section 17.56.050.C of this Zoning Ordinance, Any-any owner of property located within two hundred fifty (250) feet of the subject property may file a written protest objecting to the special use application. The written protest shall be directed to the Village Council and shall be submitted on forms provided by the Village and shall be signed and acknowledged, in accordance with the definitions provided in Sections 17.04.030(A)(3.5) and 17.04.030(S)(4.5) of this title. The written protest shall be submitted no later than 5:00 p.m. on the date of the first meeting of the Village Council at which the special use application is on the agenda for consideration; provided, that the filing of a written protest after the close of the Board of Appeals hearing on the special use application shall not create a right either to reopen the evidentiary record or to remand the application to the Board for further evidentiary proceedings.
- B. Effect of Written Protest. In the event twenty (20) percent of the owners of property located within two hundred fifty (250) feet of the subject property have submitted a written protest as provided in Section 17.56.050(A), the granting of a special use permit by the Village Council shall require the favorable vote of four (4) Trustees.
- C. C-2 Retail Overlay District. Sections 17.56.050.A and 17.56.050.B of this Zoning Ordinance do not apply to any special use applications, other than special use applications for a planned development, regarding properties located within the C-2 Retail Overlay District.”

SECTION 4: ZONING BOARD OF APPEALS PROCEEDINGS. Section 17.56.060, titled “Zoning Board of Appeals Proceedings,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.060 Zoning Board of Appeals Proceedings.

A. Jurisdiction. Except as provided in Section 17.56.065, the Zoning Board of Appeals shall conduct public hearings regarding all special use applications received by the Village, and no other board or commission of the Village shall conduct a public hearing, hold a meeting, or otherwise review special use applications before the Village Council reviews such applications in accordance with this Chapter 17.56; provided, however, that both the Zoning Board of Appeals and the Plan Commission shall, in accordance with Chapter 17.58 of this title, conduct public hearings regarding all applications for a planned development.

AB. Evidentiary Hearing. The Board of Appeals shall receive evidence and sworn testimony on behalf of the applicant and any other interested parties, in the manner provided by rules of the Board. For purposes of this subsection, interested parties shall include any person who is entitled to receive mail notice pursuant to subsection C of Section 17.56.040 and any person entitled to submit a written protest pursuant to Section 17.56.050. The Board of Appeals shall have the authority to require that the applicant submit such additional plans and data as the Board of Appeals may determine are necessary to establish that the application meets and complies with all applicable provisions of the Zoning Ordinance.

BC. Findings and Recommendation. Within thirty (30) days following the close of the public hearing, the Board of Appeals shall forward a written copy of its findings of fact and recommendation to the Village Council. The recommendation shall be consistent with the purpose and intent of this title and shall specify, in a conclusion or statement any stipulations, restrictions or conditions, including but not limited to the operation of the special use, which the Board deems necessary to assure compliance with this title and the protection of the public health, safety, comfort, morals or welfare. The Board of Appeals shall not recommend that a special use be approved unless the Board finds that the proposed special use conforms to the standards set forth both in this chapter and, if any, in the district regulations.

ED. Administrative Guidelines. The Board of Appeals, in the exercise of its authority to establish appropriate rules and procedures, may adopt administrative guidelines pertaining to the design and operation of one or more special use types. If adopted, such guidelines shall not be construed as requirements to be met in order to obtain a special use permit but rather shall serve as an aid to the Board of Appeals in determining whether the

standards set forth in this chapter and, if any, in the district regulations have been met by a particular special use within the particular context in which it is proposed.

- DE.** Applications for WTSF. Any recommendation of the Board that an application for a special use for a WTSF be denied or be subject to certain conditions, shall be supported by specific findings of fact, consistent with the guidelines, requirements and considerations established in Chapter 17.52, upon which the negative recommendation is based. No such recommendation shall be based on environmental concerns related to electronic emissions from a WTSF.”

SECTION 5: PLAN COMMISSION PROCEEDINGS. A new Section 17.56.065, titled “Plan Commission Proceedings,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby established and will read as follows:

“Section 17.56.065. Plan Commission Proceedings.

- A.** Jurisdiction. The Plan Commission shall conduct public hearings regarding all special use applications for properties located within the C-2 Retail Overlay District received by the Village, and no other board or commission of the Village shall conduct a public hearing, hold a meeting, or otherwise review such special use applications before the Village Council reviews such applications in accordance with this Chapter 17.56; provided, however, that both the Zoning Board of Appeals and the Plan Commission shall, in accordance with Chapter 17.58 of this title, conduct public hearings regarding all applications for a planned development.
- B.** Evidentiary Hearing. The Plan Commission shall receive evidence and sworn testimony on behalf of the applicant and any other interested parties, in the manner provided by rules of the Plan Commission. For purposes of this subsection, interested parties shall include any person who is entitled to receive mail notice pursuant to subsection C of Section 17.56.040. The Plan Commission shall have the authority to require that the applicant submit such additional plans and data as the Plan Commission may determine are necessary to establish that the application meets and complies with all applicable provisions of this Zoning Ordinance.
- C.** Findings and Recommendation. The Plan Commission shall forward a written copy of its findings of fact and recommendation to the Village Council for consideration at the second regular meeting of the Village Council following the close of the public hearing. The recommendation shall be consistent with the purpose and intent of this title and shall specify, in a conclusion or statement, any stipulations, restrictions or conditions, including but not limited to the operation of the special use,

which the Plan Commission deems necessary to assure compliance with this title and the protection of the public health, safety, comfort, morals or welfare. The Plan Commission shall not recommend that a special use be approved unless the Plan Commission finds that the proposed special use conforms to the standards for the approval of special uses within the C-2 Retail Overlay District set forth in Sections 17.44.020.B.2.b and 17.56.120 of this Zoning Ordinance.”

SECTION 6: VILLAGE COUNCIL PROCEEDINGS. Section 17.56.070, titled “Village Council Proceedings,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.070 Village Council Proceedings.

- A. Village Council Deliberations. Within thirty (30) days after receiving the findings of fact and recommendation of the Board of Appeals ~~and all other boards or commissions with authority to consider the application or the Plan Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of this Zoning Ordinance,~~ the application for special use permit shall be placed on the Village Council's agenda for consideration.

- B. Village Council Decision; Vote Required. By a majority vote of the Village Council, the Village Council, in the exercise of its discretion, may grant, deny or modify the special use application, or may return the matter to the Board of Appeals or the Plan Commission, whichever has jurisdiction pursuant to Sections 17.56.060 and 17.56.065 of this Zoning Ordinance, for further consideration and findings. Notwithstanding the foregoing, if the requisite number of protests have been submitted in accordance with Section 17.56.050, the favorable vote of four (4) Trustees shall be required for the Village Council to grant a special use permit.

* * *

SECTION 7: STANDARDS FOR GRANTING OF SPECIAL USE PERMITS.

Section 17.56.120, titled “Standards for Granting of Special Use Permits,” of Chapter 17.56, titled “Special Uses,” of the Zoning Ordinance is hereby amended to read as follows:

“Section 17.56.120 Standards for Granting Special Use Permits.

- A. General Standards for the Granting of Special Use Permits. No special use permit shall be granted unless it is found:
 - 1. That the establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;

2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided;
6. That the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes. In the event that the application for special use permit involves a request for variation from the terms of this title, such request, subject to required notification procedures, may be considered at the same public hearing at which the proposed special use is reviewed by the Board of Appeals.

B. Additional Standards for Granting Special Uses for Antenna Arrays in the C-1 and C-2 Zoning Districts. In addition to the standard set forth in this section for consideration of special use permit applications, no special use for a WTSF in the WTSF Overlay District of the C-1 and C-2 Zoning Districts shall be granted unless it is found:

1. That the location of antennas on existing structures in the C-1 or C-2 Zone is a matter of absolute engineering necessity in order to operate the applicant's network;
2. That locating its antenna array on the western edge of the golf course, at 1390 Willow Road, on the landfill or on the golf netting poles is not technically feasible and there is no replacement site available on the smokestack of the Water and Electric Plant or on the monopole at the Public Safety Building;
3. If a roof-mounted antenna array is being proposed, that there are no feasible locations for a wall-mounted array or for an antenna

array using concealed facilities within three hundred (300) feet of the proposed roof-mounted array; and

4. If a wall-mounted antenna array is being proposed, that there are no feasible locations for an antenna array to use concealed facilities within three hundred (300) feet of the proposed wall-mounted array.

Any application that meets the foregoing standards and the requirements of Chapter 17.52 shall be deemed to have satisfied subsections (A)(1) through (5) of this Section 17.56.120.

C Additional Standards for Granting Special Uses for Planned Developments. All planned developments shall be subject to the standards and requirements of Chapter 17.58 of this Code.

D. Standards for Granting Special Uses for Properties Located within the C-2 Retail Overlay District. No special use for a property located within the C-2 Retail Overlay District shall be granted unless it is found that the standards set forth in Section 17.44.020.B.2.b of this Zoning Ordinance are satisfied. Any proposed special use, other than a planned development, for a property located within the C-2 Retail Overlay District that satisfies the standards set forth in Section 17.44.020.B.2.b of this Zoning Ordinance shall be deemed to satisfy the standards set forth in Sections 17.56.120.A.1 through 17.56.120.A.5 of this Zoning Ordinance.”

SECTION 8: HOME RULE AUTHORITY. The Village Council adopts this Ordinance pursuant to its home rule authority.

SECTION 9: 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 10: 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: March 17, 2015

Passed and Approved: _____, 2015

ATTACHMENT B

Proposed Standards for SUP

Zoning Ordinance Section 17.44.020.B.2.b

b. C-2 Retail Overlay District. Any use that is located on the ground floor of a building within the boundaries of the C-2 Retail Overlay District and that is listed as a "Special Use" (SU) in the C-2 Retail 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.

Zoning Ordinance Section 17.56.120 A.1 thru A.5

A. General Standards for the Granting of Special Use Permits. No special use permit shall be granted unless it is found:

1. That the establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided;
6. That the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes. In the event that the application for special use permit involves a request for variation from the terms of this title

ATTACHMENT C

SUP Process – Gantt Chart

VOW Special Use Process Gantt Chart

ID	EXISTING Task Name	Start	Finish	Duration	Mar 2015			Apr 2015				May 2015				Jun 2015			Jul 2015				
					3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	
1	Applicant submits complete application	3/17/2015	3/17/2015	1d	█																		
2	Staff reviews application & prepares legal notice	4/8/2015	4/17/2015	8d	█																		
3	Publish legal notice in local newspaper	4/23/2015	4/23/2015	1d	█																		
4	Prepare agenda materials for first advisory board meeting: ZBA	4/27/2015	5/4/2015	6d	█																		
5	Conduct advisory board hearing: ZBA	5/11/2015	5/11/2015	1d	█																		
6	Prepare agenda materials for next advisory board meeting: PC	3/24/2015	4/15/2015	17d	█																		
7	Conduct next advisory board hearing: PC	4/22/2015	4/22/2015	1d	█																		
8	Produce minutes of all applicable advisory board meetings	5/12/2015	5/27/2015	12d	█																		
9	Direct Village Attorney to draft ordinance	6/4/2015	6/9/2015	4d	█																		
10	Prepare Council agenda packet materials	6/4/2015	6/10/2015	5d	█																		
11	Publish meeting notice & Council agenda packet	6/11/2015	6/11/2015	1d	█																		
12	Village Council introduces ordinance	6/16/2015	6/16/2015	1d	█																		
13	Village Council adopts ordinance	7/7/2015	7/7/2015	1d	█																		

ID	PROPOSED Task Name	Start	Finish	Duration	Mar 2015			Apr 2015				May 2015				Jun 2015			Jul 2015				
					3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	
1	Applicant submits complete application	3/17/2015	3/17/2015	1d	█																		
2	Staff reviews application & prepares legal notice	3/17/2015	3/24/2015	6d	█																		
3	Publish legal notice in local newspaper																						
4	Prepare agenda materials for first advisory board meeting: ZBA/PC																						
5	Conduct advisory board hearing: ZBA																						
6	Prepare agenda materials for next advisory board meeting: PC	3/24/2015	4/15/2015	17d	█																		
7	Conduct next advisory board hearing: PC	4/22/2015	4/22/2015	1d	█																		
8	Produce minutes of all applicable advisory board meetings	4/23/2015	5/6/2015	10d	█																		
9	Direct Village Attorney to draft ordinance	5/7/2015	5/11/2015	3d	█																		
10	Prepare Council agenda packet materials	5/7/2015	5/13/2015	5d	█																		
11	Publish meeting notice & Council agenda packet	5/14/2015	5/14/2015	1d	█																		
12	Village Council introduces ordinance	5/19/2015	5/19/2015	1d	█																		
13	Village Council adopts ordinance	6/2/2015	6/2/2015	1d	█																		

VOW Special Use Process Gantt Chart (Cont.)

Supplemental Information:

- **Re #1:** Staff works with applicant during this time period to achieve a complete and acceptable application. The finish date here must be met for all other dates to be feasible.
- **Re #3:** The legal notice must not be more than 30 days nor less than 15 days before the hearing.
- **Re #4:** The first hearing is based on the next closest advisory board meeting that meets the legal notification. The PC meets on the 3rd Wednesday of each month. The ZBA meets the 2nd Monday of each month.
- **Re #12/13:** The ordinance must be introduced and adopted as separate actions.

ATTACHMENT D

December 9, 2014 Agenda Packet



Agenda Item Executive Summary

Title: Special Use Permit Process

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 12/09/2014

Consent: YES NO

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

Item History:

None

Executive Summary:

As an outgrowth of the Urban Land Institute Technical Assistance Panel (ULI TAP), recommendations were made to streamline or revise existing regulations including the Special Use Permit (SUP) regulations and process. Additionally, in July 2014, the Village Council, when discussing a SUP for a clothing consignment store, asked Staff to provide recommendations on what changes it believes should be made to the SUP regulations. The Business Community Development Commission (BCDC), also in its review of the Overlay District, made a number of recommendations concerning Special Uses in the Overlay District. Finally, the Zoning Board of Appeals (ZBA), along with the Council, has suggested that the SUP process be streamlined. All these suggestions have culminated with the Village Attorney and Staff preparing a report compiling the information which the ULI, BCDC, ZBA and Village Council asked to be examined.

To assist the Council in conducting its review and analysis, the Village Attorney and Staff have identified and provided data on the issues related to SUP regulations and process. This report contains six sections identifying items associated with regulations and process and include the following:

- I. Existing SUP regulations – identification of the uses allowed either by right, or as a SUP in the commercial zoning districts, as well as the current uses in those districts.
- II. SUP applications from 2004 - 2014 – during the past ten years, 45 applications have been made for SUP; Staff has provided details and analysis of all of these applications.
- III. SUP process – Staff has provided a Gantt chart which identifies the steps and associated time frames for each stage of the process.
- IV. SUP process in other municipalities – the Village Attorney reviewed neighboring municipalities SUP processes.
- V. Streamlining the SUP – the Village Attorney identified three alternatives that might be considered in changing the SUP process.
- VI. Potential amendments to uses – Staff has presented possible amendments which could reclassify certain types of uses from SUP to permitted uses.

Recommendation:

1. Provide policy direction on streamlining the Special Use Permit process by considering joint meetings, streamlining review jurisdictions and SUP triggers.
2. Provide policy direction on proposed amendments to existing Special Uses including personal service, educational, construction related, financial service and medical and related uses.

Attachments:

- Agenda Report
- Attachment A – Table of Uses
- Attachment B – C-2 Overlay District Special Uses
- Attachment C – SUP Applications 2004 - 2014
- Attachment D – VOW SUP Process Gantt Chart
- Attachment E – Agenda Report, Retail Overlay District Regulations
- Attachment F – Existing Uses & Size
- Attachment G – Summary of Neighboring SUP Regulations

AGENDA REPORT

SUBJECT: Special Use Permit Process

PREPARED BY: Michael D'Onofrio, Director of Community Development
Peter Friedman, Village Attorney

DATE: December 3, 2014

Introduction

As an outgrowth of the Urban Land Institute Technical Assistance Panel (ULI TAP), recommendations were made to streamline or revise existing regulations including the Special Use Permit (SUP) regulations and process. Additionally, in July 2014, the Village Council, when discussing a SUP for a clothing consignment store, asked staff to provide recommendations on what changes it believes should be made to the SUP regulations. The Business Community Development Commission (BCDC), also in its review of the Overlay District, made a number of recommendations concerning Special Uses in the Overlay District. Finally, the Zoning Board of Appeals (ZBA), along with the Council, has suggested that the SUP process be streamlined. All these suggestions have culminated with the Village Attorney and Staff preparing a report compiling the information which the ULI, BCDC, ZBA and Village Council asked to be examined.

To assist the Council in conducting its review and analysis, the Village Attorney and Staff have identified and provided data on the issues related to SUP regulations and process. This report contains six sections identifying items associated with regulations and process and include the following:

- I. Existing SUP regulations – identification of the uses allowed either by right, or as a SUP in the commercial zoning districts, as well as the current uses in those districts.
- II. SUP applications from 2004 - 2014 – during the past ten years 45 applications have been made for SUP; Staff has provided details and analysis of all of these applications.
- III. SUP process – Staff has provided a Gantt chart which identifies the steps and associated time frames for each stage of the process.
- IV. SUP process in other municipalities – the Village Attorney reviewed what other neighboring municipalities SUP processes are.
- V. Streamlining the SUP – the Village Attorney identifies three alternatives that might be considered in changing the SUP process.
- VI. Potential amendments to uses – Staff have identified possible amendments which could reclassify certain types of uses from SUP to permitted uses.

I. Current SUP Regulations

In the Zoning Ordinance, Section 17.46.010 Table of Uses lists the uses allowed in the C-1, C-2 and Retail Overlay District (See Attachment A, Table of Uses). There are 145 uses listed in the table, including residential, personal service establishment, retail sales, food and beverage, financial, offices, medical, transportation, educational, governmental and recreational categories.

The 145 uses fall into one of three types: (1) P – Permitted Uses; (2) SU – Special Uses; and, (3) NO – Not Permitted. There are 69 Special Uses in the Table of Uses which are identified in Attachment B, C-2 Overlay District Special Uses. Additionally, there are three other columns of information. The first is annotated with a Y (yes) or N (no) identifying if there is currently this type of use in the Overlay District. If there is a Y in this column, then one of the two remaining columns will be marked with an “X” denoting whether it is an approved SUP, or allowed as a legal non-conforming use. A legal non-conforming use is a business that was in existence prior to the adoption of regulations making a Special Use. For example the BMO Bank at Elm St. and Green Bay Rd. was in operation before the property was put in the Overlay District.

In analyzing the data Staff determined the following:

- Of the total of 69 Special Uses allowed in the Overlay District, 18 of the uses currently exist in the district.
- The 18 types of uses include approximately 20-25 individual businesses. For example, there are several banks and health clubs in those individual types of uses.
- Approximately half of the uses have obtained a SUP and the other half are legal nonconforming uses.

II. SUP Applications 2004 – 2014

In order to gain a better understanding of the SUP process and regulations, historical perspective is important. From 2004 to 2014, a total of 45 SUP applications were made. This figure includes all SUP, whether they were for uses located in the Overlay District, required due to being located in residentially-zoned district, or the type of use that requires a SUP regardless of its location. (See Attachment C, SUP Applications 2004 – 2014).

There are several facts about these 45 SUP applications that need to be highlighted. First, of that total, 13 applications were either denied or withdrawn. Second, of the remaining 32 applications, they fall into one of four following categories:

1. *SUP required due to location in residentially zoned districts.* These uses fall under the category of public/quasi-public uses, in that they are associated with schools (including pre-school thru high school, both public and private), the Winnetka Park District and the Winnetka Community House. In the past ten years, 14 of these uses have been approved.

2. *SUP required for health club facilities.* In the past ten years, seven of these facilities have been approved.
3. *SUP required for uses in the Overlay District.* In the past ten years, six of these uses have been approved.
4. *SUP for other Uses not included above.* This includes SUP in Indian Hill, cell towers and a Planned Development. In the past ten years, four of these uses have been approved.

Before discussing the disposition of the applications which were approved, it should be noted that four of the 45 applications were denied outright and another nine were withdrawn.

Taking into account the case data described above several conclusions can be drawn:

- Of the 45 SUP applications made, almost 50% (22) were associated with public/quasi-public institutional uses that were located in residential districts.
- There were a total of 11 applications made for SUP in the Overlay District during the past ten years representing approximately 25% of all SUP applications. Of these 11, three, (two real estate offices and an “unspecified” Special Use) were denied. Two additional SUP applications were withdrawn and included a proposed private school and an “unspecified” Special Use. The remaining six applications for SUP’s in the Overlay District were approved.
- There were seven SUP applications made for health club facilities. All seven of these applications were approved, comprising 16% of all the SUP applications filed.
- Four SUP applications were made for uses outside of the Overlay District, yet still required approval of a SUP, representing 9% of all SUP applications. These included a real estate office in Indian Hill (2 applications), a service station in Hubbard Woods and a cell tower, also in Hubbard Woods.
- If all the data described above is annualized, an average of 4.5 SUP applications are submitted likely as follows:
 - 1 SUP application will be for a use in the Overlay District
 - 2 SUP applications will be associated with public and quasi-public uses in residentially-zoned districts.
 - 1 SUP application will be for a health club
 - 0.5 SUP application will be for commercial uses in non-Overlay commercial districts, or planned developments.

III. SUP Process

The process for obtaining a SUP requires multiple reviews and approvals. Each SUP must be reviewed by the ZBA, Plan Commission and Village Council. In the case where there will be exterior improvements – new façade, landscaping, signage, etc. – the application must also be reviewed by the Design Review Board (DRB). Whereas there is no exact timeframe for approval of a SUP, the process at a minimum will take approximately 8 -9 weeks. Staff has drafted a chart reflecting the process steps and generally associated timeframes (Attachment D, VOW Special Use Process Gantt Chart).

IV. SUP Process in Other Municipalities

One of the issues raised by the Council and the ZBA was the SUP approval process itself, and specifically, how other municipalities process SUP applications. The Village Attorney subsequently surveyed Glencoe, Glenview, Highland Park, Kenilworth, Lake Forest, Northbrook, Northfield, and Wilmette. (See Attachment G, Summary of Neighboring SUP Regulations). The results show that in these communities (i) plan commissions and the zoning boards of appeals generally do not have overlapping jurisdictions and do not review the same petitions, and (ii) both zoning boards and plan commissions have jurisdiction over special use permits, but those jurisdictions are specifically set forth in the respective codes.

For example, in Glenview, Highland Park, Northbrook, and Northfield, it is the Plan Commission only that hears SUP applications. Even in those communities (Kenilworth and Lake Forest) where the Plan Commission and ZBA hear SUP applications, both bodies do not hear the same applications. In Kenilworth, the Plan Commission hears SUP in the business district, while the ZBA hears SUP in all other areas of the Village. In Lake Forest, the Plan Commission generally hears SUP for new developments and other applications in specifically identified zoning districts, while the ZBA considers SUP for existing developments and in any zoning district not specifically under the SUP jurisdiction of the Plan Commission.

These structures from neighboring communities differ significantly from the current SUP process set forth in the Winnetka Zoning Ordinance, pursuant to which both the ZBA and Plan Commission hear all SUP applications, regardless of the location of the proposed SUP and regardless of whether the proposed SUP is a new development or an existing establishment.

V. Streamlining the SUP Process

There are three general alternatives that the Council should consider if it desires to change the existing SUP process.

1. Joint Meetings.

There is a general perception that joint meetings of the ZBA and the Plan Commission are not authorized or proper under Illinois law. That is not correct. However, as explained below, even though they may be allowed, joint meetings are generally not recommended.

The key case on joint meetings is the Illinois Supreme Court's decision in *Klaeren v. Village of Lisle*, 202 Ill 2d 164, 781 N.E.2d 223 (2002). In *Klaeren*, landowners living adjacent to a proposed Meijer development challenged the procedure by which the Village of Lisle approved the development. Specifically, Lisle used the uncommon procedure of a joint hearing of its zoning board of appeals, plan commission and board of trustees to hear evidence on the requested annexation, annexation agreement, rezoning and special use permits. Over 500 people attended the public hearing. The mayor of Lisle presided at the hearing, allowing the petitioners to make a full presentation of their case but setting a two-minute time limit on all speakers from the audience – a limitation that prevented a citizen

group from making a prepared presentation on behalf of 2,000 residents who had signed a petition. The mayor also barred citizens from presenting poster board exhibits as evidence. Moreover, the mayor prohibited any of the citizens from cross-examining any of the petitioner's witnesses. The Village ultimately granted the requested relief and the residents sued.

Significantly, the residents did not challenge the substance of the Village's zoning decisions. Rather, the basis for their zoning challenge was that the public hearing process did not afford them an adequate opportunity to be heard. The trial court, appellate court and Supreme Court properly criticized the specific procedures that the Village employed at the hearing. However, none of these courts ruled that joint meetings are prohibited under Illinois law. They are not.

All that said, joint meetings are rarely utilized because of two key issues. First, joint meetings are by their nature ad hoc. The Winnetka Village Code does not set "regular" joint meetings of the ZBA and Plan Commission. Any joint meeting of these two bodies would have to be a special meeting, taking place on a night other than the regularly scheduled meeting time for one or both of these bodies. This would likely create significant scheduling issues given the total of 16 members that serve collectively on both bodies (9 members of the Plan Commission and 7 members of the ZBA).

Second, joint meetings are procedurally cumbersome. For each joint meeting, each body must provide public notice of its meeting. A roll call must be made of each body at the commencement of the meeting. A quorum of each body must be present (5 for the Plan Commission; 4 for the ZBA). Separate minutes must be kept for each body. A determination would have to be made of which member of which body would chair the joint meeting. And finally, each of the bodies may have to weigh or require different evidence or testimony because of the specific standards that may apply to their respective reviews.

2. Applicable Reviewing Bodies.

As the survey (Attachment G) demonstrates, it is a standard practice for municipalities to either assign one body to hear all SUP applications or, if plan commission and ZBA will both hear SUPs, to specifically designate the jurisdiction of each of various types of potential SUPs. Avoiding overlapping jurisdictions eliminates the need for two separate hearings and two separate reviews by two different lower bodies regarding the same application.

3. Reduction in SUP Triggers.

Without the need for structural changes to ZBA and Plan Commission jurisdictions or meeting protocols, the most straightforward method of addressing concerns regarding the SUP process is to evaluate and determine whether there are uses or activities that do not need to trigger the SUP process. The Council has the authority not only to remove a special use requirement, but also to add restrictions that would apply to permitted uses. These types of

amendments often provide the necessary protections for particular uses without necessitating a full-blown public hearing process. Obviously, the determination of whether to make these types of changes to the Zoning Code is a policy decision for the Council to make. Based on the data collected and the recommendations from the BCDC, the Council can evaluate the following uses to determine whether they should be subjected to the SUP public hearing process.

VI. Potential Amendments to Uses

One of the BCDC recommendations associated with the Overlay District was to allow the reclassification of certain types of uses from Special Uses to Permitted Uses. Specifically, it recommended that the uses which fall into one of the five following categories be permitted by right (currently allowed as SUP only), with the condition that size be limited to 3,000 s.f.

1. Personal Service Uses (includes fitness studios and personal training facilities)
2. Educational Uses
3. Construction-Related Uses (includes architects, interior design services and home builders)
4. Financial Service Uses (not including banks)
5. Medical and Related Uses

The BCDC's report to the Village Council identified recommended changes and the rationale behind them (See Attachment E, Agenda Report, Retail Overlay District Regulations).

As part of its review of this item with the BCDC, Staff put together an analysis of existing businesses that fall into these five categories (See Attachment F, Existing Uses & Size). As summarized below, this data reveals that average size of these uses, by category, is significantly smaller than the 3,000 s.f. standard recommended by the BCDC. Furthermore, collectively the average size of all 52 identified uses totals only 1,528 s.f.

1. Personal Service Uses – 1,580 s.f.
2. Educational Uses – 1,790 s.f.
3. Construction-Related Uses – 1,750 s.f.
4. Financial Service Uses – 1,100 s.f.
5. Medical and Related Uses – 1,460 s.f.

After analyzing this data, Staff has several comments. First, with respect to Personal Service Uses, there is adequate data to conclude that Fitness Facilities (which fall under the category of Health Club), should be permitted by right, and not as a SUP. This recommendation is based on the fact that all seven SUP applications made for this use over the past 10 years have been approved. Second, as for the other four types of uses identified – educational, construction-related, financial services and medical – the pattern is not clear. The Village Council will need to weigh whether the remaining four types of uses, some or all, should be permitted by right at this time, or conduct additional review through the downtown master planning process. Finally, based on the data, Staff is recommending that if size limitations are imposed, for the proposed

five uses in the Overlay District that it be limited to a maximum of 2,500 s.f. This recommendation is based on the data which reveals that whether by individual use type, or all use types collectively, the size of the space ranges from 900 s.f. to 2,170 s.f. with the average size being 1,170 s.f.

Recommendation

1. Provide policy direction on streamlining the Special Use Permit process by considering joint meetings, streamlining review jurisdictions and SUP triggers.
2. Provide policy direction on proposed amendments to existing Special Uses including personal service, educational, construction related, financial service and medical and related uses.

Attachments

- Attachment A – Table of Uses
- Attachment B – C-2 Overlay District Special Uses
- Attachment C – SUP Applications 2004 - 2014
- Attachment D – VOW SUP Process Gantt Chart
- Attachment E – Agenda Report, Retail Overlay District Regulations
- Attachment F – Existing Uses & Size
- Attachment G – Summary of Neighboring SUP Regulations

ATTACHMENT A

Winnetka, IL Village Code

Title 17 ZONING / Chapter 17.46 USE, LOT, SPACE, BULK AND YARD REGULATIONS FOR RETAIL COMMERCIAL DISTRICTS / Section 17.46.010 Table of uses.

Section 17.46.010 Table of uses.

Table of Uses		C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
P = Permitted uses SU = Special uses NO = Not permitted				
A. RESIDENTIAL USES				
Dwelling unit above the ground floor in a commercial building		P	P	P
Dwelling unit at the ground floor, less than 50 feet from front street line		SU	NO	NO
Dwelling unit at the ground floor, 50 feet or more from front street line		SU	SU	SU

Table of Uses		C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
B. PERSONAL SERVICES ESTABLISHMENTS and CUSTOM CRAFT USES				
Barber shop		P	P	P
Beauty salon or day spa, including nail salons, skin care and related services		P	P	P

Winnetka, IL Village Code

Laundry and dry cleaning receiving store (processing not performed on premises)	P	P	P
Photography studio	P	P	P
Picture framing (retail only)	P	P	P
Printing shop with retail sales component, or mailing and related office services	P	P	P
Shoe or hat repair	P	P	P
Tailor shop or dressmaking establishment	P	P	P
Tanning salon	SU	SU	SU
Taxidermy shop	P	P	SU
Travel agency	P	P	SU
Upholstery shop and furniture repair/refinishing	P	P	SU
Weight loss clinic / diet center	SU	SU	SU
C. GENERAL RETAIL SALES and RELATED SERVICE USES			
Antique store	P	P	P
Apparel store	P	P	P
Apparel rental, not including cleaning	P	P	P
Appliance service, repair or sales	P	P	P
Art, craft, or hobby supply store	P	P	P
Art gallery or studio	P	P	P
Bath supply or accessory store	P	P	P
Bicycle sales service, repair or sales	P	P	P
Book store	P	P	P

Winnetka, IL Village Code

Table of Uses	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
C. GENERAL RETAIL SALES and RELATED SERVICE USES (Cont'd)			
Cabinet sales establishment (not including cutting, assembly, and the like)	P	P	P
Camera and photo store	P	P	P
Card / stationery store	P	P	P
China, glassware, ceramic or flatware shop	P	P	P
Coin, stamp, precious metal or similar shop	P	P	P
Computer equipment sales and service	P	P	P
Department or variety store	P	P	P
Drug store	P	P	P
Electrical and household appliance sales and service	P	P	P
Electronics store	P	P	P
Fabric and sewing accessory store	P	P	P
Floor covering store	P	P	P
Florist shop, retail (no on-site greenhouse, outdoor storage, or related horticultural activities)	P	P	P
Furniture and home accessories store	P	P	P
Furniture and fur apparel shop (including storage / repair when incidental to retail)	P	P	P

Winnetka, IL Village Code

Garden supply shop	P	P	P
Gift shop, specialty shop or novelty shop	P	P	P
Hardware store	P	P	P
Interior decorating (with retail inventory on display)	P	P	P
Interior decorating service (no retail inventory)	P	P	SU
Jewelry store	P	P	P
Leather goods store	P	P	P
Lighting and electrical equipment store (retail)	P	P	P
Luggage store	P	P	P

	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
Table of Uses			
C. GENERAL RETAIL SALES and RELATED SERVICE USES (Cont'd)			
Musical instrument store, including music lessons when incidental to retail	P	P	P
Newspaper or magazine store	P	P	P
Office supply store	P	P	P
Optical goods store	P	P	P
Paint and wall covering store	P	P	P
Pet shop and supplies (not including animal boarding or kennel services)	P	P	P
Pharmacy	P	P	P

Winnetka, IL Village Code

Record, tape and video recording store	P	P	P
Resale shop, secondhand store or rummage shop	P	P	SU
Rummage collection and/or storage	SU	SU	SU
Shoe store	P	P	P
Sporting goods store	P	P	P
Tobacco shop	P	P	P
Toy store	P	P	P
Window covering, drapery or curtain store	P	P	P
D. PLANTS, ANIMALS AND RELATED USES			
Animal grooming establishments	P	P	P
Animal hospital or veterinary clinic (for care and treatment of domestic pets and animals only, and operated completely within a building (no boarding permitted, and cannot operate 24 hours)	P	P	SU
Wholesale florist, or commercial greenhouse	SU	SU	SU
E. FOOD PRODUCT USES			
Bakery, retail	P	P	P
Candy / confectionery shop	P	P	P
Convenience food store	SU	SU	SU

Table of Uses	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
E. FOOD AND BEVERAGE SERVICE USES (Cont'd)			

Winnetka, IL Village Code

Grocery store	SU	P	P
Meat, fish or poultry market	P	P	P
Specialty food and beverage shop	P	P	P
F. FOOD AND BEVERAGE SERVICE USES			
Catering establishment with no retail or restaurant component	P	P	SU
Ice cream or frozen desert shop	P	P.	P
Restaurant, drive-in	SU	SU	SU
Restaurant, fast food	SU	SU	SU
Restaurant, standard	P	P	P
G. FINANCIAL USES			
Accounting, auditing and bookkeeping services	P	P	SU
Banks without drive-through facilities	SU	P	SU
Banks with drive-through facilities	SU	SU	SU
Credit union office	SU	P	SU
Financial counseling office	P	P	SU
Income tax service	P	P	SU
Insurance agents or brokers	P	P	SU
Loan or mortgage brokers	P	P	SU
Stock, commodity or security broker	P	P	SU
H. BUSINESS SERVICE USES			
Advertising agency offices	P	P	SU

Winnetka, IL Village Code

Building maintenance service offices	P	P	SU
Business machine sales, service or rental	P	P	P
Employment agency	P	P	SU

Table of Uses	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
H. BUSINESS SERVICE USES (Cont'd)			
Printing shop (with no retail sales component)	P	P	SU
Stenographic and other temporary office employment service offices	P	P	SU
I. OFFICE AND PROFESSIONAL USES			
Business association office	P	P	SU
General offices	P	P	SU
Newspaper offices	P	P	SU
Professional offices, including architect, attorney, engineer	P	P	SU
Publishing offices	P	P	SU
Office of institution of religious, charitable or philanthropic nature	P	P	SU
Real estate offices	SU	P	SU
J. MEDICAL AND RELATED USES			
Acupuncture services	P	P	SU
Chiropractor's offices	P	P	SU

Winnetka, IL Village Code

Dental office	P	P	SU
Dental laboratory	P	P	SU
Home health care provider's offices	P	P	SU
Medical offices	P	P	SU
Medical laboratory	P	P	SU
Offices for the fitting, sales and repair of hearing aids, prosthetic appliances and the like	P	P	P
Optical laboratory	P	P	SU
Psychiatrist's and psychologist's office or similar mental health counseling	P	P	SU

	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
Table of Uses			
K. TRANSPORTATION AND RELATED USES			
Automobile parts accessories store (retail)	P	P	P
Automobile, motorcycle, boat and marine sales and showroom (limited to indoor storage of display models)	SU	P	P
Automobile service station (including incidental repair and washing accessory to principal use) subject to being located a minimum of 200 feet from a church, or temple, library, community or parish house, or public or private school or kindergarten	SU	SU	SU
Motor vehicle battery and tire sale and service	SU	SU	SU
Parking lot	SU	SU	SU

Winnetka, IL Village Code

Public garage (any building used for storage, parking, repair, and the like, but not including body and fender shop, and auto laundry, an automotive machine shop, a welding shop, and automobile repainting shop or a shop engaged in the repair or testing of engines)	SU	SU	SU
Railroad passenger station	SU	SU	SU
L. MATERIAL SUPPLY AND CONSTRUCTION USES			
Glass and mirror shop	P	P	P
Heating and air conditioning sales <u>and</u> service establishments	P	P	P
Heating and air conditioning service establishments	P	P	SU
Lighting and electrical sales <u>and</u> service establishments	P	P	P
Lighting and electrical service establishments	P	P	SU
Roofing sales <u>and</u> service establishments	P	P	P
Roofing service establishments	P	P	SU
Plumbing sales <u>and</u> service establishments	P	P	P
Plumbing services establishments	P	P	SU

Table of Uses	C-1 Limited Retail	C-2 General Retail	C-2 Retail Overla y
M. COMMUNICATION AND PUBLIC UTILITY USES			
Newspaper distribution agencies	P	P	SU

Winnetka, IL Village Code

Newspaper home delivery center	NO	SU	SU
Public utility service store or collection office	P	P	SU
Telephone exchange	P	P	SU
N. GOVERNMENTAL USES			
Postal service pick up stations, retail	P	P	P
Postal service, distribution service	SU	SU	SU
Parks	SU	SU	SU
O. MISCELLANEOUS USES			
Drive-in or drive-through uses	SU	SU	SU
Equipment rental	P	P	SU
Fix-it shop	P	P	P
Funeral parlor and undertaking establishment	P	P	SU
Private open space	SU	SU	SU
P. CULTURAL, RECREATIONAL AND ENTERTAINMENT USES			
Bowling alley	NO	SU	SU
Health club	NO	SU	SU
Library or reading room	P	P	SU
Ticket agency (amusements)	P	P	P
Q. EDUCATIONAL USES			
Business or commercial school	P	P	SU
Dancing, music, or language academy	P	P	SU
Educational therapy and counseling service	P	P	SU

ATTACHMENT B

C-2 OVERLAY DISTRICT SPECIAL USES

	<u>In Overlay District</u>	<u>App'd as SUP</u>	<u>Non-Conforming</u>
Dwelling unit (on ground floor, 50 ft. or more from front street line)	Y	X	
Tanning salon	N		
Taxidermy shop	N		
Travel agency	Y		X
Upholstery shop and furniture repair/refinishing	Y		X
Weight loss clinic/diet center	N		
Interior decorating service (no retail inventory)	Y		X
Resale shop, secondhand store or rummage shop	Y	X	X
Rummage collection and/or storage	N		
Animal hospital or veterinary clinic	N		
Wholesale florist, or commercial green house	N		
Convenience food store	N		
Catering establishment with no retail or restaurant component	N		
Restaurant, drive-in	N		
Restaurant, fast food	N		
Accounting, auditing and bookkeeping services	N		
Banks without drive-through facilities	Y		X
Banks with drive-through facilities	Y	X	
Credit union office	N		
Financial counseling office	N		
Income tax service	N		
Insurance agents or brokers	Y		X
Loan or mortgage brokers	N		
Stock, commodity or security broker	N		
Advertising agency offices	N		
Building maintenance service offices	N		
Employment agency	N		
Printing shop (with no retail sales component)	N		
Stenographic and other temporary office employment service offices	N		
Business association office	N		
General offices	N		
Newspaper offices	N		
Professional offices, including architect, attorney, engineer	N		
Office of institution of religious, charitable or philanthropic nature	N		
Real estate offices	Y	X	X
Acupuncture services	N		
Chiropractor's offices	N		
Dental office	N		
Dental laboratory	N		
Home health care provider's offices	N		
Medical offices	N		
Medical laboratory	N		
Optical laboratory	N		
Psychiatrist's and psychologist's or similar mental health counseling	N		
Automobile service station	Y	X	
Motor vehicle battery and tire sale and service	N		
Parking lot	Y	X	
Public garage	N		
Railroad passenger station	Y		X
Heating and air conditioning service establishments	N		
Lighting and electrical service establishments	N		
Roofing service establishments	N		
Plumbing service establishments	Y	X	
Newspaper distribution agencies	N		
Newspaper home delivery center	N		
Public utility service store or collection office	N		
Telephone exchange	N		

C-2 OVERLAY DISTRICT SPECIAL USES

	<u>In Overlay District</u>	<u>App'd as SUP</u>	<u>Non-Conforming</u>
Postal service distribution service	N		
Parks	Y		X
Drive-in or drive-through uses	N		
Equipment Rental	N		
Funeral parlor and undertaking establishment	N		
Private open space	N		
Bowling alley	N		
Health club	Y	X	
Library or reading room	Y		X
Business or commercial school	Y		X
Dancing, music, or language academy	Y		X
Educational therapy and counseling service	N		
TOTAL	69 (18 Y & 51 N)	8	12

08/11/2014

ATTACHMENT C

SUP APPLICATIONS 2004 -2014

Applications denied

1. Jean Wright Real Estate, 559 Chestnut St.- Expansion of a real estate office
2. North Hermitage Building Trust, 906-908 Green Bay Rd. – Unspecified SUP
3. Coldwell Banker, 572 Lincoln Ave. – New real estate office
4. New Trier H.S., Duke Childs Field – Baseball netting

Applications withdrawn

1. Elm Street Metra Station, 754 Elm – Renovation of train station
2. Willow Wood Pre-School, 470 Maple – Playground renovations
3. Winnetka Park District, 939 Green Bay – Hubbard Woods shelter
4. Willow Wood Pre-School, 684 Oak – Playground renovations
5. North Hermitage Building Trust, 906-908 Green Bay Rd. – Unspecified SUP
6. French Institute – Spanish School, 503 Chestnut – New school
7. New Trier H.S., 385 Winnetka – School expansion
8. School District 36, Crow Island School – Parking lot expansion
9. School District 36, Greeley School – Playground renovations

It should be noted that of the 13 cases that were either denied, or withdrawn, four – Jean Wright Real Estate, Coldwell Banker, and North Hermitage Building Trust twice – were located in the Overlay District.

Factoring out the 13 cases that were denied or withdrawn, it leaves 32 SUP applications that were approved over the past 10 years. These cases can be broken down into four categories. The first and largest group is those uses that required a SUP due to the fact that they were uses located in residentially zoned districts. Furthermore, they fall under the category of public/quasi-public uses, in that they include uses associated with schools (including pre-school thru high school, both public and private), the Winnetka Park District and the Winnetka Community House. Following is the 14 approved SUP's that fall into this category:

1. Winnetka Park District, 490 Hibbard – Paddle tennis facility
2. Winnetka Community Nursery School, 800 Pine – Playground renovations
3. Winnetka Park District, Crow Island Woods – Park renovations
4. School District 36, Washburne School – School addition
5. School District 36, Greeley School – School addition
6. Winnetka Park District, 490 Hibbard – Expansion of paddle tennis facility
7. School District 36, Washburne School – School addition
8. Winnetka Park District, 1390 Willow – Service center building
9. Winnetka Park District, Indian Hill Park – Playground renovations
10. North Shore Country Day School, 310 Green Bay – School addition
11. Winnetka Park District, Village Green – Playground renovations
12. Winnetka Park District, 540 Hibbard – Tennis Center and Service Center improvements
13. Winnetka Park District, 540 Hibbard – Skokie Playfield improvements
14. Winnetka Community House, 620 Lincoln – Playground renovations.

The second category of uses includes health clubs. Health clubs are allowed as a Special Use anywhere in the C-2 Commercial District. In the past ten years, seven of these facilities have been approved and include the following:

1. Super Slow, 1013 Tower Ct.
2. Curves, 723 Elm
3. Fitness Together, 546 Lincoln
4. Pilates, 906-908 Green Bay
5. Spynergy, 813 Oak
6. Definition Fitness, 552-554 Lincoln
7. Exercise Coach, 854 Green Bay

The third category of uses is SUP's that were required due to being located in the Overlay District. Following is the list of the six approved SUP's which fall into this category.

1. North Shore School of Rock, 896 Green Bay – commercial music school
2. Absolute Equity, 910 Green Bay Rd – residential dwelling unit on first floor
3. Medical Pediatrics, 564 Lincoln - medical office
4. Packard Associates, 925-931 Green Bay – surface parking lot
5. Conlon Real Estate, 565 Lincoln – real estate office
6. KMK Consignment, 561½ Lincoln Ave – resale store

The fourth and final category of SUP's includes those that do not fall into one of the three previously listed categories, but still required approval of a SUP. This includes the following five cases:

1. AT&T, 874 Green Bay – Cell tower
2. New Trier Partners, Lincoln & Elm – Planned Development
3. @properties, 26-30 Green Bay – Real estate office in C-1 Commercial District
4. @properties, 26-30 Green Bay – Expansion of a real estate office in C-1 Commercial District
5. BP Amoco, 1025 Tower Rd. – Automobile service station

ATTACHMENT D

VOW Special Use Process Gantt Chart

Task ID	Task Name	Start	Finish	Duration (working days)	Dec 2014					Jan 2015				Feb 2015				Mar 2015			
					11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22
1	Applicant submits complete application	12/1/2014	12/10/2014	8d	█																
2	Staff reviews application & prepares legal notice	12/11/2014	12/17/2014	5d						█											
3	Publish legal notice in local newspaper	12/24/2014	12/24/2014	1d										█							
4	Prepare agenda materials for first advisory board meeting; Zoning Board of Appeals	12/26/2014	1/5/2015	7d						█											
5	If required, prepare agenda materials for Design Review Board	1/8/2015	1/15/2015	6d						█											
6	Conduct first advisory board hearing: ZBA	1/12/2015	1/12/2015	1d										█							
7	Prepare agenda materials for second advisory board hearing: Plan Commission	1/13/2015	1/21/2015	7d						█											
8	Conduct Design Review Board meeting	1/15/2015	1/15/2015	1d										█							
9	Conduct second advisory board hearing: PC	1/28/2015	1/28/2015	1d										█							
10	Produce minutes of all applicable advisory board meetings	1/13/2015	2/18/2015	27d						█											
11	Direct Village Attorney to draft ordinance	2/19/2015	2/25/2015	5d										█							
12	Prepare Council agenda packet materials	2/19/2015	2/25/2015	5d										█							
13	Publish meeting notice & Council agenda packet	2/26/2015	2/26/2015	1d										█							
14	Village Council introduces ordinance	3/3/2015	3/3/2015	1d														█			
15	Village Council adopts ordinance	3/17/2015	3/17/2015	1d														█			

Supplemental Information:

- **Re #1:** Staff works with applicant during this time period to achieve a complete and acceptable application. The finish date here must be met for all other dates to be feasible.
- **Re #3:** The legal notice must not be more than 30 days nor less than 15 days before the hearing.
- **Re #4:** The first hearing is based on the next closest advisory board meeting that meets the legal notification. The PC meets on the 3rd Wednesday of each month. The ZBA meets the 2nd Monday of each month.
- **Re #5:** In cases where there are exterior improvements, the DRB will consider the Certificate of Appropriateness for the project. The DRB meets on the 3rd Thursday of each month.
- **Re #14/15:** The ordinance must be introduced and adopted as separate actions.

ATTACHMENT E

AGENDA REPORT

TO: Village Council

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

SUBJECT: Retail Overlay District Regulations

DATE: April 3, 2014

Introduction

As part of the ULI TAP report it was recommended that one area to be examined was the Retail Overlay District (Overlay District). The TAP report recommended that the Village should consider revising or eliminating the Overlay District. This recommendation was made based on ULI's belief that: "The nature of successful retail today is a blend of shops and services, and Winnetka, with its high median income is ideally suited for it." As with the building height and parking regulations, the Village Council tasked the BCDC with reviewing the Overlay District.

The BCDC examination of the Overlay District focused on two components (1) the specific uses subject to the Special Use Permit process, and (2) the Overlay District boundaries. In conducting its review the BCDC began with the premises that both boundaries and uses are closely related and bear examination side-by-side, versus looking at each as separate subjects. For example, the extent to which Overlay District boundaries are contracted may reduce the need to liberalize certain uses. The inverse is also true, as liberalizing use limitations would suggest less aggressive modification to mapped Overlay District boundaries.

Background

The Overlay District, which includes significant portions of the Hubbard Woods, East and West Elm business districts, was established in the late 1980's. The desire to create such a district was largely a reaction to the proliferation non-retail uses, real estate offices in particular, in the commercial districts. The fear at that time was that the retail base of the Village would be eroded by the expansion of service related, non-retail uses in the core of the commercial district.

The goal of the Overlay District is best defined in the Purpose Statement of the C-2 Commercial Zoning District - Retail Overlay District – which states:

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 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.

The Overlay District remained unchanged from its inception in the late 1980's until 2009. In 2006 the BCDC initiated a review of the Overlay District based on concerns that parcels outside of the district might be prime redevelopment sites. As a result of the BCDC review and subsequent study by the Plan Commission, on May 5, 2009 the Village Council adopted Ordinance MC-4-2009 amending the Overlay District regulations. Following is a synopsis of the modifications made to the regulations.

- Reduced the restriction on first floor uses within the Overlay District, from 100 feet to 50 feet.
- Modifications were made to the use categories. This included eliminating use types no longer in existence (i.e. telegraph offices), clarifying or expanding existing uses (i.e. "Beauty Salon" use was expanded to include "... day spa, including nail salons, skin care and related services") and, adding a limited number of new uses (i.e. weight loss clinic/diet center, tanning salon, printing shop, convenience food store).
- Expanded the district boundaries (banks at Elm and Green Bay, Amoco station, etc.).
- Contracted district boundaries (area around Oak and Chestnut).

BCDC review and recommendations

The BCDC in developing its recommendations felt a combined approach of making targeted map amendments with strategic revisions to use limitations was the most appropriate method of accomplishing the goals of the Overlay District. Beginning last December, the BCDC spent all or parts of its last five meetings discussing the Overlay District. Following are a series of recommendations being made by the BCDC. The first five recommendations are proposed modifications to the uses. The second set of recommendations includes proposed changes to the Overlay District boundaries.

PROPOSED USE MODIFICATIONS

- 1. Personal Services Establishments** – Under Section 17.46.010.B of the Zoning Ordinance (Table of Use, Personal Service Establishments), uses such as fitness studios, weight loss clinic/diet center, personal training facilities, etc., are allowed only as Special Uses.

Recommendation #1 – Allow fitness studio, weight loss clinic/diet center, personal training, or similar uses to be permitted uses and limit size to 3,000 s.f.

BCDC Recommendation – Overlay District
April 3, 2014

There are several factors behind the rationale for this recommendation. First, in recent years the trend has been that these types of uses have become popular and are being located in commercial districts. To that point, there are six of these types of facilities currently in operation in the Hubbard Woods and Elm Street business districts. Second, with the exception of one of the facilities (Spynergy), the other five have been approved under the Special Use process. Furthermore, dating back at least 12 years, no Special Use request for such a type of establishment has been denied. Third, these types of personal service establishments, if permitted by right, are consistent with one of the ULI recommendations which are that these types of uses will bring additional traffic into the business districts.

The rationale behind the 3,000 s.f. size limitation is threefold. First, the Zoning Ordinance has long allowed “complementary service businesses” by right, within the Overlay District. These originally included beauty salons and later extending that definition to include specific related categories, including skin care, nail salons and day spas. The BCDC believes the case can be made that the uses in the proposed change would be an extension of those types of complementary businesses. Second, the five existing fitness related facilities range in size from 980 to 2,170 s.f. and the BCDC believes that the 3,000 s.f. maximum would accommodate any of these uses, as well as allow for size flexibility for these types of uses in the future. At the same time the proposed maximum is still low enough so not to have a negative impact on parking.

It needs to be pointed out that even with the proposed recommendation a Special Use for the larger personal service establishments would be required. The rationale here is that a larger facility could have a negative impact, in terms of the size of a facility, hours of operation, and/or parking demand.

- 2. Educational Uses** – Under Section 17.46.010.Q of the Zoning Ordinance (Table of Uses, Educational Uses) educational therapy and counseling services are allowed as a Special Use.

Recommendation #2 – Allow educational therapy and counseling services to be a permitted use and limit size to 3,000 s.f.

The BCDC rationale behind this recommendation has to do with the particular importance placed on education in the Village and surrounding communities, which in turn creates a demand for these types of services. Second, there are three such facilities currently in the Overlay District and range in size from 1,300 to 2,200 s.f. all of which bring traffic into the commercial areas. Finally, as is the case with *Recommendation #1*, the 3,000 s.f. limitation would allow for size flexibility in the future either for moderate expansion of existing facilities, or new facilities.

3. Construction Related Uses – Under Section 17.46.010.C, I & L of the Zoning Ordinance, (Table of Uses, General Retail Sales & Related Service Uses, Office and Professional Uses, Material Supply and Construction Uses) certain construction related uses are permitted, with certain conditions. For example, construction uses such as HVAC, electrical, roofing and plumbing businesses are permitted by right, as long as there is a “sales” component to the business. The same goes for interior decorating businesses. However, architects, landscape architects and home builders are either not permitted at all, or allowed only as a Special Use.

Recommendation #3 – Allow architects, interior design services (without retail merchandise) and home builders, as a permitted use and limit size to 3,000 s.f.

The rationale behind this recommendation is based on several factors. First, there are currently 12 businesses in operation that fall under construction related uses, four of which are in the Overlay District. Second, the current required sales component for a number of the uses is somewhat limited in that it does not provide any standard as to the amount of sales. Third, these types of uses will generate traffic in the commercial districts in that they represent the type of activity and services residents and consumers desire in the village. Finally, as is the case with *Recommendation #1*, the 3,000 s.f. limitation would allow for size flexibility in the future for these types of uses.

4. Financial Services – Under Section 17.46.010.G of the Zoning Ordinance (Table of Uses, Financial Uses), financial service uses are only allowed in the Overlay District as Special Use.

Recommendation #4 – Allow the following financial services uses as permitted uses – accounting and bookkeeping, financial planning, income tax services, insurance sales, loan or mortgage brokers, and stock/commodity/security brokers – and limit size to 3,000 s.f.

The rationale behind this recommendation was that these are the types of uses that will generate traffic in the commercial districts. Second, there are currently 11 financial service businesses, excluding banks, in the three commercial districts and range in size from 500 to 3,000 s.f. Again the BCDC believes that these types of uses will generate activity and traffic that is beneficial to the commercial district.

This recommendation would still require approval of a Special Use for any banks.

- 5. Medical and Related Uses** – Under Section 17.46.010.J of the Zoning Ordinance (Table of Uses, Medical and Related Uses), medical and dental offices are only allowed as Special Uses in the Overlay District.

Recommendation #5 – Allow medical and dental offices as a permitted use and limit size to 3,000 s.f.

The primary rationale behind this recommendation is that medical and dental offices would bring additional traffic to the commercial districts. This change would also impose a maximum size limit of 3,000 s.f. This limitation is being recommended in that it is consistent with the existing medical and dental offices which range in size from 400 to 3,000 s.f. Additionally, by limiting the size, it will limit the impact on parking. Furthermore, if larger medical or dental clinics want to locate in the Overlay District, they would have to go thru the Special Use process.

Summary of Proposed Use Modifications

In making its recommendations related to use modifications the BCDC took into consideration several factors. First, as recommended by the ULI, it was critical to promote uses that would generate activity and traffic that would be beneficial to all businesses in all the business districts. Second, it was important to understand today's retail and service markets, yet creates an environment where the next generation of these types of next generation uses can be accommodated in the Village's business districts. Finally, the BCDC had to balance the demands of tomorrow's uses with existing businesses that have created the business environment that is so unique to Winnetka.

PROPOSED BOUNDARY MODIFICATIONS

Along with the recommendations related to uses, the BCDC also examined the Overlay District boundaries. In arriving at its recommended boundary changes the BCDC considered a number of areas where the boundaries might be amended. This included 16 specific areas in the Hubbard Woods and Elm Street business districts. These areas are identified on the attached Maps #1 and #2. As a result of its review and discussion the BCDC has recommended a number of changes to the boundaries which are summarized below by commercial district, as well as identified graphically on Maps #3 and #4.

Hubbard Woods

1. *Remove 1043 – 1049 Tower Rd.* Existing businesses Girlfriends (nail salon) and North Shore Shoe Clinic. These properties were added to the Overlay District in 2009 with adoption of Ord. MC-4-2009. This area includes approximately 1,600 s.f. in the Overlay District. The rationale in recommending removal is that this property does not front on Green Bay Rd and the pedestrian traffic does not wrap around from Green Bay Rd. on to Tower Rd.

2. *Remove 1046 – 1062 Gage St. (Gage St., east of Green Bay Rd.).* Existing businesses include Excellent Cleaners, Prufrock Floral, Bellows Shop, Once Upon a Bagel, Stitches and Willow Boutique. This area includes approximately 3,700 s.f. This area is recommended for removal because it does not front along Green Bay Rd and therefore pedestrian traffic does not wrap around from Green Bay Rd. on to Gage St. Finally, this area is not visible from Green Bay Rd.

East Elm

1. *Remove 511 – 515 Lincoln Ave.* This includes two currently vacant buildings, the former Fell clothing store, and former Marian Michael clothing store. This area contains approximately 3,400 of s.f. in the Overlay District. This area is being recommended for removal due to it being located south of Elm St. and the fact that there is no retail across the street (railroad cut is along west side of Elm St.).
2. *Remove 554 – 572 Lincoln Ave. (west side of Lincoln Ave north of Little Ricky’s).* Existing businesses in this area include Homemade Pizza, Spa Nail City, Oui Madame, Your Loss Your Gain, TJ Cullen Jewelers, Anthony Perry Designs and Round Table Books. This area contains approximately 7,500 s.f. in the Overlay District. The BCDC recommended removal of this area due to a significant vacancy rate in the East Elm District and one solution to reducing it, would be to open it up to non-retail related uses.
3. *Remove 545 – 551 Lincoln Ave (east side of Lincoln Ave. north of Café Aroma).* Existing businesses in the area include Mark Beard LTD, former D’s Haute Dogs, Orrington Jewelers, Optique, Flee Bags, Sara Campbell, Conlon Real Estate, J. McLaughlin, M. Stefanich Antiques and Donald Stuart. This area contains approximately 4,400 s.f. in the Overlay District. The same rationale for removal identified for the west side of Lincoln Ave. holds true here.

West Elm

1. *Remove 809 - 821 and 810 Chestnut Court.* This includes both the north and south sides of Chestnut Court. Existing businesses include Bella Day Spa, Hair Couture, as well as portions of the former Gray women’s clothing store and Lakeside Foods. These two areas contain approximately 6,700 s.f. in the Overlay District. The rationale in recommending removal of this area is that first there is limited vehicular traffic in the area and with the exception of a portion of Lakeside Foods, it is populated with non-retail uses.
2. *Remove 844 Spruce St and 566 Chestnut St.* This includes the south side of Spruce St. 50 feet west of Chestnut St to the west boundary of the Overlay District – 852 Spruce St. Existing business in this area include Savocchi Glass and Glenn Klauke CPA. Also included is the 1,300 s.f. northwest corner of the Laundry Mall. In total this area contains contain approximately 3,500 s.f in the Overlay District. The BCDC recommended removal of this area, first due to the

fact that there is limited pedestrian traffic that wraps around Chestnut St. on to Spruce Street. Second, there is no retail frontage across the street along the north side of Spruce St.

Summary of Recommended Boundary Changes

Overall the BCDC examined 16 areas, in the three business districts, that it thought might be candidates for removal from the Overlay District. At the conclusion of its review it is recommending that seven areas be taken out of the Overlay District. The areas include both small geographic areas, such as 1043 – 1049 Tower Rd (1,600 s.f.), and larger parcels like both sides of Lincoln Ave., north of Elm St. (11,900 s.f.). Its rationale for removal includes factors such as creating pedestrian traffic, proximity to other retail, and vacancy rates. All told, the BCDC is recommending that 30,800 s.f. be removed from the Overlay District. This represents a reduction of 9.5% reduction in the overall size of the Overlay District.

Recommendation:

- (1) Provide policy direction on the BCDC’s recommendations concerning the Retail Overlay District uses and boundaries;
- (2) Consider referring some, or all, of the BCDC’s recommendations to the Plan Commission to evaluate for consistency with the Plan Commission’s land use goals and objectives, including the 2020 Comprehensive Plan.

ATTACHMENT F

EXISTING USES

03/31/2014

Fitness Facilities**

	<u>District</u>	<u>Size (s.f.)</u>
Athletico*	HW	2,170
Exercise Coach*	HW	2,170
Slow Movement*	HW	1,300
Fitness Together	EE	1,760
Definition Fitness*	EE	1,100
Spynergy*	WE	980
Total Square Footage		9,480
Ave. Size		1,580

Educational

	<u>District</u>	<u>Size</u>
Adams School of Driving*	HW	1,855
Christian Science Reading Room	WE	1,320
French Institute*	WE	2,200
Total Square Footage		5,375
Ave. Size		1,790

Construction Related

	<u>District</u>	<u>Size</u>
Robbins Architecture*	HW	600
Benvenutie & Stein	HW	1,500
Adamczyk	HW	900
VJ Killian	HW	2,300
A Perry Design & Build	EE	1,270
Bratchi Plumbing*	WE	2,500
H. Gary Frank Architecture*	WE	900
Absolute Architecture*	HW	1,900
Susan Isono Design*	HW	500
North Shore Builders*	HW	6,000
Jeannie Balsm Inc.*	HW	1,600
Liaison Studio*	WE	530
Total Square Footage		20,500
Ave. Size		1,710

*Outside the Overlay District

** Allowed as a Special Use only

<u>Financial Services</u>	<u>District</u>	<u>Size</u>
Bank of America*	HW	5,000
Private Bank	HW	3,600
No. Shore Comm. Bank/Wintrust Wealth Mgmt.*	EE	7,800
Toft Investments*	EE	555
Baird*	WE	3,500
Chase Bank	WE	15,000
BMO Harris	WE	31,350
CitiBank	WE	2,260
Howard Waitzman CPA, Capial Financial Group, Pilot Assessment, Ender Capital, Greenspire Capital, Raymond James, First Benefits, GJ Dalen Commod.*	WE	3,500
Charles Schwab*	WE	3,540
Glen Klauke CPA*	WE	480
Chase Bank*	WE	2,200
Archambault & Assoc. CPA*	WE	500
Total Square Footage		79,285
Ave. Size (Non-banks ave. size is 1,100 s.f.)		6,100

<u>Medical Office</u>	<u>District</u>	<u>Size</u>
M.Waldon LCSW*	HW	285
Doctors Offices (914 GB Rd)*	HW	450
Hubbard Woods Dental Group*	HW	4,250
Dr. Scott DDS*	HW	1,200
McArthur Dentist*	HW	1,530
Dr. Robt. Fulanvoich*	EE	385
Winnetka Dental Clinic*	EE	800
Dr. R. Franzia*	EE	3,065
S. Clark, MD*	EE	600
Elm St. Pediatrics*	EE	2,850
J. Parks, MD*	EE	555
Medial Office (545 Lincoln)*	EE	555
Medial Office (545 Lincoln)*	EE	555
M. Gaynor DDS*	EE	650
Stone & Skowron DDS*	EE	1,300
A to Z Chiropractic*	EE	650
Dr. Ford DDS*	EE	2,775
City Kids Dental North Shore*	EE	2,775
465 Chestnut (former Dr. Warga DDS)*	WE	2,445
K. Barth Denstist*	WE	1,845
Alexander Oral Surgery*	WE	1,525
North Grove Internal Medicine*	WE	1,050
Total Square Footage		32,095
Ave. Size		1,460

*Outside the Overlay District

ATTACHMENT G

SUMMARY OF NEIGHBORING SUP REGULATIONS

	<u>PC and ZBA Hold Hearing on Same Relief?</u>	<u>Which Body Hears SUP?</u>
Glencoe	No	Zoning Commission (different than PC)
Glenview	No	Plan Commission
Highland Park	No	Plan Commission
Kenilworth	No. Plan Commission and Architectural Commission both have role in reviewing PUDs. Plan Commission holds hearing, and Architectural Commission reviews application.	Both Plan Commission and Zoning Board of Appeals hear SUPs in different circumstances, but jurisdiction does not overlap (ZBA hears SUPs in all districts other than business; PC hears SUPs in business districts).
Lake Forest	No - both hear SUP applications, but jurisdiction does not overlap.	Both Plan Commission and Zoning Board of Appeals hear SUPs in different circumstances, but jurisdiction does not overlap (PC: new developments and certain zoning districts; ZBA: existing developments not including zoning districts over which PC has SUP jurisdiction).
Northbrook	No	PC
Northfield	No	PC
Wilmette	No. Both have jurisdiction over text and map amendments, but Village Board refers each matter to one body or the other.	ZBA



Agenda Item Executive Summary

Title: Ordinance No. M-5-2015: Hubbard Woods Park, 939 Green Bay Road, Special Use Permit for the Park District (Introduction)

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date:

03/17/2015

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Consent:

YES

NO

Item History:

None

Executive Summary:

The request is for a Special Use Permit in accordance with Section 17.56.010 of the Winnetka Zoning Ordinance, to allow improvements to Hubbard Woods Park located at 939 Green Bay Road. Specific improvements include: a) a new park shelter to replace the existing gazebo and warming shelter, b) a relocated and upgraded playground area, c) an improved pedestrian path network, and d) enhanced landscaping.

The Plan Commission (PC) first considered the application at its meeting on October 15, 2014. The PC continued the case requesting additional information (i.e. parking study) and evaluation of alternatives. The PC considered revised materials at its meeting on December 17, 2014. The seven voting members present voted 6 to 0, with one abstention, to recommend approval.

The Design Review Board (DRB) first considered the application at its meeting on October 16, 2014. The DRB continued the case due to concerns related to the building design, building materials, etc. Revised plans were considered by the DRB at its meeting on December 18, 2014. The DRB still had several concerns about the design of the new shelter, however, they were in favor of the relocated and upgraded playground, as well as the other proposed improvements. The Park District submitted a response to the DRB on February 12, 2015. The DRB considered the updated design approach at its meeting February 19, 2015. The DRB voted unanimously to commend the Park District on the modifications and to recommend approval of the Special Use Permit.

The Zoning Board of Appeals (ZBA) first considered the application at its meeting on November 10, 2014. Understanding the Park District was in the midst of addressing the concerns of the Plan Commission and the Design Review Board, the ZBA did not vote on the application in November. Rather, the ZBA considered the revised materials at its meeting January 12, 2015. The five members present voted unanimously to recommend approval.

Recommendation:

Consider introduction of Ordinance No. M-5-2015, granting a Special Use Permit to allow the Winnetka Park District to make improvements to Hubbard Woods Park at 939 Green Bay Road.

Attachments:

Agenda Report

Attachment A: Ordinance No. M-5-2015

Attachment B: GIS Aerial Map

Attachment C: Special Use Permit Application Materials

Attachment D: Revised DRB Materials

Attachment E: Gewalt Hamilton Parking Study

Attachment F: Director of Public Works/Village Engineer Steve Saunders Memo

Attachment G: Excerpt of December 17, 2014 PC meeting minutes

Attachment H: Excerpt of February 19, 2015 DRB meeting minutes

AGENDA REPORT

TO: Village Council

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

SUBJECT: 939 Green Bay Rd., Hubbard Woods Park, Ord. M-5-2015
(1) Special Use Permit

DATE: March 3, 2015

Ordinance M-5-2015 grants a Special Use Permit to the Winnetka Park District in accordance with Section 17.56.010 of the Winnetka Zoning Ordinance, to allow improvements to Hubbard Woods Park located at 939 Green Bay Road. Specific improvements include: a) a new park shelter to replace the existing gazebo and warming shelter, b) a relocated and upgraded playground area, c) an improved pedestrian path network, and d) enhanced landscaping.

Proposed Improvements

The proposed shelter is composed of three primary elements: a) an open stage, b) restrooms, and c) storage/mechanical space. The open stage is slightly larger than the existing gazebo, but is more open. The stage, or performance platform, is raised approximately 2 ft. above grade on the north side of the shelter, and the site elevation will be raised gradually to meet the platform elevation at the south side of the shelter. The restrooms provide accessible facilities for all users of the park and are placed adjacent to the relocated playground area. The storage/mechanical space serves two functions; storage for the Park District and stage, and mechanical space to serve the proposed splash pad in the playground area.

According to the Park District, the playground is the most widely used amenity within the park and in fairly good condition. However, the equipment is somewhat dated in comparison to modern day play structures, and the layout of the playground area and its location within the park has resulted in an underwhelming play atmosphere. The proposed relocation of the playground to the southeast corner of the park is intended to address this issue, foster greater synergy with nearby businesses, as well as enhance child safety by establishing a greater distance from Green Bay Rd. The updated equipment is represented within the ordinance as Exhibit H.

As a result of the relocation of the playground and shelter, an improved park circulation plan that enhances connections between the park and the surrounding district is also proposed. The areas currently occupied by the playground and shelter will be returned to open space. A large intact portion of the central green space will be preserved, enhancing opportunities for community events and seasonal uses, such as winter ice skating.

A parking study prepared by Gewalt Hamilton provides an evaluation of the impact of shifting the playground to the south end of the site (Attachment E). Also attached, is a memo from Director of Public Works/Village Engineer Steve Saunders which recommends that the Park District incorporate wayfinding signage into their plans in order to better identify availability of public parking in the adjoining Village parking deck (Attachment F).

The property is located in the C-2 General Retail Commercial zoning district. The proposed improvements comply with the C-2 zoning regulations. Parks are permitted as a Special Use in the C-2, and as such are subject to review by the Plan Commission, Zoning Board of Appeals, and Design Review Board, with final review by the Village Council.

In 1949 a resolution was adopted by the Village Council approving the construction of the skating shelter (warming hut) in the northeast corner of the property. In 2005 a Special Use Permit (SUP) was submitted by the Park District to replace the existing skating shelter. Introduction of an ordinance granting the SUP was approved by the Village Council in January 2006; however, the application was withdrawn prior to adoption of the ordinance.

Recommendations of Advisory Boards

The Plan Commission first considered the application at its meeting October 15, 2014. The Commission continued the case requesting additional information (i.e. parking study) and evaluation of alternatives, as related to the shelter, playground, etc. The parking study was received November 21, 2014 and revised materials addressing the Commission's and Design Review Board comments were received December 4, 2014. The Commission considered the revised materials at its meeting December 17, 2014. The seven voting members present voted 6 to 0, with one recusal, to recommend approval (Attachment G).

The Design Review Board (DRB) first considered the application at its meeting October 16, 2014. The DRB also continued the case having expressed concerns about the following; building design, building materials, playground, and the site plan. The DRB considered the revised plans at its meeting December 18, 2014 and still had several concerns about the design of the new shelter, however, they were in favor of the relocated and upgraded playground, as well as the other proposed improvements. The Park District submitted a response to the DRB February 12, 2015. The DRB considered the updated design approach of the shelter at its meeting February 19, 2015 (Attachments D and H). The plans were modified extensively to simplify the building's floor plan layout in order to achieve a more traditional massing and roof form compared to previous designs. In addition, the Park District modified the building's materials consistent with DRB recommendations to introduce more stone at the building's base. After completing its review at its February 19 meeting, the DRB voted unanimously to commend the Park District on the modifications and to recommend approval of the Special Use Permit. In its recommendation of approval, the DRB requested the Park District consider alternative siding colors to the proposed beige; however, the DRB and staff believe that such further discussion of paint color selection should not delay Council approval of the Special Use Permit.

The Zoning Board of Appeals (ZBA) first considered the application at its meeting November 10, 2014. Understanding the Park District was in the midst of addressing the concerns of the Plan Commission and the Design Review Board, the ZBA did not vote on the application in November. Rather, the ZBA considered the revised materials at its meeting January 12, 2015. The five members present voted unanimously to recommend approval.

Recommendation

Consider introduction of Ord. No. M-5-2015, granting a Special Use Permit to allow the Winnetka Park District to make improvements to Hubbard Woods Park at 939 Green Bay Rd.

Attachments

Attachment A: Ordinance M-5-2015

Attachment B: GIS Aerial Map

Attachment C: Special Use Permit Application Materials

Attachment D: Revised DRB Materials

Attachment E: Gewalt Hamilton Parking Study

Attachment F: Director of Public Works/Village Engineer Steve Saunders Memo

Attachment G: Excerpt of December 17, 2014 PC meeting minutes

Attachment H: Excerpt of February 19, 2015 DRB meeting minutes

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
FOR THE CONSTRUCTION AND OPERATION OF
IMPROVEMENTS TO A PUBLIC PARK
WITHIN THE C-2 GENERAL RETAIL COMMERCIAL ZONING DISTRICT
(939 Green Bay Road)**

WHEREAS, Winnetka Park District ("*Applicant*") is the record title owner of that certain parcel of real property commonly known as 939 Green Bay 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, the Subject Property is improved with a public park known as the Hubbard Woods Park; and

WHEREAS, the improvements within Hubbard Woods Park consist of, among other things, open green space, a gazebo, a shelter, and a playground (collectively, the "*Existing Improvements*"); and

WHEREAS, the Applicant desires to demolish the Existing Improvements and construct on the Subject Property: (i) a new shelter consisting of an open stage and performance area, restrooms, and a storage and mechanical enclosure; (ii) a new playground; (iii) enhanced open green space and landscaping; and (iv) a pedestrian path network (collectively, the "*Proposed Improvements*"); and

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

WHEREAS, pursuant to Section 17.44.020 of the Zoning Ordinance, the operation of a park is not permitted within the C-2 District without a special use permit; and

WHEREAS, pursuant to Section 17.56.090 of the Zoning Ordinance, no special use may be enlarged or extended by structural alteration of a building or structure without a special use permit; and

WHEREAS, the Applicant filed an application for a special use permit pursuant to Section 17.44.020 and Chapter 17.56 of the of the Zoning Ordinance to allow the construction of the Proposed Improvements within the C-2 District ("*Special Use Permit*"); and

WHEREAS, on January 12, 2015, after due notice thereof, the Zoning Board of Appeals ("*ZBA*") conducted a public hearing on the Special Use Permit and, by the unanimous vote of the five members then present, recommended that the Council of the Village of Winnetka ("*Village Council*") approve the Special Use Permit; and

WHEREAS, pursuant to Chapter 17.56 of the Zoning Ordinance, the ZBA heard evidence and made certain findings in support of recommending approval of the Special Use Permit, 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, on December 17, 2014, after due notice thereof, the Plan Commission met to consider whether approval of the Special Use Permit is consistent with "Winnetka 2020," the Winnetka comprehensive plan ("**Comprehensive Plan**"), and found, by a vote of six in favor, none opposed, and one abstention, that approval of the Special Use Permit is consistent with the Comprehensive Plan; and

WHEREAS, on February 19, 2015, after due notice thereof, the Design Review Board met to consider the Special Use Permit and, by unanimous vote of the five members then present, recommended that the Village Council approve the Special Use Permit; and

WHEREAS, the Village Council has determined that approval of the proposed Special Use Permit: (i) is consistent with the Comprehensive Plan; and (ii) satisfies the standards for the approval of special use permits set forth in Chapter 17.56 of the Zoning Ordinance; and

WHEREAS, the Village Council has determined that approval of the Special Use Permit for the construction and operation of the Proposed Improvements on the Subject Property within the C-2 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 SPECIAL USE PERMIT. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Special Use Permit is hereby granted, pursuant to Chapter 17.56 and Section 17.44.020 of the Zoning Ordinance and the home rule powers of the Village, to allow the construction and operation of the Proposed Improvements on the Subject Property within the C-2 District.

SECTION 3: CONDITIONS. The Special Use Permit 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.** The development, use, and maintenance of the Proposed Improvements on 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:
1. The Hubbard Woods Master Plan Near Term Site Plan, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit C**;
 2. The Hubbard Woods Master Plan Playground Area Plan, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit D**;
 3. The Hubbard Woods Master Plan Construction Phasing, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit E**;
 4. The Hubbard Woods Master Plan Site Elements Plan, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit F**;
 5. The Hubbard Woods Master Plan Site Elements, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit G**;
 6. The Hubbard Woods Master Plan Playground Equipment, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest

revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit H**;

7. The Hubbard Woods Master Plan Playground Character, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit I**;
8. The Hubbard Woods Master Plan Landscape Plan, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit J**;
9. The Hubbard Woods Master Plan Recommended Plant Palette, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit K**; and
10. The Hubbard Woods Master Plan Tree Preservation Plan, prepared by The Lakota Group, Inc., consisting of one sheet, and with a latest revision date of December 3, 2014, attached to and, by this reference, made a part of this Ordinance as **Exhibit L**.

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 approval 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 approval 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: AMENDMENT OF SPECIAL USE PERMIT. Any amendments to the approval granted in Section 2 of this Ordinance that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

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 M** 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: March 17, 2015

Passed and Approved: _____, 2015

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lots 1 thru 8, inclusive, in Block 4 in “Lakeside Jared Gage’s Subdivision”, being a subdivision of part of the East ½ of the Northwest ¼, also part of the West ½ of the Northwest ¼ Fractional of Section 17, Township 42 North, Range 13, and also part of the East ½ of the Southwest ¼ Fractional Section 8, Township 42 North, Range 13, both East of the Third Principal Meridian, and also a strip of land 50.00 feet by 200.00 feet lying Northeasterly of and adjoining said Lots 1 thru 8, according to the plat thereof recorded February 8, 1872, in Book 1 of Plats, page 25 as Document No. 12837, all in Cook County, Illinois.

Commonly known as 939 Green Bay Road, Winnetka, Illinois.

EXHIBIT B

JANUARY 12, 2015 PUBLIC HEARING MINUTES OF THE ZBA

**WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MINUTES
JANUARY 12, 2015**

Zoning Board Members Present: Joni Johnson, Chairperson
Chris Blum
Mary Hickey
Carl Lane
Scott Myers

Zoning Board Members Absent: Andrew Cripe
Jim McCoy

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

Agenda Items:

Case No. 14-27-SU: (Continued from the November 10, 2014 meeting)
939 Green Bay Road, Hubbard Woods Park
Winnetka Park District
Special Use Permit
To allow a new park shelter, relocated and updated
playground and various modifications to pathways
and landscaping

939 Green Bay Road, Hubbard Woods Park, Case No. 14-27-SU, Special Use Permit – To Allow a New Park Shelter, Relocated and Updated Playground and Various Modifications to Pathways and Landscaping

Mr. D’Onofrio stated that the case originally came before the Board on November 10, 2014 and the public notice had already been read into the record.

Chairperson Johnson swore in those that would be speaking on this case. She then congratulated the applicant on the grant they received from the State of Illinois.

Robert Smith, the Executive Director of the Winnetka Park District, stated that the request is part of a long process that they have been through over the last 16 months. He stated that they went

through public engagement and are now going through the review process. Mr. Smith informed the Board that they have appeared before the DRB and the Plan Commission. He noted that with regard to the DRB meeting, they are still working out some details with regard to the shelter but that they did approve the overall site plan. Mr. Smith then introduced Scott Freres of The Lakota Group, Colin Marshall of Green Associates as well as staff members from the Park District.

Scott Freres began by thanking the Board for having them back and stated that he would fill in the blanks from the last time with regard to their program. Mr. Freres then stated that as Mr. Smith mentioned, they have been before a series of other boards prior to this meeting and that they have an overview that they want to provide to the Board in order to give them a sense of everything that has been going on in the past.

Mr. Freres stated that they are coming before the Board for a special use permit for improvements to the Hubbard Woods Park which entail a new shelter facility, playground facility, improvements to the park, access, walking paths, landscaping and that in accordance with that, the removal of certain facilities that are already out there including the gazebo, the warming hut and the playground which are to be removed and replaced as part of this plan. He described the park as the epicenter of the Hubbard Woods business district and that it is a very important landmark in the community and that they hope to make it better as part of this process, enhance the facilities and create new amenities for the programs and opportunities for the community and the residents.

Mr. Freres then stated that it is important to recognize that an opportunity, as part of this process that in receiving the grant, they are able to move forward with all of these components and the idea that there is the opportunity for economic development tied to the project and helping revitalize and energize the Hubbard Woods business district and to work with the Village toward that goal.

Mr. Freres then stated that with regard to the approval process today, they have been before the Plan Commission and DRB, both of whom provided favorable recommendations and that they are working with the DRB in connection with modifications to building materials. He noted that they have met their standards with regard to the playground and the site related area components as identified in the Village staff report. Mr. Freres stated that they are coming before the Board to discuss the standards relating to zoning and that they want to talk specifically about the discussion of parking, traffic and circulation which occurred around the park and that Daniel Brinkman would provide the Board with a brief overview.

Daniel Brinkman of Gewalt Hamilton Associates informed the Board that at the Board's and the Village's request, they did a comprehensive study of parking in the area of all of the on-street spaces as well as the structure adjacent to the Hubbard Woods Park which began in October. He stated that there is a lot of park activity as well as the fact that it is a busy retail time of the year. Mr. Brinkman informed the Board that they determined that on-street parking is fairly well used and that there is a tremendous amount of parking available on both levels of the parking structure.

Mr. Brinkman then informed the Board that once an hour from 11:00 a.m. to 6:00 p.m. on Thursday and from 10:30 a.m. to 2:00 p.m. on Saturday, they went through and counted the number of vehicles throughout the entire area which he identified in an illustration along Green Bay Road to Tower Road, on the block east of the subject area and both levels of the parking structure. He stated that generally, there is more than 50% of available parking at all points in time in the garage on either level. Mr. Brinkman stated that they also saw that during the busy part of the day, there is definitely on-street parking although it did get congested at certain points in time. He then stated that they felt that as part of the improvements to the park site, he referred the Board to Exhibit 4 of the parking study and stated that any square which is red meant that there is parking at 85% or more occupancy, the yellow area represented 60% to 85% occupancy and that the areas in green represented below 60% occupancy. Mr. Brinkman stated that in the evening and that during a majority of the day, there is definitely parking available in the general area surrounding the park and that a vast majority of that is in the garage.

Mr. Brinkman stated that there was discussion with regard to the potential impacts of moving some of the activities, particularly the playground, further south. He then referred to the number of previous presentations with regard to the idea that they are trying to build on the idea of what goes on in connection with the adjacent retail areas as well as taking significant advantage of safety in getting people to and from those activity points by taking advantage of the traffic signal at the south end of the park.

Chairperson Johnson asked the applicant to confirm her recollection that there are no 15-minute timed parking spaces in that area.

Mr. Brinkman responded that there are almost 15 different kinds of parking zoned signage restrictions in the area but that he did not think that there was anything as short as 15 minutes. He indicated that most of them are two hour parking which varied more on Merrill.

Chairperson Johnson asked that when they did their analysis, how long did the vehicle have to be in the parking space before it is counted as a parked vehicle.

Mr. Brinkman responded that it is a snapshot and that the technician started at one end and walked the entire area once an hour. He described it as conservative when you have an area this large. Mr. Brinkman added that there is quite a bit of turnover.

Chairperson Johnson stated that one of the things they talked about last time is putting in some 15 minute timed parking spaces around the restaurants for those who are running in for takeout.

Mr. Smith indicated that there could be some opportunity for that and that they would have to talk to the Park District Board about that. He then stated that his concern with that alternative would that it would be one more sign restriction in the area.

Chairperson Johnson stated that they have it in the East Elm business district and that it would be up to the Village.

Mr. Brinkman added that there would have to be approval with regard to additional signage in terms of direction to the parking structure as well as the adjacent businesses.

Mr. Lane asked why did they start at 11:00 a.m.

Mr. Brinkman responded that generally, they wanted to start later so as not to have involvement with school and lunch.

Mr. Lane referred to the study starting when the area is busy.

Mr. Brinkman informed the Board that the highest combination of parking activity is later in the day.

Mr. Lane then questioned the parking activity.

Mr. Brinkman stated that the baseline is what time the park activity is busier which is later in the day and Saturday midday.

Chairperson Johnson indicated that many retail businesses do not open until ten.

Mr. Brinkman stated that the study on Saturday was from 10:00 a.m. to 2:00 p.m. He then stated that they saw that later in the day, more of the area opened up on Saturday.

Mr. Myers indicated that there is not a lot of difference between parking utilization between Merrill and Gage Street. He also stated that Gage Street is more heavily used to some degree and that Merrill is heavily used as well. Mr. Myers then stated that moving the play area to the south end of the park would impact parking is the question. He stated that parking at both ends of the park is equally utilized and that leaving or moving the playground would have a similar impact.

Mr. Brinkman informed the Board that there is more parking available to the south and that on Merrill, there is only parking on one side of the street. He stated that it would vary if there is no parking to the south and that people would then park to the north. Mr. Brinkman then stated that if the signage program is successful, more people would be using the parking garage.

Mr. Blum stated that Steve Saunders requested more elaboration on signage.

Mr. Brinkman stated that it would take cues when the building sets itself and referred to more options along Green Bay Road and the color palette in terms of more attractive signage. He stated that it wants to be informational but that it is not clear with regard to the information on the signage on the garage itself. Mr. Brinkman also stated that there would be informative signage throughout the park as people approach the key entrances. He added that they want something more dramatic than a sign with "P" with an arrow.

Chairperson Johnson asked if the plans indicate where to put some of the signs.

Mr. Freres responded at the southwest corner of Gage Street and Green Bay Road.

Mr. Brinkman indicated that there were a couple of locations recommended in the study and primarily on the southwest sides. He also stated that they would be north at Green Bay Road on Merrill. Mr. Brinkman then stated that consistent, improved signage would get people in the parking garage.

Ms. Hickey asked if there is handicap parking on the street.

Mr. Brinkman responded that there are one or two spaces in the study area.

Mr. Freres identified them for the Board.

Mr. Brinkman then stated that there are four handicap parking spaces in the garage and three on Merrill which were observed separately.

Ms. Hickey stated that she was thinking in terms of the park and making a community center.

Mr. Brinkman stated that they planned to work with the Village. He stated that the on-street requirement for parking is sketchy depending on how you do it. Mr. Brinkman described those few spaces as hit and miss as to when they are occupied.

Ms. Hickey stated that Once Upon A Bagel is a big attraction.

Chairperson Johnson referred to the cleaners as another example of where 15 minute parking would be helpful.

Mr. Brinkman agreed that the cleaners would be more consistent with regard to short term parking.

Mr. D'Onofrio stated that with regard to the signage at the parking garage, he described it as one of the Village's best kept secrets and that there are different zones in it. He then stated that it accepted a certain amount of commuter parking underneath and that up above, the use is geared toward retail users. Mr. D'Onofrio stated that there are people who have lived in the Village for years and did not know it existed. He informed the Board that there is Village money in the budget for way-finding signage. Mr. D'Onofrio referred to the opportunity for the Park District to piggyback with the parking garage to give the Village an opportunity to provide signage identifying the parking deck along Green Bay Road and on the parking deck itself.

Mr. Lane stated that with regard to the study, the area is busy first thing in the morning other than the parking garage. He then stated that the solution is to get people to use the parking garage. Mr. Lane also stated that if the park was to get any busier, there would be no parking spaces available until 2:00 no matter what.

Chairperson Johnson admitted that she would not want to park in the parking garage and walk to the park. She suggested that the applicant do a mobility study to see how many people walk.

Chairperson Johnson stated that she is not sure that people, if they knew about it, would use the parking garage.

Mr. Myers recalled Mr. Smith's comment at the last meeting that it is a neighborhood park where people walk or bike. He also stated that while the applicant has not done a full transportation study to see how people get there, that is how the park is used.

Mr. Freres noted that there would be bicycle racks and repair stations. He stated that it would be a better sustainable choice than encouraging people to drive to the destination park.

Mr. Brinkman informed the Board that there would not be any significant addition in terms of something going on at the park like an enclosed recreation center and that there would not be the generation of a tremendous new use at the park. He then stated that the park would be reconfigured but that there would be no significant new attraction even with the proposed improvements.

Chairperson Johnson asked if there were any other questions. No additional questions were raised by the Board at this time.

Colin Marshall of Green Associates introduced himself to the Board and stated that he would talk about the shelter part of the project and referred the Board to the slide which showed the program components. He informed the Board that there would be a combination of the existing components on the site now and referred to the stage performance area, restrooms and storage for the mechanical elements into one structure. Mr. Marshall stated that the project would put those facilities in an area of the park where it is the most used at the south end adjacent to the relocated playground. He also stated that they planned to reduce the footprint of the components. Mr. Marshall informed the Board that the location and program components were reviewed with the DRB and that there were no issues and the DRB was in agreement with the proposal in terms of the plan and location of facilities. He stated that they talked to the DRB about the masonry context surrounding the street. Mr. Marshall indicated that there was significant discussion with the DRB with regard to material choices and working to make the building contextual in connection with the details with the surrounding streets.

Mr. Marshall informed the Board that the next slide showed the location of the structure at the south end of the park serving the open lawn area to the north. He stated that the south elevation facing Gage Street would have an open, public and inviting quality. Mr. Marshall indicated that there would be a very public façade and referred to the elevation of the building. He then stated that the next slide showed the picnic area adjacent to the splash pad area and the playground area leading to the shelter area and the gateway to the park to the north. Mr. Marshall referred the Board to an illustration of the view of the siting of the structure looking from the southwest corner at the busy entrance area to the park. He then identified the playground and pedestrian plaza to the immediate south of the shelter. Mr. Marshall stated that the illustration of more of the site plan modifications would be discussed by Mr. Freres.

Mr. Freres stated that there would be other components besides the shelter and the major improvements shown on the illustration. He noted that most of the improvements would occur on the south portion of the site. Mr. Freres identified the new splash pad seating area. He then

stated that at the north end of the park, they planned to make improvements to the old playground area and indicated that area would be turned into green space. Mr. Freres described it as a tradeoff from a greenspace standpoint in that they would not be losing any. He then stated that at the northeast corner of the park, there would be a small butterfly garden and that they are working on the details. Mr. Freres informed the Board that they looked at it as an opportunity for the location of artwork and sculptures. He indicated that there may be a bocce court to the north. Mr. Freres then stated that the playground area represented a major piece of the program and that it would be sited to the southeast corner of the park in terms of synergy with the shelter, the splash pad area, the equipment in the shelter on the west side of the building and that the east half of the building would have two restroom areas. He also stated that the southeast corner of the site is unique in that it would have protection and a berm area with landscaping and a quarantine of the area with a fence on both sides of Gage Street. Mr. Freres referred to the comments made to make sure that they keep the area safe for the children. He added that on the northwest side, there would be a small fence on the edge of the street.

Chairperson Johnson asked if the splash area would be in the same location as the original plan.

Mr. Freres confirmed that is correct.

Chairperson Johnson asked if there would be water on the sidewalk.

Mr. Freres responded that there would be a drain in the center and that the water would pitch back and not toward the sidewalk. He also stated that there would be controlled use for the splash pad and that the pad is very simple with small mister jets. Mr. Freres indicated that it is meant for the younger children.

Mr. Myers stated that with regard to the fence, a concern was raised with regard to the new parking lot next to the old Gap building with more vehicles going down Tower Court. He then asked where would the fence be located.

Mr. Freres identified the area for the new fence. He also stated that there would be raised grade on the backside near the fence to corral the children inside.

Chairperson Johnson stated there would not be a gate.

Mr. Freres confirmed that is correct. He then stated that there would be an access point for the two sidewalk locations. Mr. Freres also stated that there would be a range of equipment for all age groups which meant more interaction and also more color and interest. He stated that he has a color pallet for the Board's review.

Mr. Freres then referred the Board to an illustration of the color pallet shown. He informed the Board that the surfacing material would be rubberized with a color pattern and that there would be no mulch. Mr. Freres commented that it would be a nice playground going in with significantly higher standards.

Mr. Freres also stated that there are a number of different site elements which he identified in an illustration for the Board which included benches, picnic tables and additional seating which was asked for by the DRB in terms of pockets for seating for conversations.

Mr. Lane asked if the current gazebo had sitting space.

Mr. Freres responded that it did not.

Mr. Smith referred to the seating area flanking it.

Mr. Freres stated that there would be four picnic tables going in and that the red x's in the illustration identified the sculpture pockets. He noted that he wanted to make it clear that there would be no art going in during Phase 1 of the project.

Chairperson Johnson asked Mr. Freres to point out where the benches are on the outside of the playground further north on the site.

Mr. Freres identified the location of the benches around the perimeter of the playground area and other areas as well as to the north. He also stated that there would be benches adjacent to the back of the building. Mr. Freres then identified the warming hut and the existing playground.

Mr. Blum asked if the stage would be raised or level.

Mr. Freres responded that it would be raised and that it would be 24 inches off of the ground and that it would have a backside level.

Mr. Blum asked if under Exhibit F, why recycling was identified as optional.

Michael Kritzman, of The Lakota Group, stated that the two can be located next to each other and that it did not have to be optional.

Mr. Freres informed the Board that is how the Park District operated.

Chairperson Johnson stated that there was a reference somewhere to the potential nature garden activity area.

Mr. Freres identified where the project would be located and that the garden area would have native plantings and sustainable solutions. He also stated that there would be a pathway there and that they would make it usable space. Mr. Freres noted that there is no final design now but that it was put in as part of the plan along with the identification of plant materials.

Mr. Smith informed the Board that it was put in at Dwyer Park, Indian Hill and Northfield Park and that they have had great success. He stated that it represented an educational component as well.

Mr. Myers stated that park lighting was brought up at the Plan Commission meeting in terms of the type of lighting to be used.

Mr. Freres confirmed that they would use Union lighting. He then stated that there would not be lighting which would light up the park and that it would be tastefully lit up with low foot candles. Mr. Freres informed the Board that Sternberg makes a model like the Union metal model on the top of the bridges on Tower Road. He then referred the Board to an illustration of the light fixture and added that there is one in the packet of materials.

Mr. Freres then stated that with regard to landscaping, the plan goal is simple and not overdone and stated that it would need to be taken care of and maintained since there would be a lot of park users. He indicated that there would be a variety of trees and shrubs around the shelter and that they would put back new shade and ornamental trees which would not have a heavy canopy. Mr. Freres informed the Board that they planned to restructure the framework where they would be taking away old trees so that the park would have good visibility. He also stated that they talked with the other boards and that a strong effort would be made to protect all of the mature trees and that with regard to the “junky” trees, they talked to Jim Stier and stated that they would put in some new trees near the playground area and transplant others on the site.

Mr. Freres identified the range of plants in an illustration for the Board and stated that they talked about them with the DRB with regard to the plant list and pallet. He also stated that there would be an implementation of the ability to do it in phases in order to keep the north end of the park operational and that when the south end is completed, they would finish the north end.

Chairperson Johnson asked if any of the parking would be used by contractors.

Mr. Smith informed the Board that they were asked that question at the Plan Commission meeting and that they would direct all of the contractors to utilize the parking deck except for construction vehicles. He added that they would write that into the bid process.

Mr. Freres then stated that their goal is to get going this year.

Mr. Myers referred to the overlap in the north and south areas of the park being under construction in the fall and asked what that would mean in terms of park utilization. He indicated that there would be a bit of an overlap there.

Mr. Smith stated that related to just growing and landscaping touch up work and that the north end would be mostly demolition. He then stated that the garden would be done in the spring. Mr. Myers asked if there is a point where the park would be out of commission.

Mr. Smith responded that there is not.

Chairperson Johnson referred to the typographical error on page 4 in the agenda packet relating to the year.

Mr. Freres confirmed that it would be corrected.

Chairperson Johnson also stated that on page 3, she referred to Phase 1 and the erroneous reference to spring 2016 and suggested that be changed as well. She added that the applicant also referenced Joseph A. Banks as BMO Harris and suggested that be corrected.

Mr. Freres agreed that would be fine.

Mr. Lane asked with regard to the southwest corner and the new, bigger opening, if there is a reason they are not doing something similar to that on the opposite corner.

Mr. Freres responded that there is paving on that corner already and that they would be expanding it. He also stated that they talked with the Village staff with regard to the idea of expanding the corner as a bump-out area of street improvement with paving, signage and decorative pavers as part of the bigger project. Mr. Freres then stated that it is identified as the 100% corner and that with regard to the northwest corner, as redevelopment occurred, maybe that corner would have the same thing.

Mr. Lane stated that his concern is that if they put money into the park to develop that corner, businesses will follow that corner and not the northwest corner. He also asked what kind of notification was given to the businesses.

Mr. Freres informed the Board that they met with the Hubbard Woods Design District and that on a Saturday morning, there was a workshop along with open houses which he indicated included pretty much everybody.

Mr. D'Onofrio informed the Board that they notified everyone within 250 feet of the property.

Chairperson Johnson asked if any businesses appeared at the meeting.

Mr. Freres confirmed they did. He then stated that they could do improvements at the northwest corner, but that they chose to stay within the bounds of the Park District property lines and that some of those north improvements would be in the public right-of-way which represented another level of detail including curb lines, IDOT involvement, etc. Mr. Freres then stated that while it is important, they did not want to get into that now.

Mr. Lane stated that they have to consider whether people would be impacted unfairly. He then stated absent people complaining and coming to the meeting, the request should be fine.

Mr. Freres informed the Board that they received comments from the art people as to where to put the art. He indicated that it was not part of their original plan. Mr. Freres added that the businesses are very excited about the plan and are looking forward to it.

Chairperson Johnson asked if there were any other questions. No additional questions were raised by the Board at this time. She then commented that the applicants made an excellent presentation and called the matter in for discussion.

Mr. Blum agreed that the presentation was well thought out and that the project has gone on for a while, and it was adjusted as time went on. He then stated that in connection with the special use standards, he did not see anything in the plan which went against the special use criteria and that there would be nothing substantially injurious here.

Chairperson Johnson mentioned that even though the park is in the Retail Overlay District, there is no need to address the 11 standards and suggested that be corrected in the agenda packet.

Mr. Kritzman stated that they identified those standards the first time around.

Chairperson Johnson suggested that the 11 standards be taken out and be made into six standards.

Mr. Blum added that the park was there before with events before and that it worked. He also stated that the parking deck is a good thing.

Mr. Myers stated that the special use standards are worded in such a way to make sure that there would be no negative impact. He stated that the request would be an enhancement to the park in terms of equipment and the structure and that it clearly met the special use requirements. Mr. Myers stated that he also agreed with the comments that it would be elaborate in terms of enhancement and that the safety factor was well thought out with the fence and the playground. He then referred to Mr. Freres' point with regard to the traffic on Tower Court definitely increasing. Mr. Myers commented that having a fence there would be great and that the equipment would be a great upgrade. He added that he hoped it would increase the use in the community.

Mr. Lane agreed that it was a good presentation and that it was well done. He stated that his biggest concern related to the development of the far corner of the park and that his opinion was made.

Chairperson Johnson stated that the ice skaters warming up was addressed earlier in the meeting. She then encouraged the applicant to pursue the temporary structure issue. Chairperson Johnson stated that it was also mentioned that they would do something with Panera Bread and Once Upon A Bagel and asked if there was any further development since December.

Mr. Smith stated that they were informed that the ticket agent would be out of the train station and that they talked to Village Manager Rob Bahan. He stated that they have come to a sublease agreement and that when there is ice there, there would be programmable locks for lobby use at the train station. Mr. Smith also stated that they planned to partner with local businesses and that they approached Panera Bread and Once Upon A Bagel in connection with signage to guide the patrons to their businesses for hot chocolate.

Chairperson Johnson noted that the safety issue is one of the standards. She reiterated that if they were to come up with a temporary structure, that would be great. Chairperson Johnson then asked for a motion.

Mr. Lane moved to recommend approval of the special use permit for the improvements to the Hubbard Woods Park and that in support of the motion, to annex page nos. 8, 9 and 10 of the submission.

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

AYES: Blum, Hickey, Johnson, Lane, Myers
NAYS: None

Standards for Granting Special Uses

The standards for granting Special Uses are set both by statute and by Village Code. Section 17.56.010 requires that special uses be permitted only upon evidence that these meet standards established by the applicable classification in the zoning ordinances. Conditions “reasonably necessary to meet such standards” are specifically authorized. Section 17.56.010 establishes the following standards for granting Special Use permits:

1. That the establishment, maintenance and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare. The design of the new park shelter, playground equipment, splash pad and other site elements will be constructed in accordance with all applicable building codes and safety standards. Relocating the playground to the southeast area of the park will help improve child safety because of the greater distance from the busy Green Bay Road frontage. Consolidation of other key park elements such as the shelter and picnic areas to the southern portion of the site will also provide for greater oversight of young children by parents and community members.

The new shelter will enhance the public health and safety by virtue of the new accessible restroom facilities that are proposed, whose use will be controlled as appropriate by the Winnetka Park District. These facilities will serve a range of public activities in the park. Furthermore, the improved stage area will enhance the public’s enjoyment of the park, supporting a wide variety of performances. The lighting planned for the structure will be focused on the functional elements of the structure, providing easy identification of the restroom location, and providing appropriate lighting of the stage area for evening performances. As a result, the shelter will serve as a multi-functional activity center within the site and an important landmark within the community.

The park’s new circulation layout utilizes orthogonal symmetries, allowing for long sight lines and greater visual permeability through the park. Pedestrian scale lighting will also be located at park entrances and key path junctions.

2. That the Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity.

Existing park structures are under-utilized and in need of maintenance, which limits the potential usage of the park. Proposed changes to the park will not eliminate, nor diminish these existing facilities or services, but instead seek to improve their functionality and provide for additional activities as determined by the community. Furthermore, the primary objective of these improvements – as outlined in the Hubbard Woods Park Land Use Master Plan – is to enhance the park’s role as a local destination and thereby attract additional visitors to the surrounding district. Inclusion of local residents and business owners, as well as the Hubbard Woods Design District in the planning process provides further evidence of this goal.

In addition, designs for the new shelter and various site elements emphasize the contextual use of materials in order to further integrate the park with the surrounding district.

3. That the establishment of the Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern.

Proposed improvements will occur wholly within the existing boundaries of the park, and have no impact to adjacent uses, circulation patterns or the existing number of parking spaces.

4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways.

The proposed park circulation system will increase park access points and enhance the prominence of existing entryways. Planned construction falls completely within the existing limits of the park and will have no impact on public right-of-ways.

5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exist or are to be provided.

The proposed plans will have no effect on existing parking counts, nor impact the functionality of the Metra Station to the immediate east of the site.

Public water main, storm sewer and sanitary sewer, having adequate capacity to service the site, are available for connection in the streets adjacent to the park. It is anticipated that water and sanitary sewer service will extend from the existing mains in Green Bay Road, both of which are within the easterly portion of that road. Multiple storm sewers are available for connection surrounding the park and those connection points will be determined as the site design is developed.

Stormwater management will be provided in accordance with Village and Cook County Watershed Management Ordinance (WMO) requirements. Since the property is less than three acres, the detention storage requirements of the WMO are not applicable; however, the runoff and “Volume Control” requirements of that ordinance will be. To the extent required, volume control will likely consist of permeable pavement, vegetated filter strips, bio-

retention systems, and sub-surface drainage systems. Detention will be required by the Village of Winnetka for the net increase in impervious area on the development which is anticipated to be minimal.

6. That the Special Use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes.

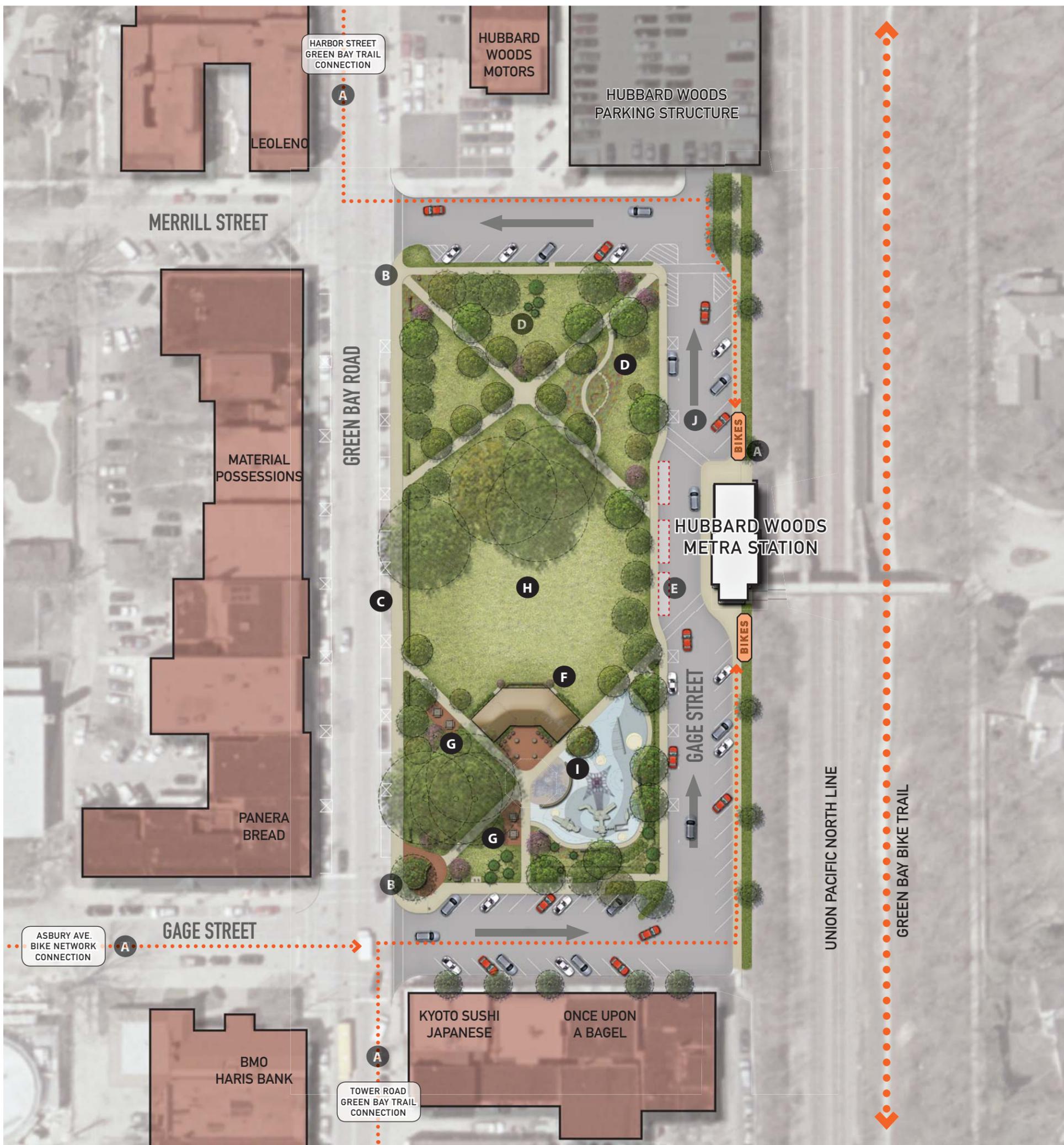
In accordance with the goals for institutional buildings outlined in the Winnetka Design Guidelines, the new shelter has been designed to act as a primary focal point within the park and serve as an identifying landmark within the district.

Construction is planned throughout the design process to ensure that the Village of Winnetka regulations, ordinances and codes will be followed in the design and construction of the new shelter.

EXHIBIT C
NEAR TERM SITE PLAN
(SEE ATTACHED EXHIBIT C)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN NEAR TERM SITE PLAN



CONCEPT IDEAS

- A BICYCLE NETWORK IMPROVEMENTS**
 - Wayfinding Improvements Direct Cyclists to Hubbard Woods from Green Bay Trail and other Village Bike Routes
 - Bicycle Parking Facilities
- B ENHANCE PRIMARY PARK ENTRANCES**
 - Well Lit Park Entrances with Signage, Gateway Elements and Decorative Landscaping
- C GREEN BAY ROAD FRONTAGE ENHANCEMENTS**
 - Decorative Landscaping, Streetscape Furnishings, Signage and Branding Elements
- D ACTIVITY AREAS**
 - Dedicated Space for Amenities and Activities
 - Community Butterfly & Sculpture Garden
- E FOOD CONCESSION AREA**
 - Temporary / Semi-Permanent Food Vendors
- F NEW SHELTER**
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavillion Relocated to a Different Park
 - Integrated Seating Court & Performance Pedestal
- G PICNIC AREAS**
 - Dedicated Seating Areas with Decorative Paving
- H OPEN LAWN AREA**
 - Preserve Existing Open Lawn and Mature Trees
 - Maintain Space for Events & Programming
- I RELOCATE PLAYGROUND**
 - Move Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad
- J GAGE STREET IMPROVEMENTS**
 - Maintain Existing One-way Street Network
 - Street Parking Retained on Gage Street
 - Gage Street Pedestrian Safety Improvements, may include Pavers, Speed Table and/or Bump-outs

EXHIBIT D

PLAYGROUND AREA PLAN

(SEE ATTACHED EXHIBIT D)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN PLAYGROUND AREA PLAN



LANDSCAPE STRUCTURES PLAYGROUND EQUIPMENT



PICNIC AREA WITH FIXED TABLES



WATER PLAY SPRAY PAD ELEMENT AND SEAT WALL

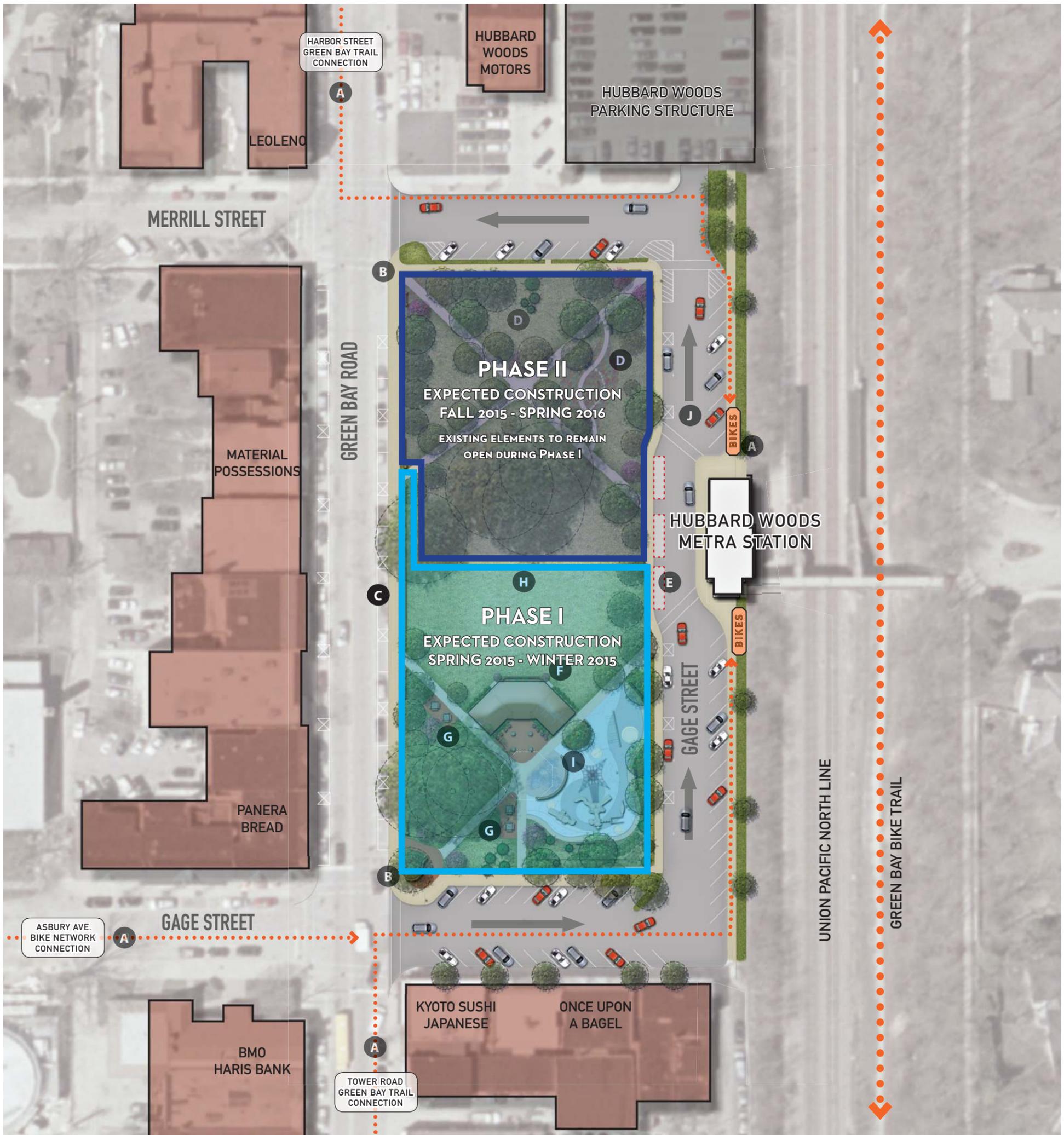
EXHIBIT E

CONSTRUCTION PHASING

(SEE ATTACHED EXHIBIT E)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN CONSTRUCTION PHASING



CONCEPT IDEAS

- A** BICYCLE NETWORK IMPROVEMENTS
 - Wayfinding Improvements Direct Cyclists to Hubbard Woods from Green Bay Trail and other Village Bike Routes
 - Bicycle Parking Facilities
- B** ENHANCE PRIMARY PARK ENTRANCES
 - Well Lit Park Entrances with Signage, Gateway Elements and Decorative Landscaping
- C** GREEN BAY ROAD FRONTAGE ENHANCEMENTS
 - Decorative Landscaping, Streetscape Furnishings, Signage and Branding Elements
- D** ACTIVITY AREAS
 - Dedicated Space for Amenities and Activities
 - Community Butterfly & Sculpture Garden
- E** FOOD CONCESSION AREA
 - Temporary / Semi-Permanent Food Vendors
- F** NEW SHELTER
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavillion Relocated to a Different Park
 - Integrated Seating Court & Performance Pedestal
- G** PICNIC AREAS
 - Dedicated Seating Areas with Decorative Paving
- H** OPEN LAWN AREA
 - Preserve Existing Open Lawn and Mature Trees
 - Maintain Space for Events & Programming
- I** RELOCATE PLAYGROUND
 - Move Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad
- J** GAGE STREET IMPROVEMENTS
 - Maintain Existing One-way Street Network
 - Street Parking Retained on Gage Street
 - Gage Street Pedestrian Safety Improvements, may include Pavers, Speed Table and/or Bump-outs

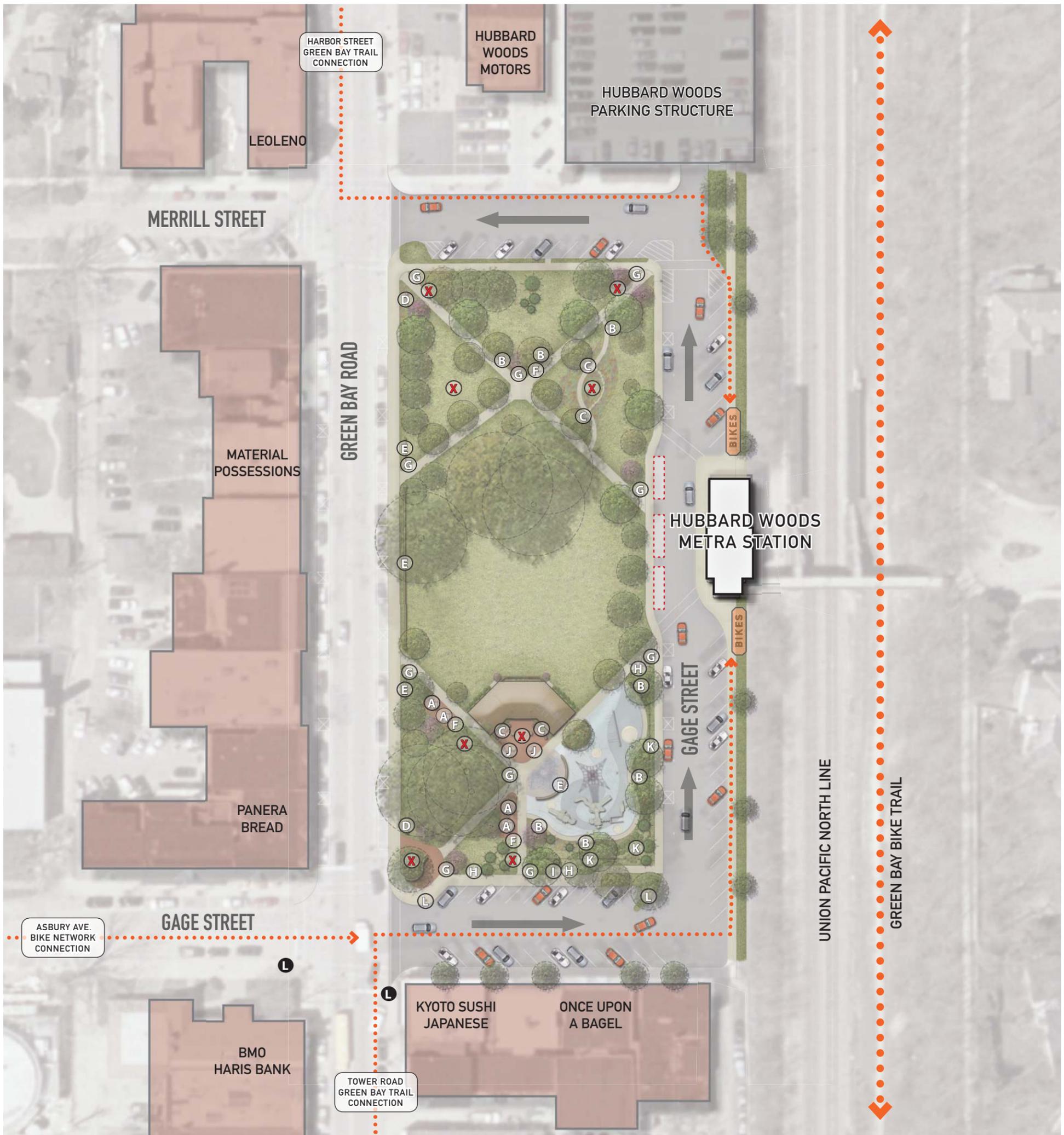
EXHIBIT F

SITE ELEMENTS PLAN

(SEE ATTACHED EXHIBIT F)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN SITE ELEMENTS PLAN



SITE ELEMENTS

- | | | |
|--|--|---|
| <p>(A) PICNIC TABLES
- Thomas Steele - Walden Table (fixed location)</p> <p>(B) PARK BENCHES
- Reuse of Existing (refurbished as needed)
- Victor Stanley - C-10 (black & wood)</p> <p>(C) ADDITIONAL PARK SEATING
- Victory Stanley - FB-324 (2' long, black & wood)</p> <p>(D) PARK SIGNAGE
- Reuse of Existing and New Signage to Match</p> | <p>(E) SEAT WALLS
- Stone Masonry Seatwalls with Piers
(colors and materials to match shelter)</p> <p>(F) TRASH RECEPTACLES
- Victory Stanley - Ironsites Bethesda with Domed Lid (black)
- Optional Recycling Center</p> <p>(G) PARK LIGHTING
- Sternberg - Main Street 'A' LED Fixture on Augusta Pole (black, 12' height)</p> <p>(H) BIKE RACKS
- Welle - Circular Rack (black)</p> | <p>(I) BIKE REPAIR STATION
- Dero - Fixit Station</p> <p>(J) MOVABLE PLANTERS
- Victory Stanley - Terrace (reinforced fiberglass)</p> <p>(K) PLAYGROUND FENCING
- Ameristar - Montage II (black)</p> <p>(L) PARKING WAYFINDING SIGNAGE
- Standard Regulatory Signage</p> <p>(X) POTENTIAL ART/SCULPTURE OPPORTUNITY
- Notes a recommended location for future art installations. No sculptures currently proposed.</p> |
|--|--|---|

EXHIBIT G

SITE ELEMENTS

(SEE ATTACHED EXHIBIT G)

HUBBARD WOODS MASTER PLAN PARK MASTER PLAN **SITE ELEMENTS**

A. PICNIC SEATING



THOMAS STEELE - WALDEN TABLE (FIXED LOCATION)

G. TRASH RECEPTACLES



VICTOR STANLEY - IRONSITES BETHESDA SERIES, BLACK WITH DOMED LID (OPTIONAL RECYCLING CENTER)

B. PARK BENCHES



REUSE OF EXISTING BENCHES (REFURBISHED AS REQUIRED) OR NEW BENCHES TO MATCH (VICTOR STANLEY - C-10, BLACK & WOOD)

H. PARK LIGHTING



STERNBERG - MAIN STREET 'A' LED FIXTURE ON AUGUSTA POLE, BLACK (PEDESTRIAN SCALED AT 12')

C. ADDITIONAL PARK SEATING



VICTOR STANLEY - FB-234 BENCH (2' LONG, BLACK & WOOD)

D. PARK SIGNAGE



REUSE OF EXISTING SIGNAGE (NEW SIGNAGE TO MATCH EXISTING)

I. BIKE RACKS



WELLE CIRCULAR RACK, BLACK

J. BIKE REPAIR STATION



DERO - FIXIT STATION

E. SEAT WALLS AND PIERS



STONE MASONRY PIERS AND SEAT WALLS (COLOR & MATERIAL TO MATCH SHELTER)

L. MOVABLE PLANTERS



VICTOR STANLEY - TERRACE (REINFORCED FIBERGLASS, 30" DIA.)

PERMEABLE PAVING



UNILOCK - ECO-PRIORA PAVERS AND SOLDIER COURSE (TRADITIONAL BRICK AESTHETIC)

M. PLAYGROUND FENCING



AMERISTAR - MONTAGE II, BLACK

EXHIBIT H
PLAYGROUND EQUIPMENT
(SEE ATTACHED EXHIBIT H)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN PLAYGROUND EQUIPMENT



TRADITIONAL SWINGS WITH ONE MOLDED CHILD SEAT



LUNAR BURST CLIMBING STRUCTURE



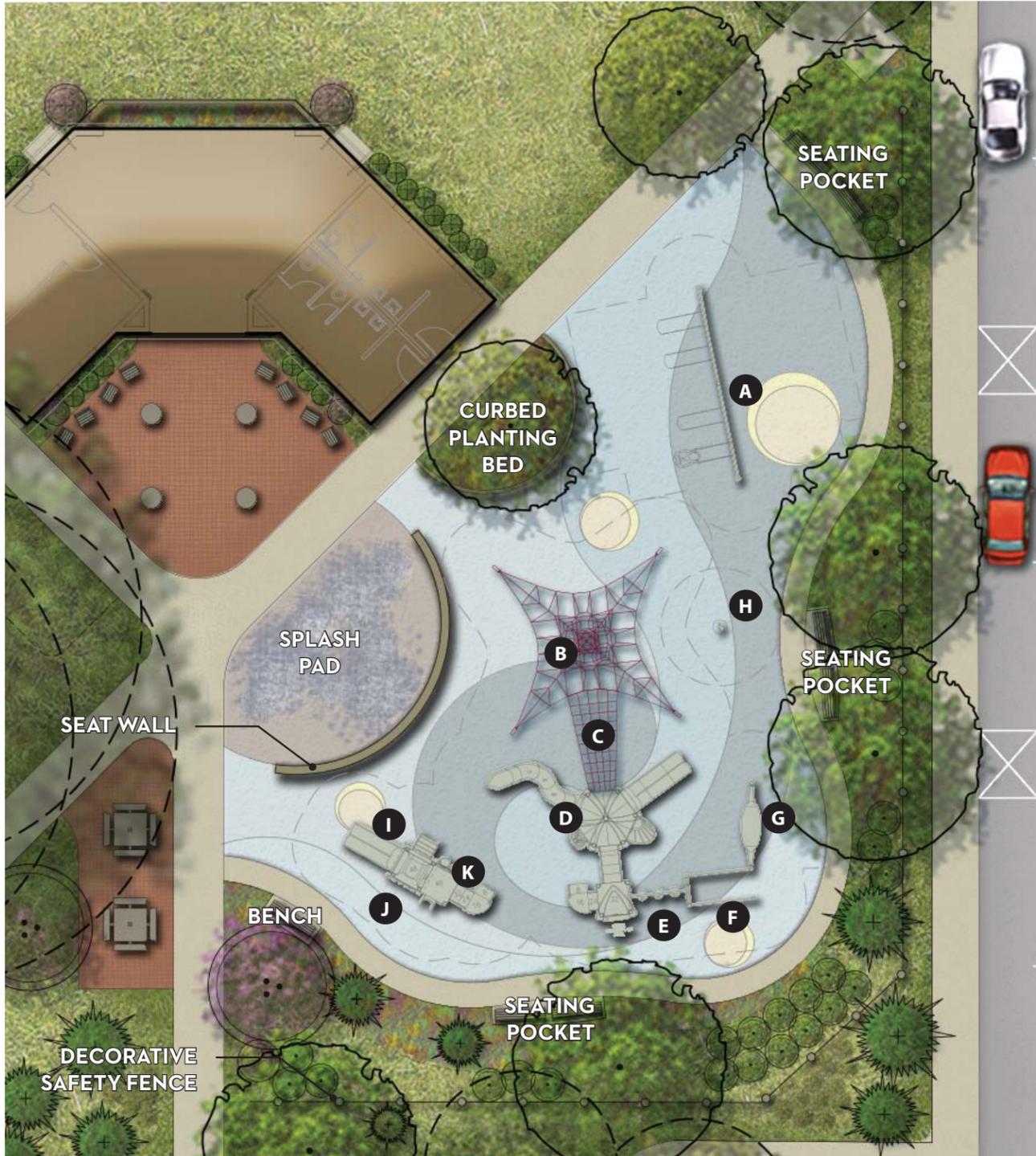
SPACELINK CLIMBER



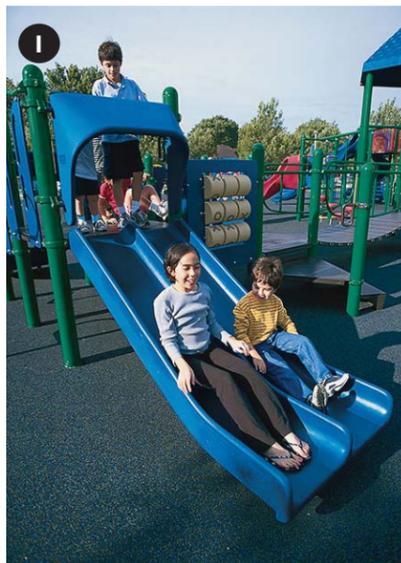
SLIDEWINDER, VIBE ROOF TOWER AND DECK LINK BRIDGE



DISC CHALLENGE BRIDGE



2 - 5 YEAR OLD PLAY STRUCTURE



DOUBLE POLY SLIDE



SQUARE PEAK AND LOOP LADDER



BONGO REACH PANEL



CLIMBING WALL



BOOGIE BOARD



SIT AND SPIN

EXHIBIT I

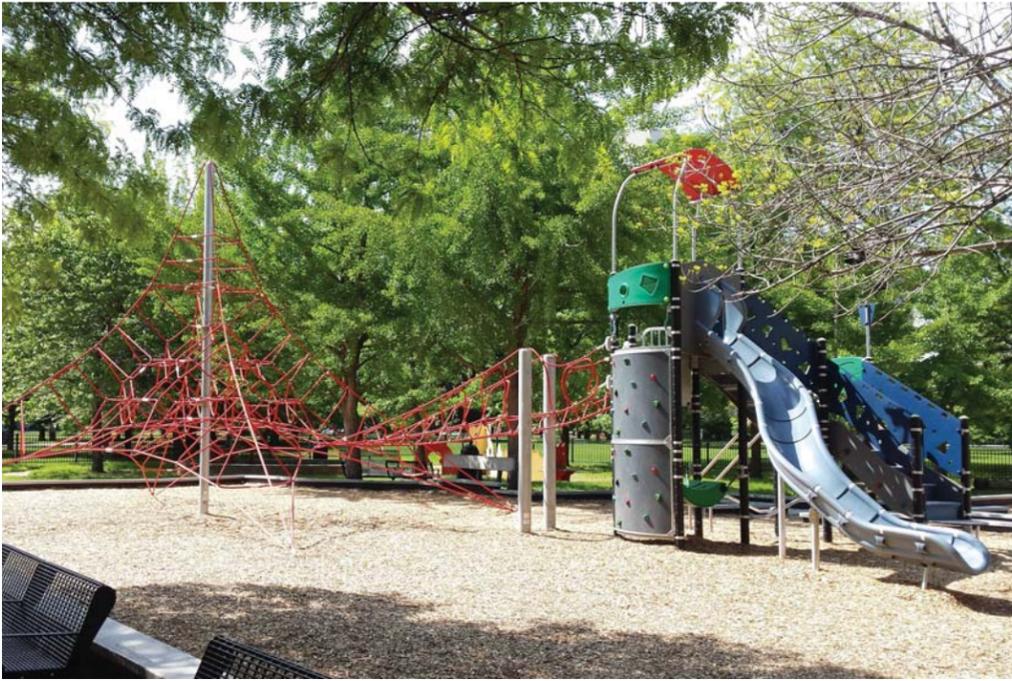
PLAYGROUND CHARACTER

(SEE ATTACHED EXHIBIT I)

HUBBARD WOODS MASTER PLAN

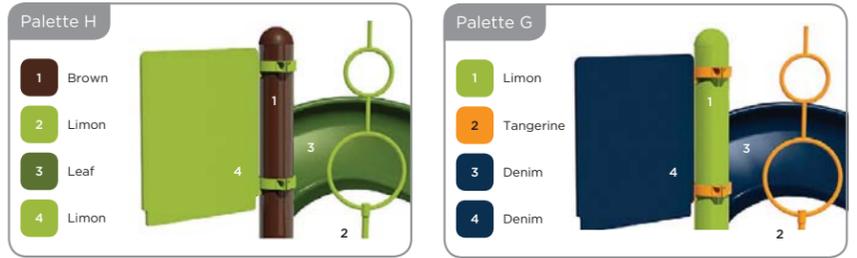
PARK MASTER PLAN **PLAYGROUND CHARACTER**

LANDSCAPE STRUCTURES PLAY EQUIPMENT



EXAMPLE OF LANDSCAPE STRUCTURES INSTALLATION (Harold Washington Park)

RECOMMENDED STANDARD COLOR PALETTES



PRIMARY COLOR PALETTES TO BE USED
(Note: Above palettes to be mixed and embellished with accent colors)

RECOMMENDED ACCENT COLORS



SURFACE AMERICA PLAYGROUND SURFACE



EXAMPLE OF APPLICATION



EXAMPLE OF APPLICATION



NOTE: Application will rely on various mixtures of the colors shown above. See Playground Area Plan for recommended pattern.

SUGGESTED COLOR PALETTE

SPLASH PAD



CHARACTER EXAMPLE OF WATER PLAY SPRAY PAD ELEMENT AND ADJACENT SEAT WALL



SPRAY HEAD EXAMPLES (Mixture of Vertical and Directional Jets)

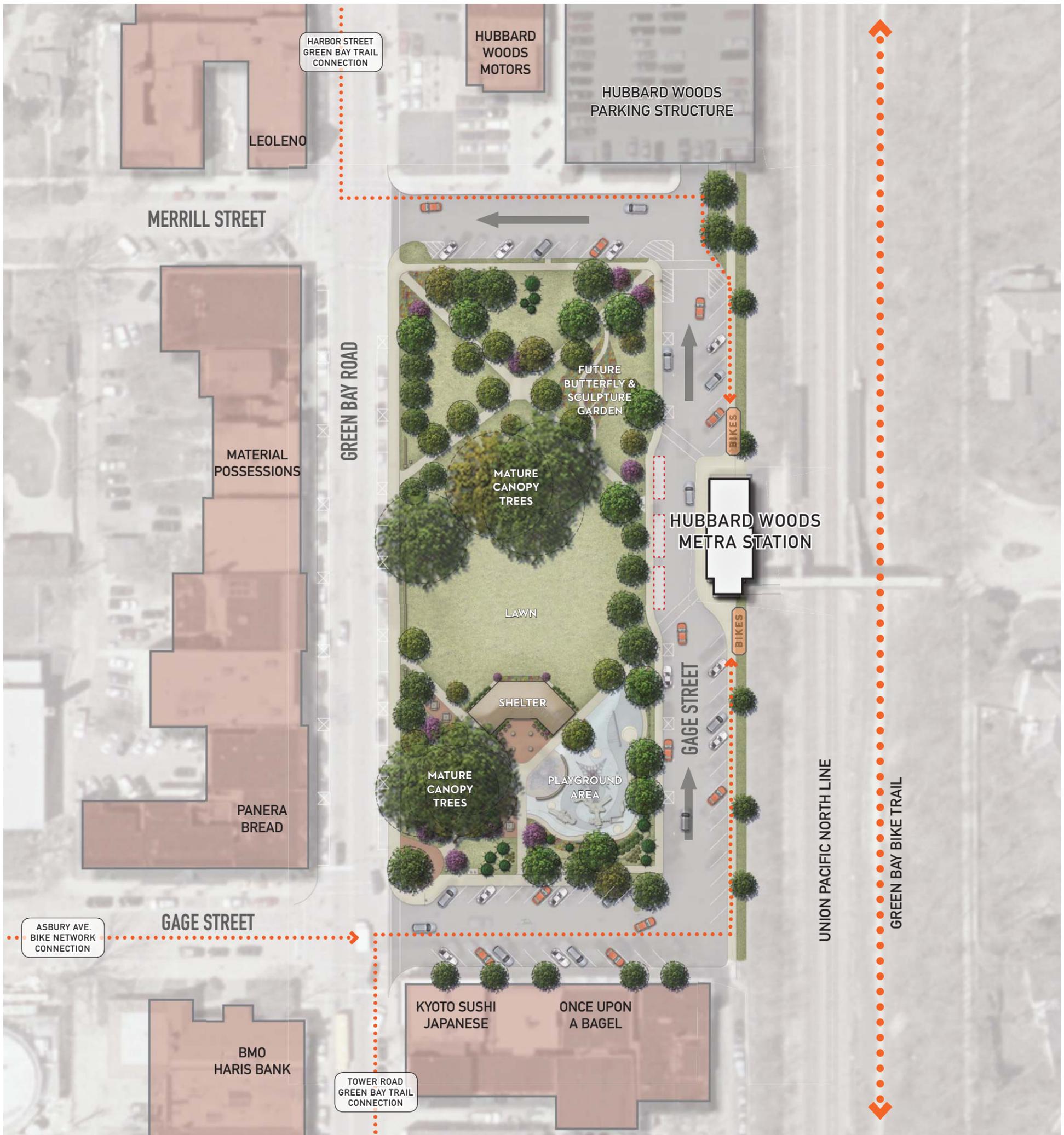
EXHIBIT J

LANDSCAPE PLAN

(SEE ATTACHED EXHIBIT J)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN LANDSCAPE PLAN



RECOMMENDED PLANT LIST

CANOPY TREES

- Red Oak, *Quercus rubra*
- Accolade Elm, *Ulmus 'Accolade'*
- Freemanii Maple, *Acer x freemanii 'Autumn Blaze'*

MIDSIZE TREES

- Aristocrat Pear, *Pyrus calleryana 'Aristocrat'*
- Ginkgo (Male), *Ginkgo biloba*
- Heritage River Birch, *Betula nigra 'Heritage'*

ORNAMENTAL TREES

- Serviceberry Autumn Brilliance, *Amelanchier x grandiflora 'Autumn Brilliance'*
- Japanese Tree Lilac, *Syringa reticulata 'Ivory Silk'*
- American Hornbeam, *Carpinus caroliniana*

SHRUBS

- Green Velvet Boxwood, *Buxus x Green Velvet*
- Tardiva Hydrangea, *Hydrangea paniculata 'Tardiva'*
- Dwarf Winged Euonymus, *Euonymus alata 'Compactus'*
- Dwarf Korean Lilac, *Syringa meyeri*
- Glossy Black Chokeberry, *Aronia melanocarpa*

PERENNIALS & GRASSES

- Dwarf Fountain Grass, *Pennisetum apeloecuroides 'Hameln'*
- Prairie Drop Seed, *Sporobolus heterolepis*
- Lilyturf, *Liriope spicata*
- Happy Returns Daylily, *Hemerocallis 'Happy Returns'*
- Russian Sage, *Perovskia atriplicifolia*
- Autumn Joy Sedum, *Sedum 'Autumn Joy'*
- Seasonal Annuals

LEGEND

	EXISTING TREE		PROPOSED MIDSIZE TREE
	EXISTING EVERGREEN TREES		PROPOSED ORNAMENTAL TREE
	PROPOSED CANOPY TREE		PROPOSED SHRUBS
			PROPOSED PERENNIALS / PLANTING BED

EXHIBIT K

RECOMMENDED PLANT PALETTE

(SEE ATTACHED EXHIBIT K)

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN **RECOMMENDED PLANT PALETTE**

CANOPY TREES



Red Oak



Elm



Red Maple

MIDSIZE TREES



Ginkgo



Pear 'Aristocrat'



Black Locust



Sugar Maple



Honey Locust



Linden



Hawthorn



Alder



Pear 'Chanticleer'

ORNAMENTAL TREES



Hornbeam



River Birch



Lilac

SHRUBS



Hydrangea



Miss Kim Lilac



Chokeberry

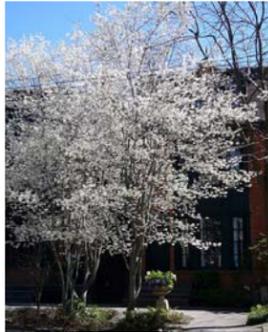
Burning Bush



Crabapple



Redbud



Service Berry



Kallay's Compact Juniper



Green Velvet Boxwood



Green Velvet Boxwood

PERENNIALS & GRASSES



Summer Beauty Allium



Sun & Substance Hosta



Cat Mint



Autumn Joy Sedum



Daylily



Liatris



Salvia



Astilbe



Prairie Drop Seed



Dwarf Fountain Grass



Purple Coneflower



Lilyturf



Russian Sage



Karl Foerster



Blackeyed Susan



Lamb's Ear

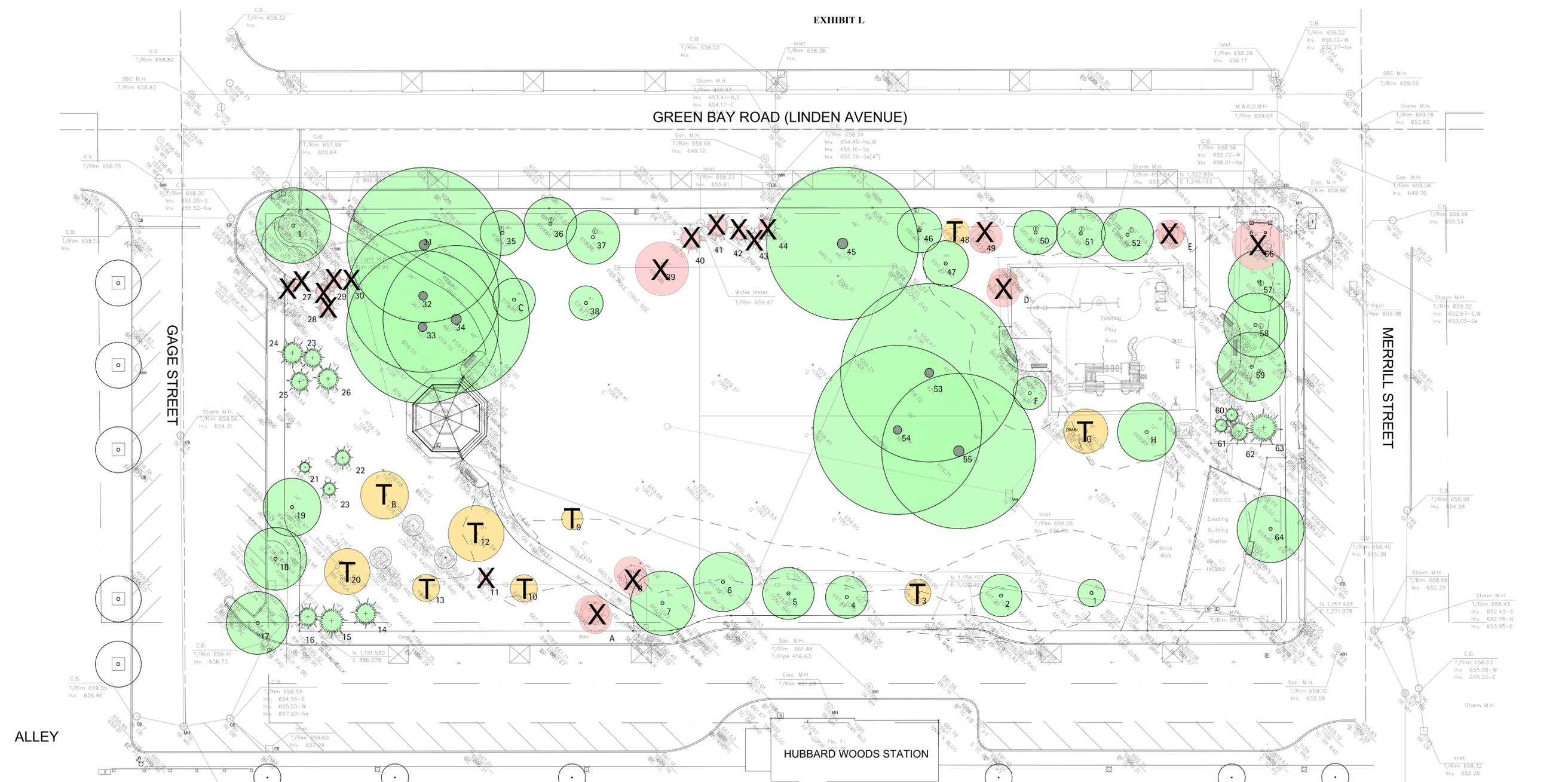
EXHIBIT L

TREE PRESERVATION PLAN

(SEE ATTACHED EXHIBIT L)

HUBBARD WOODS PARK
WINNETKA PARK DISTRICT
HUBBARD WOODS, IL

EXHIBIT L



ALLEY

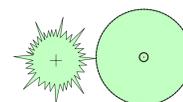
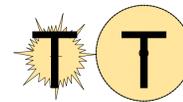
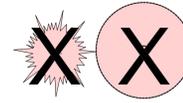
HUBBARD WOODS STATION

GREEN BAY ROAD (LINDEN AVENUE)

MERRILL STREET

GAGE STREET

LEGEND

-  EXISTING TREE TO REMAIN
-  EXISTING TREE TO BE TRANSPLANTED
-  EXISTING TREE TO BE REMOVED

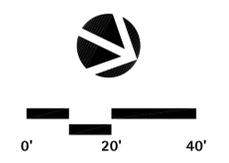
Number	Species Description	Caliper inch	Comments	Reason
1	Swamp White Oak	3	To Remain	
2	Red Oak	8	To Remain	
3	Swamp White Oak	3	Transplant	Construction
4	Red Oak	10	To Remain	
5	Red Oak	10	To Remain	
6	Red Oak	12	To Remain	
7	Sugar Maple	16	To Remain	
8	Birch Tree	12	Remove	Dead
A	Birch Tree (Missed on Survey)	12	Remove	Dead
9	Paw Paw	2	Transplant	Construction
10	White Oak	6	Transplant	Construction
11	Pine Tree	9	Remove	Construction
12	Linden	6	Transplant	Construction
13	Pear Tree	3	Transplant	Construction
14	Pine Tree	16	To Remain	
15	Pine Tree	16	To Remain	
16	Pine Tree	9	To Remain	
17	Honey Locust	16	To Remain	
18	Sugar Maple	24	To Remain	
19	Birch Tree	14	To Remain	
20	Red Maple	4	Transplant	Construction
B	Maple (Missed on Survey)	9	Transplant	Construction
21	Pine Tree	6	To Remain	
22	Pine Tree	12	To Remain	
23	Pine Tree	9	To Remain	
24	Pine Tree	16	To Remain	
25	Pine Tree	12	To Remain	
26	Pine Tree	12	To Remain	
27	Pine Tree	10	Remove	Construction
28	Pine Tree	10	Remove	Construction
29	Pine Tree	8	Remove	Construction
30	Pine Tree	10	Remove	Construction
31	White Oak	48	To Remain	
32	White Oak	36	To Remain	
33	White Oak	42	To Remain	
C	Crab Apple (Missed on Survey)	8	To Remain	
34	White Oak	48	To Remain	
35	Crab Apple	10	To Remain	
36	Crab Apple	10	To Remain	
37	Crab Apple	10	To Remain	

38	Swamp White Oak	4	To Remain	
39	Sugar Maple	10	Remove	Dead
40	Pine Tree	16	Remove	Construction
41	Pine Tree	16	Remove	Construction
42	Pine Tree	10	Remove	Construction
43	Pine Tree	12	Remove	Construction
44	Pine Tree	10	Remove	Construction
45	Bur Oak	48	To Remain	
46	Red Oak	10	To Remain	
47	Red Oak	12	To Remain	
D	Cherry (Missed on Survey)	6	Remove	Construction
48	Crab Apple	4	Transplant	Construction
49	Birch Tree	8	Remove	Dead
E	Birch Tree (Missed on Survey)	9	Remove	Dead
50	American Linden	9	To Remain	
51	American Linden	12	To Remain	
52	American Linden	12	To Remain	
53	White Oak	42	To Remain	
54	White Oak	38	To Remain	
55	White Oak	48	To Remain	
F	Maple (Missed on Survey)	6	To Remain	
G	Maple (Missed on Survey)	8	Transplant	Construction
H	Maple (Missed on Survey)	12	To Remain	
56	American Linden	13	Remove	Construction
57	American Linden	16	To Remain	
58	American Linden	12	To Remain	
59	American Linden	16	To Remain	
60	Pine Tree	24	To Remain	
61	Pine Tree	12	To Remain	
62	Pine Tree	8	To Remain	
63	Pine Tree	10	To Remain	
64	Hawthorne	16	To Remain	

	Total Trees	Cal. inches	
	17	181	Trees to be removed - cal. inches
	8	45	Trees to be transplanted - cal. inches

TREE PRESERVATION PLAN

- Revisions**
- DRB SUBMITTAL 09/25/2014
 - DD RE-SUBMITTAL 12/3/2014
 -
 -
 -
 -
 -
 -
- Date: 09/25/2014
Drawn By: JA
Checked By: SF



L-03

EXHIBIT M

UNCONDITIONAL AGREEMENT AND CONSENT

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

WHEREAS, Winnetka Park District ("**Applicant**") is the record title owner of the property commonly known as 939 Green Bay Road in the Village ("**Subject Property**")

WHEREAS, the Applicant desires to construct on the Subject Property: (i) a new shelter consisting of an open stage and performance area, restrooms, and a storage and mechanical enclosure; (ii) a new playground; (iii) enhanced open green space and landscaping; and (iv) a pedestrian path network (collectively, the "**Proposed Improvements**"); and

WHEREAS, Ordinance No. M-5-2015, adopted by the Village Council on _____, 2015 ("**Ordinance**"), grants a special use permit to the Applicant to permit the construction of the Proposed Improvements 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 a special use permit 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 special use permit 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 PARK DISTRICT**

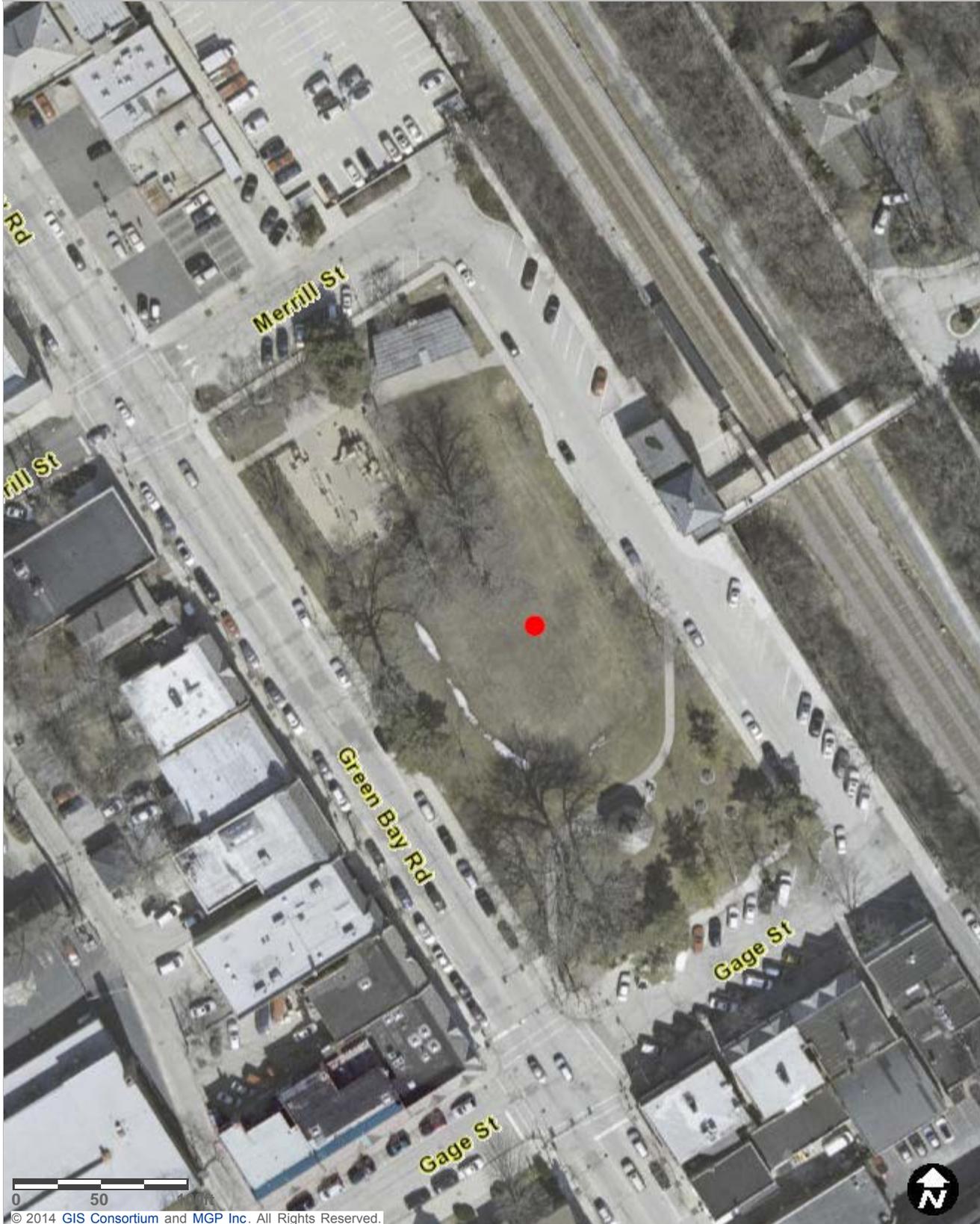
By: _____

By: _____

Its: _____

Its: _____

ATTACHMENT B



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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 C

CASE NO. H-27-SU

APPLICATION FOR SPECIAL USE

Name of Applicant Winnetka Park District

Property Address 939 Green Bay Road

Home and Work Telephone Number 847 - 501 - 2070

Fax and Email rsmith@winpark.org

Architect Information: Name, Address, Telephone, Fax & Email

The Lakota Group - Scott Freres, sfreres@thelakotagroup.com

212 W. Kinzie St., 3rd Floor, Chicago, IL 60654 (p) 312-467-5445 (f) 312-467-5484

Green & Associates - Colin Marshall, cmarsh@greenassoc.com

111 Deerlake Rd., Suite 135, Deerfield, IL 60015 (p) 847-317-0852 (f) 847-317-0899

Gewalt Hamilton Associates - Don Matthews, dmatthews@gha-engineers.com

850 Forest Edge Dr., Vernon Hills, IL 60061 (p) 847-478-9700 (f) 847-478-9701

Attorney Information: Name, Address, Telephone, Fax & Email

N/A

Date Property Acquired by Owner 5/8/1912

Nature of Any Restrictions on Property Located within the Hubbard Woods Overlay District

Explanation of Special Use Requested _____

The Winnetka Park District has recently undergone a Land Use Master Plan process for Hubbard Woods Park, examining the existing conditions of the park's facilities, as well as its role within the surrounding business district. As a result of the process, the Park District is currently seeking to improve key facilities and enhance the overall layout of the park. The particular focus of this Special Use request includes a new park shelter, relocated and updated playground area, various modifications to pathways and landscaping.

OFFICE USE ONLY

Special Use Requested under Ordinance Section(s) _____

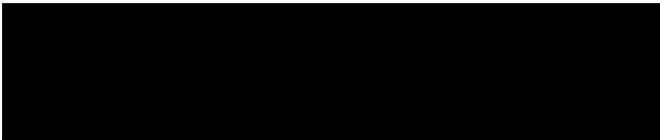
Staff Contact: _____ Date: _____



Explain in detail how the proposed Special Use meets the following standard. Under the terms of the Zoning Ordinance, no Special Use Permit shall be granted unless it is found:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided; and
6. That the Special Use in all other respects conforms to the applicable regulations of this and other village ordinances and codes.

Respectfully Submitted,



9-24-14
Date

540 HIBBARD RD, WILMINGTON, IL.
Address

**WINNETKA PARK DISTRICT
HUBBARD WOODS PARK
SPECIAL USE PERMIT**

EXPLANATION OF SPECIAL USE REQUESTED

Over the course of the past year, the Winnetka Park District has been engaged in a broad study of Hubbard Woods Park, examining the conditions of existing facilities, the recreation needs of the community, and the role of the park within the surrounding business district. Out of this process the Hubbard Woods Land Use Master Plan was developed, which explored a range of potential design and programming improvements for the park. The Urban Land Institute study prepared for Winnetka was referenced throughout the planning phase of this project to ensure the proposed changes maintained the ideals and recommendations outlined in the study.

Among the key priorities to emerge from this plan was the need for a new shelter facility, enhanced grounds and updated core activity spaces – such as the playground, picnic areas and central lawn – to increase the vitality of the park and help attract people to the district. At present, the Winnetka Park District is seeking to move forward with recommended near term implementation goals, requiring a special use permit for the following improvements:

- ❑ New Park Shelter
- ❑ Relocated and Updated Playground
- ❑ Pathways and Landscaping Modifications

New Park Shelter

Hubbard Woods Park’s existing structures – the warming shelter and gazebo – are in various states of disrepair, and as a result are significantly under-utilized. Rehabilitation of these structures was examined by the Park District, however it was determined that given the limited usefulness of the structures, rehabilitation of the gazebo and warming shelter would not be cost effective. Adaptive reuse of the existing train station was also considered and explored with Union Pacific. This option was found to be unfeasible due to cost constraints and leasing concerns. Ultimately, it was determined that the most beneficial option for the park would be to develop a new shelter with updated facilities – including restrooms, park district storage space and performance area – enabling it to serve as a key landmark and gathering point within the Hubbard Woods District. To achieve this goal, the Park Land Use Master Plan studied several potential locations for a new shelter (see attached concept plan for specific locations), and ultimately concluded that a centrally located structure could provide the same function as both the existing warming shelter and gazebo combined.

The shelter is composed of three primary elements: a) Open Stage, b) Restrooms and c) Storage / Mechanical Space. The Open Stage is slightly larger than the existing gazebo,

but is more open, lending itself to a greater variety of performances and presentations. The Restrooms provide accessible facilities for all users of the park and are placed adjacent to the relocated playground area. The Storage / Mechanical Space serves two functions: providing storage for the Park District and stage, allowing for a greater variety of use; and providing mechanical space to serve the proposed splash pad, a new amenity included in the relocated playground area.

Relocated and Updated Playground

At present, the playground is the most widely used amenity within the park and in fairly good condition. With that said, the equipment is somewhat dated in comparison to modern play structures, and the general layout of the playground area and its location within the park has resulted in an underwhelming play atmosphere.

The proposed relocation of the playground to the southeast corner of the park seeks to remediate this issue and is intended to foster greater synergy with nearby businesses by placing it closer to several of the district's most popular food service establishments. These relationships will be further enhanced by the playground's proximity to the planned park shelter and flanking picnic area, which will provide park users with important amenities (restrooms, water fountain, etc.) and a comfortable place to sit and enjoy a meal while their children play nearby.

Relocation of the playground is also intended to enhance child safety by establishing a greater distance from the park's busy Green Bay Road frontage. Decorative fencing and landscape screening will be located along the southeast sides of the playground to ensure that children stay within the dedicated play area, and do not spill out onto Gage Street.

Finally, the updated equipment (seen in the attached detail sheets) will provide for a greater range of dynamic play opportunities than currently offered. A simple, splash pad element is also proposed, which will provide the district with a unique attraction and highly popular element for young children.

Pathways and Landscape Modifications

As the result of the planned relocation of the playground and shelter, an improved park circulation plan that enhances connections between the park and surrounding district is also required. In developing the new layout, great care was taken to prevent any negative impacts to the park's 'heritage' canopy trees, and overall losses to other trees have been minimized through careful design or planned relocation within the park. A tree preservation plan is included with this submittal providing greater detail.

The areas currently used by the playground and shelter will be returned to open space, and preserved to allow for additional activities spaces should the Park District decide to provide additional park amenities in the future. A large, intact portion of the central green space

will also be preserved, enhancing opportunities for community events and seasonal uses, such as winter ice skating.

General landscape improvements, including new trees, shrubs and perennial beds, along with standard site furnishings – pedestrian scale lighting, benches, bike racks, etc. – will support and enhance the core activity spaces. Where impacted, landscaping along the park’s perimeter will be designed to promote clear site lines through the park and an attractive pedestrian environment along adjacent public right-of-ways. The central portion of the park’s Green Bay Road frontage will be additionally enhanced with a seatwall and highly decorative landscaping, further reinforcing the park’s prominence as the centerpiece of the Hubbard Woods District. New park/district identity signage will be integrated with the Green Bay Road frontage enhancements and be designed to reinforce the aesthetic established by the Winnetka Park District and surrounding neighborhoods.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

HUBBARD WOODS PARK

939 Green Bay Road, Winnetka, IL 60093
(also 1060 Merrill Street) (also 1065 Gage Street)
Merrill Street to Gage Street
East of Green Bay Road

1.38 acres (Neighborhood Park) (1.84 acres including parking/road to east of park)

Structures: Shelter, Gazebo

Acquired:	May 8, 1912	Purchased from	
		Miss Elizabeth O. Shibley	\$ 2,000.00
	October 1, 1914	Condemnation from	
		Mr. Carl A. Forberg	
	March 5, 1920	Purchased from	
		Mr. & Mrs. John R. Leonard	
	February 4, 1922	Condemnation from	
		Mr. & Mrs. Charles L. Wyman	\$ 7,047.00
	February 14, 1922	Condemnation from	
		Mr. Ruben H. Schell	\$ 7,700.00
	April 28, 1922	Condemnation from	
		Mr. & Mr. Carl Forberg	\$ 46,625.00
			\$ 63,372.00

PIN Numbers: 05-17-116-001-0000
05-17-116-002-0000

Township 43 Range 13 Section 17 Quarter 2

Zoning: C-2

Hubbard Woods Park sits in the center of the Hubbard Woods Business District and adjacent to the Hubbard Woods Metra Station for the Chicago and Northwestern Railroad. The central portion of the park is a grassy area that is flooded in the winter for ice skating. An enclosed shelter sits at the northeast corner of the site and houses a fireplace room, skate rental/office, phone, mechanical room, and two restrooms. A playground is located just southwest of the shelter. Five benches surround the playground. A concrete paver walkway connects the playground and shelter with the adjacent public sidewalks. A picnic table, drinking fountain, and bike rack are located between the playground and shelter. An elevated gazebo is centered in the southern portion of the park. Three picnic tables are located just east of the gazebo. Another concrete paver walkway runs to the north of the gazebo and connects to adjacent public sidewalks. A drive and parking spaces lies between the park and the train station. Four lightpoles surround the central grass area and provide lighting for the park and skating rink.

The Hubbard Woods shelter was re-roofed in 1987.

The park was renovated in 1989 and included a new gazebo/bandshell (with funds totaling \$32,469.78 donated by the Harris Bank), a new playground, re-grading of the ice rink, landscaping, lighting, drainage work, and site furniture.

The park was used for location filming of the movie Home Alone in 1990.

The playground was further renovated in 1999.

In 2001, bids were received for the renovation of the shelter, which would have included new restrooms, a new façade, a new roofline, new windows, new doors, new heating, and other miscellaneous improvements to make the building accessible. The bids came in over budget and the project was shelved until a future time.

In 2005, bids were received for replacing the existing shelter with a new structure. Bids came in over budget and the project was shelved until a future time.

Michael D'Onofrio
Brian Norkus
Village of Winnetka
510 Green Bay Rd, Floor 1
Winnetka, IL 60093

December 4th, 2014

Dear Mr. D'Onofrio & Mr. Norkus,

On behalf of the Winnetka Park District and Hubbard Woods Park Project Team, please find the following attached items for resubmittal ahead of the December Design Review Board and Plan Commission, and January 2016 Zoning Board of Approvals and Village Council hearings:

- Hubbard Woods Park Parking Study – prepared by Gewalt Hamilton Associates (previously submitted on 11/21/2014)
- Revised Explanation of Special Use Standards
- Updated Hubbard Woods Near Term Park Site Plan
- Updated Playground Area Plan
- Hubbard Woods Park Construction Phasing Plan
- Updated Park Shelter Floor Plan
- Updated Park Shelter Elevations (North & South)
- Proposed Site Elements Plan & Site Elements Palette Exhibit
- Proposed Playground Equipment Plan
- Recommended Playground Character Exhibit
- Proposed Design Detail Level Park Landscape Plan & Plant List
- Recommended Plant Palette
- Updated Tree Preservation Plan

Additional information regarding the above mentioned exhibits has been provided below. These items help to explain the Park District and Project Team's understanding of comments received to date throughout the Village hearings process, and outline specific changes made as a result.

1. Special Use Application Revision

A revised Explanation of Special Use Standards has been included with this submittal. Basic revisions were made to this statement in order to bring the previously submitted Explanations language into compliance with the updated park shelter concept and site plan – described in further detail below. Also note that the response to Question 4 has been updated to remove language describing potential long term enhancements.

2. Parking Impacts

As requested by Plan Commission, a formal parking study has been prepared by Gewalt Hamilton Associates and has been previously submitted to the Village for review. Based on the study's observations, we believe that any additional demand for parking generated by proposed park improvements can be mitigated through improved regulatory and wayfinding signage that directs users to the municipal garage and on-street parking. Suggested locations for improved signage have been noted on the attached Site Elements Plan. Additional interventions, including informational outreach to residents and adjustments to existing parking regulations have also been suggested, and are outlined in further detail within the formal Parking Study.

3. Construction Phasing

A Construction Phasing Plan has been developed that accommodates the Park District's goal of implementing key park facility enhancements, while also mitigating disruptions to existing facilities. Planned construction will occur in two phases. The first phase includes construction of major facilities located in the southern half of the park – including the new park shelter, playground, pathways and landscaping. During this time the existing playground on the north side of the park will remain open for public use. The second phase will focus on demolition of existing north side facilities (playground and shelter) and construction of new pathways and landscaping. Phase 1 is anticipated to begin in the Spring of 2016 and continue through the rest of the year. Phase 2 is expected to begin in the Fall of 2015 and carry into the Spring of 2016.

4. Use of Park Shelter as a Warming Center

Based on financial considerations, changing weather patterns and limited demand, the Park District has determined that the warming center function will not be included as part of the proposed shelter program. With that said, the Park District is currently exploring a range of other opportunities to provide warming during sanctioned ice skating hours. Examples include the potential use of the Metra Station as a warming center, deployment of a temporary shelter, and public-private arrangements that encourage park users to visit nearby businesses. Open ice skating at Hubbard Woods Park is expected to continue as weather conditions allow.

5. Shelter Context

The new shelter design approach emphasizes the importance of the immediate context, which is the park setting with mature trees. The structure is similar to other park buildings, such as the existing gazebo, with materials that are light, open and natural in color.

6. Building Materials

The shelter's wall material is a fiber cement siding construction, in keeping with the park building aesthetic. The siding type has been changed to lap siding and the colors have been changed to a blend of warm, neutral tones, in place of the bolder colors originally proposed.

7. Building Elevations

The south elevation of the structure has been redesigned, along with the function of the site immediately south of the structure. The new south elevation is public, open and welcoming, forming a gateway to the park from Gage Street. Signage has been added to the south elevation with a clear identification of Hubbard Woods Park.

The small pedestrian plaza south of the structure is multi-functional and can be used for informal gatherings as well as activities programmed by the Park District. With the new, more open configuration, the plaza and stage area can function together as a linked open and sheltered gathering space for Park District activities, rentals and informal use.

8. Revised Site Plan

Changes to the proposed Park Site Plan have been made that reflect previously noted updates to the new park shelter and pedestrian plaza. Other revisions of note include: a modified entrance area at the southwest corner of the Park that seeks to better take advantage of a critical intersection within the Hubbard Woods district; relocated picnic areas with permeable paving; and additional seating opportunities throughout the site. See the revised Park Site Plan exhibit for additional detail.

9. Potential Native Garden Activity Area

A new native garden area has been added to the proposed Site Plan in the northeast portion of the site. The inclusion of this amenity will help to draw a wider range of park patrons. Implementation of this amenity is planned to occur in Phase 2 of park construction efforts, and will rely on additional funding sources currently being pursued by the Park District.

9. Playground Equipment

Proposed playground equipment has been identified and illustrated in greater detail on the Playground Equipment Plan.

10. Playground Color Palette

A color palette has been provided for proposed playground equipment and rubberized play surfacing (see Playground Elements Palette exhibit). The equipment will utilize a mix of neutral colors – reflecting the park shelter's palette – and pops of more vibrant color accents, with a goal of establishing an exciting play experience and a visually appealing park atmosphere.

11. Site Furnishings

Examples of the preferred site furnishings have been outlined on the Site Elements Exhibit, with their respective locations identified on the Site Elements Plan. This Plan provides the locations of proposed site furnishings, lighting elements, signage and fencing in and around the park. Also included is an Art Opportunities Plan, that identifies potential locations for public art installations throughout the park, should any pieces become available in the future through donations or outside funding.

12. Landscape Plan & Palette

A design detail level Landscape Plan has been provided, identifying existing and proposed vegetation and significant planting areas throughout the park. Also included is a Plant Palette, which illustrates some of the plant species to be used. The focus of the plant selection was to provide a range of species' well suited to the local climate, which provide visual appeal while also limiting maintenance and resource requirements.

Please feel free to contact The Lakota Group with any comments or concerns you may have regarding the resubmittal materials or explanations provided.

Sincerely,

Michael Kritzman

Associate, Urban Design & Planning
The Lakota Group

December 4th, 2014

**WINNETKA PARK DISTRICT
HUBBARD WOODS PARK
SPECIAL USE PERMIT RESUBMITTAL**

REVISED EXPLANATION OF SPECIAL USE STANDARDS

The property is currently zoned as C-2, General Retail Commercial District, and located within the Hubbard Woods Overlay District, therefore requiring a Special Use permit for any non-commercial use. Accordingly, responses to all eleven Special Use Permit requests are included below.

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;

The design of the new park shelter, playground equipment, splash pad and other site elements will be constructed in accordance with all applicable building codes and safety standards. Relocating the playground to the southeast area of the park will help improve child safety because of the greater distance from the busy Green Bay Road frontage. Consolidation of other key park elements such as the shelter and picnic areas to the southern portion of the site will also provide for greater oversight of young children by parents and community members.

The new shelter will enhance the public health and safety by virtue of the new accessible restroom facilities that are proposed, whose use will be controlled as appropriate by the Winnetka Park District. These facilities will serve a range of public activities in the park. Furthermore, the improved stage area will enhance the public's enjoyment of the park, supporting a wide variety of performances. The lighting planned for the structure will be focused on the functional elements of the structure, providing easy identification of the restroom location, and providing appropriate lighting of the stage area for evening performances. As a result, the shelter will serve as a multi-functional activity center within the site and an important landmark within the community.

The park's new circulation layout utilizes orthogonal symmetries, allowing for long sight lines and greater visual permeability through the park. Pedestrian scale lighting will also be located at park entrances and key path junctions.

2. That the Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;

Existing park structures are under-utilized and in need of maintenance, which limits the potential usage of the park. Proposed changes to the park will not eliminate, nor diminish these existing facilities or services, but instead seek to improve their functionality and provide for additional activities as determined by the community. Furthermore, the primary objective of these improvements – as outlined in the Hubbard Woods Park Land Use Master Plan – is to enhance the park’s role as a local destination and thereby attract additional visitors to the surrounding district. Inclusion of local residents and business owners, as well as the Hubbard Woods Design District in the planning process provides further evidence of this goal.

In addition, designs for the new shelter and various site elements emphasize the contextual use of materials in order to further integrate the park with the surrounding district.

3. That the establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;

Proposed improvements will occur wholly within the existing boundaries of the park, and have no impact to adjacent uses, circulation patterns or the existing number of parking spaces.

4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;

The proposed park circulation system will increase park access points and enhance the prominence of existing entryways. Planned construction falls completely within the existing limits of the park and will have no impact on public right-of-ways.

5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided; and

The proposed plans will have no effect on existing parking counts, nor impact the functionality of the Metra Station to the immediate west of the site.

Public watermain, storm sewer and sanitary sewer, having adequate capacity to service the site, are available for connection in the streets adjacent to the park. It is anticipated that water and sanitary sewer service will extend from the existing mains in Green Bay Road, both of which are within the easterly portion of that road. Multiple storm sewers are available for connection surrounding the park and those connection points will be determined as the site design is developed.

Stormwater management will be provided in accordance with Village and Cook County Watershed Management Ordinance (WMO) requirements. Since the property is less than three acres, the detention storage requirements of the WMO are not applicable; however, the runoff and "Volume Control" requirements of that ordinance will be. To the extent required, volume control will likely consist of permeable pavement, vegetated filter strips, bio-retention systems, and sub-surface drainage systems. Detention will be required by the Village of Winnetka for the net increase in impervious area on the development which is anticipated to be minimal.

6. That the Special Use in all other respects conforms to the applicable regulations of this and other village ordinances and codes.

In accordance with the goals for institutional buildings outlined in the Winnetka Design Guidelines, the new shelter has been designed to act as a primary focal point within the park and serve as an identifying landmark within the district.

Consultation is planned throughout the design process to ensure that all Village of Winnetka regulations, ordinances and codes will be followed in the design and construction of the new shelter.



WEST FRONTAGE (GREEN BAY ROAD) - LOOKING SOUTH



SOUTH FRONTAGE (GAGE STREET) - LOOKING EAST



SW CORNER OF PARK (GREEN BAY RD. AT GAGE STREET) - TO BECOME PARK ENTRANCE



WEST FRONTAGE (GREEN BAY ROAD) - LOOKING SOUTH



NORTH FRONTAGE (MERRILL STREET) - LOOKING EAST



NORTH FRONTAGE (MERRILL STREET) - LOOKING WEST



LOOKING NORTH FROM EXISTING GAZEBO - CENTRAL LAWN AREA AND MATURE CANOPY TREES TO REMAIN



GAGE STREET LOOKING SOUTHWEST - NEW PLAYGROUND TO BE LOCATED LEFT OF PATHWAY



EXISTING PARK SHELTER - TO BE REMOVED



EXISTING PARK GAZEBO - TO BE REMOVED



METRA STATION - TO REMAIN



EXISTING PLAYGROUND EQUIPMENT - TO BE RELOCATED OUTSIDE PARK



EXISTING SWINGS - TO BE RELOCATED OUTSIDE PARK



EXISTING PARK OPEN SPACE - LOOKING WEST

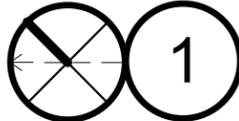
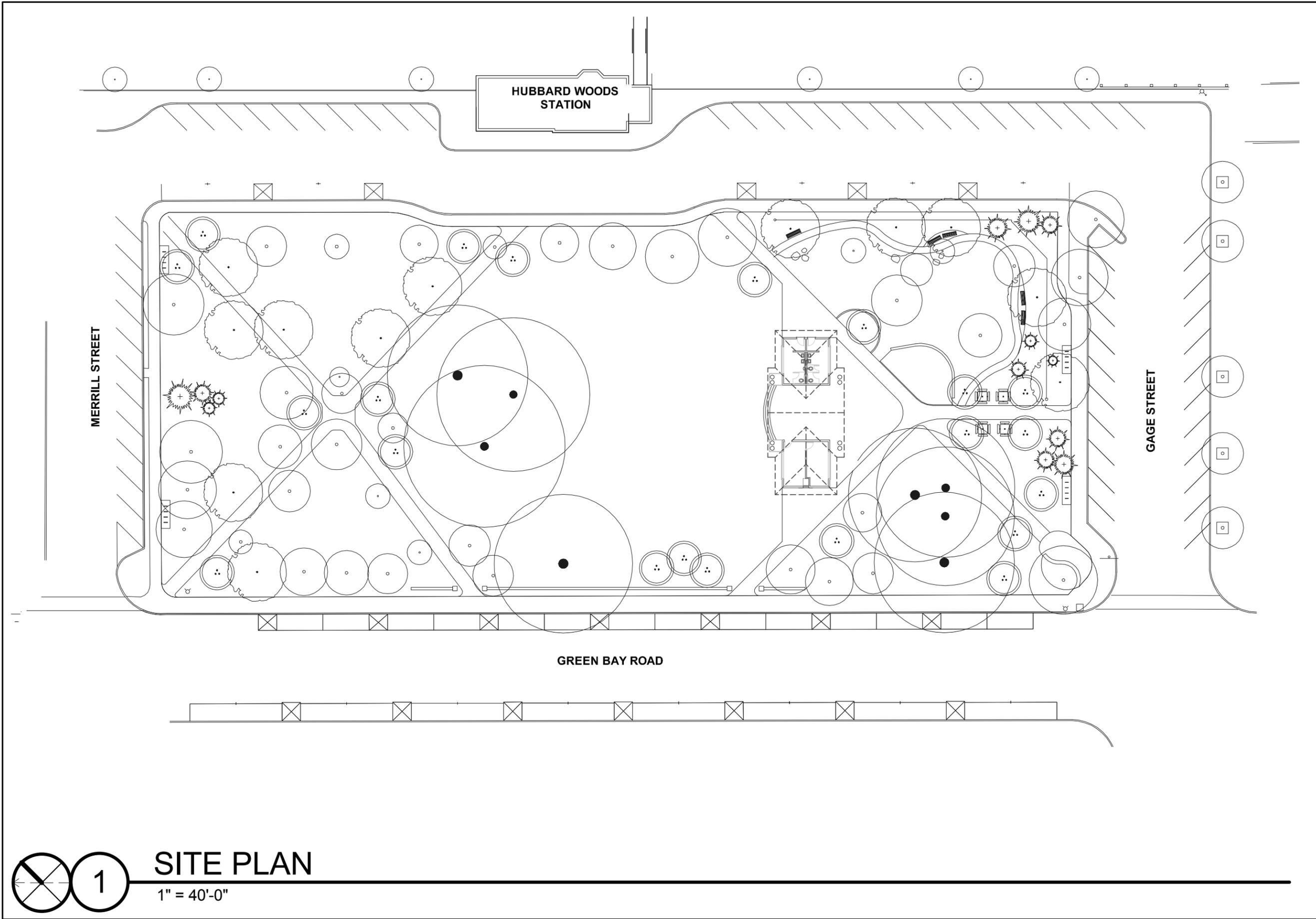


NW CORNER OF PARK (GREEN BAY RD. AT MERRILL STREET) - TO BECOME PARK ENTRANCE



SOUTH FRONTAGE (GAGE ST.) - LOOKING WEST

ATTACHMENT D



SITE PLAN

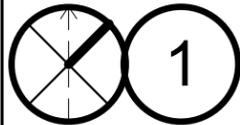
1" = 40'-0"

Drawn **MSD** Checked **CM**
 Issue Date **2/11/15**
 Project Number **0524-201432**
 Sheet **AR-01**

HUBBARD WOODS PARK SHELTER
 WINNETKA PARK DISTRICT
 939 GREEN BAY ROAD
 WINNETKA, IL 60093

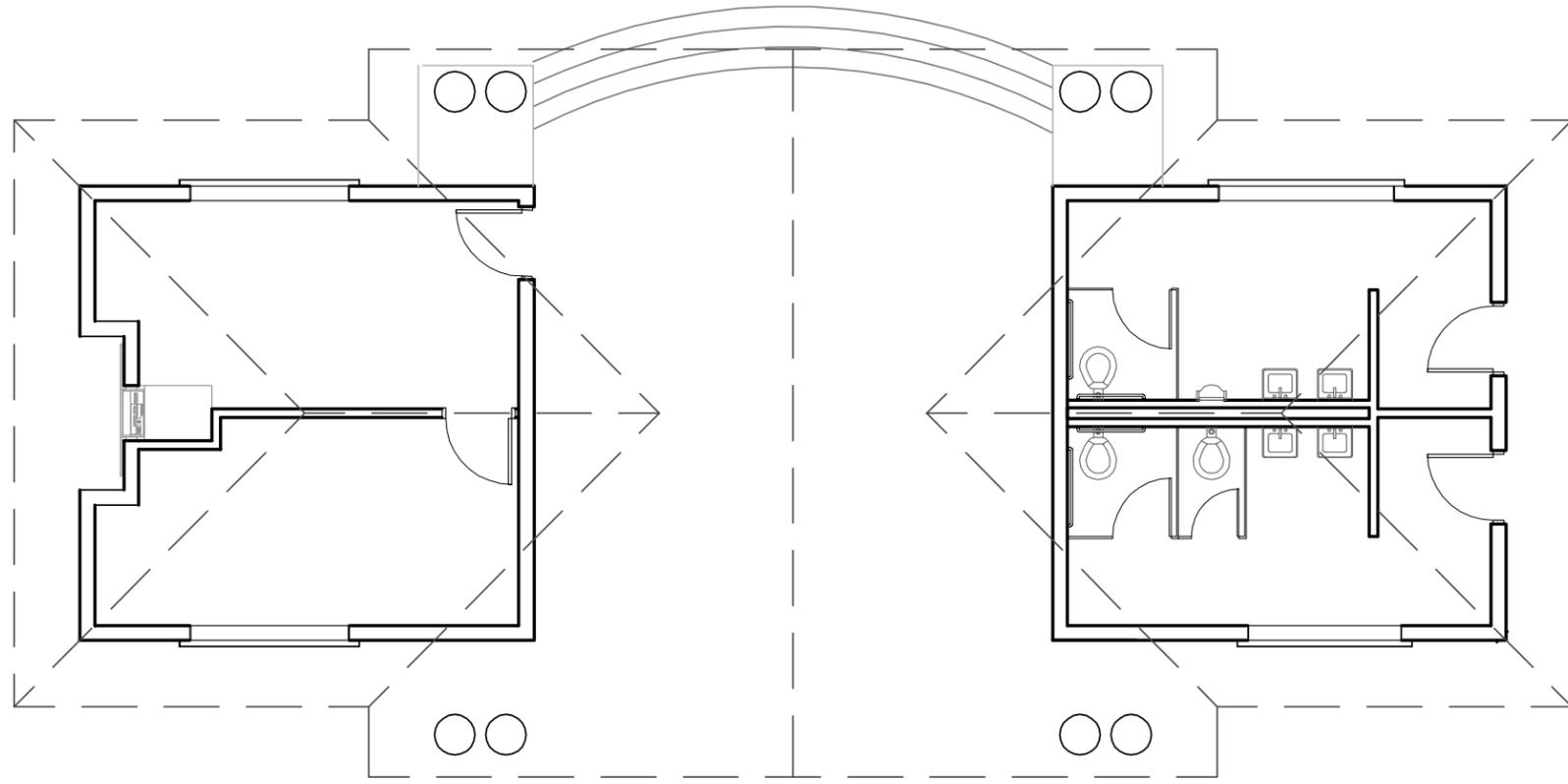
GREEN ASSOCIATES
 ARCHITECTURE
 CONSTRUCTION SERVICES
 111 Deertake Road, Suite 135
 Deerfield, Illinois 60015
 Telephone 847-317-0852
 Facsimile 847-317-0899

SITE PLAN



FLOOR PLAN

1/8" = 1'-0"



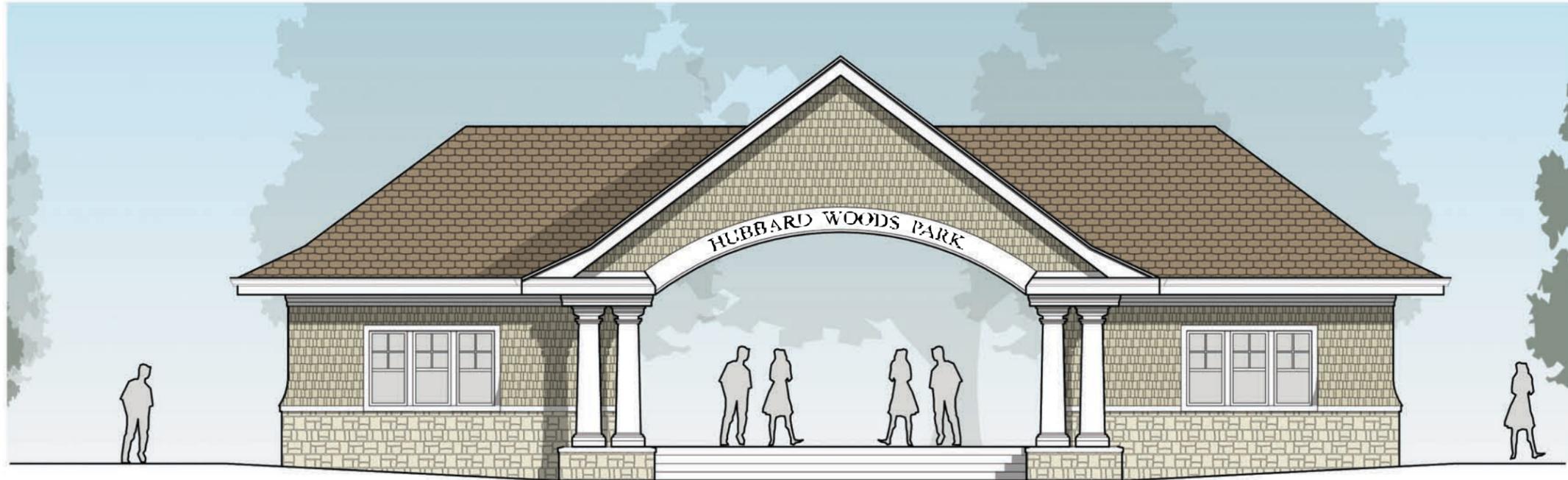
GREEN ASSOCIATES
ARCHITECTURE
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111 Deertake Road, Suite 135
Deerfield, Illinois 60015
Telephone 847-317-0852
Facsimile 847-317-0899

HUBBARD WOODS PARK SHELTER
WINNETKA PARK DISTRICT
939 GREEN BAY ROAD
WINNETKA, IL 60093

FLOOR PLAN

Drawn MSD
Checked CM
Issue Date 2/11/15
Project Number 0524-201432
Sheet AR-02



2 NORTH ELEVATION
1/8" = 1'-0"



1 SOUTH ELEVATION
1/8" = 1'-0"

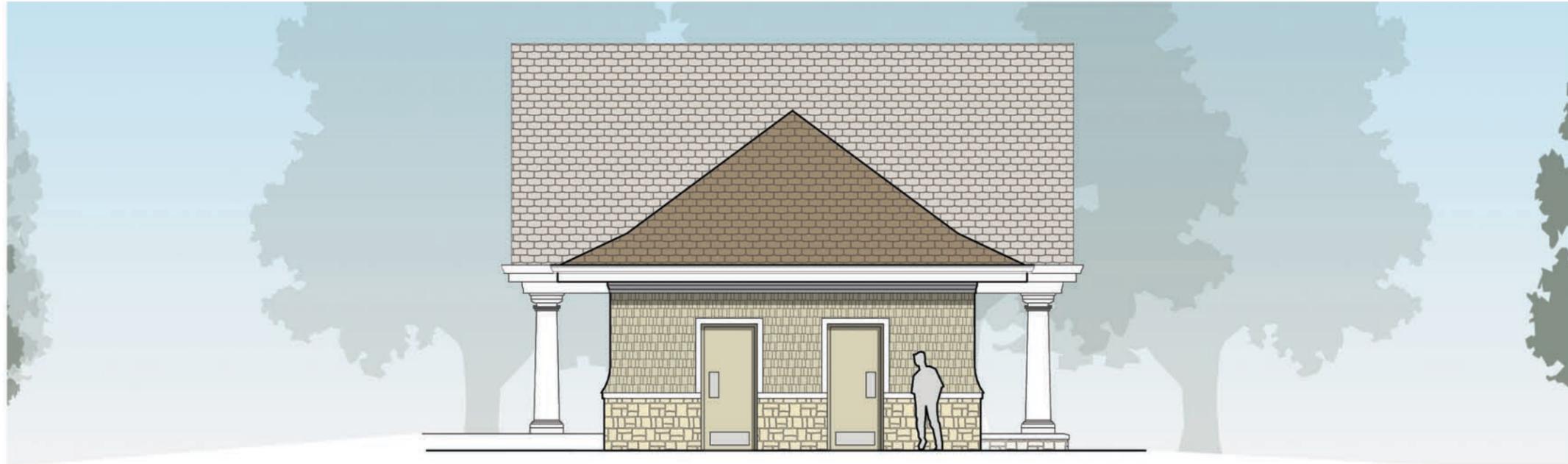
Drawn: Checked
AW CM
Issue Date: 11 FEB 2015
Project Number: 0524-201432
Sheet: AR-03

HUBBARD WOODS PARK SHELTER
WINNETKA PARK DISTRICT
939 GREEN BAY ROAD
WINNETKA, IL 60093

ELEVATIONS

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

111 Deerlake Road, Suite 135
Deerfield, Illinois 60015
Telephone 847-317-0852
Facsimile 847-317-0899



2 EAST ELEVATION
1/8" = 1'-0"



1 WEST ELEVATION
1/8" = 1'-0"

Drawn: AW
Checked: CM
Issue Date: 11 FEB 2015
Project Number: 0524-201432
Sheet: AR-04

HUBBARD WOODS PARK SHELTER
WINNETKA PARK DISTRICT
939 GREEN BAY ROAD
WINNETKA, IL 60093

ELEVATIONS

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

111 Deerlake Road, Suite 135
Deerfield, Illinois 60015
Telephone 847-317-0852
Facsimile 847-317-0899

PARKING STUDY

To: Mr. Costa Kutulas
Superintendent of Parks

From: Daniel P. Brinkman, P.E., PTOE
Amanda L. Larson, P.E.I

Date: November 21, 2014

Subject: Hubbard Woods Park
Winnetka, IL

PART I INTRODUCTION & SUMMARY STATEMENT

GEWALT HAMILTON ASSOCIATES, INC. (GHA) has conducted a parking study for the above referenced project. The Winnetka Park District is looking to implement portions of the overall Master Plan for Hubbard Woods Park located along the east side of Green Bay Road. Additional amenities will be added and the layout of the park will be modified to provide a more appealing park experience.

The following analysis is intended to flow from a review of the existing conditions through an analysis of the proposed plan while highlighting our findings and recommendations. Briefly summarizing, the existing on-street parking and parking garage, with improved signage, should be sufficient to meet the future park user's needs.

Exhibits and *Appendices* referenced in the following text are conveniently located in the Technical Addendum at the end of this document.

PART II BACKGROUND INFORMATION***Site Location Map and Context***

Exhibit 1 provides a map of the Hubbard Woods Park site, located along the northeast side of Green Bay Road between Merrill Street and Gage Street. *Exhibit 2* provides a photo inventory of current operations surrounding the site. Pertinent comments include:

- Various angle and parallel parking spaces are provided on-street in the vicinity of the park on Green Bay Road, Gage Street, and Merrill Street and adjacent to the Hubbard Woods METRA station.
- There is a two level municipal parking garage located at the northeast corner of the park. The garage provides for permit only parking between 8:00-10:30 AM and open parking after that. The lower level entrance is on Merrill Street and the upper level entrance on Scott Street. The lower level is marked for Zone C permits and the upper level Zone A permits.
- Green Bay Road is under the jurisdiction of the Illinois Department of Transportation and is classified as a minor arterial. It has two lanes (one in each direction) with parallel parking on both sides in the site vicinity.
- The Gage Street intersection with Green Bay Road is signalized, but no separate turn lanes exist.
- The posted speed limit along Green Bay Road is 20 mph.

- East of Green Bay Road, Gage Street, and Merrill Street form a counter-clockwise one-way loop around the park. Gage Street is one-way eastbound, and Merrill Street is one-way northbound than westbound north of the park. These roads are all under local jurisdiction and have angle parking along one or more sides.

Parking Observations

GHA conducted hourly parking occupancy counts in the vicinity of the subject site on Thursday, November 6, 2014 and Saturday, November 8, 2014. Hourly occupancy data was collected between 11:00 AM and 6:00 PM on Thursday and 10:00 AM and 2:00 PM on Saturday. *Exhibit 3* shows the various on-street locations, as well as the parking garage that were observed.

Exhibit 4 tabulates the hourly occupancy of the various parking areas and identifies by color the occupancy percentage of the various lots and block faces. As noted: Green indicates less than 60% occupancy, yellow indicates occupancy in the 60-85% range, and red is for areas with 85% or greater occupancy.

PART III PROPOSED DEVELOPMENT

Park Master Plan

Included as *Exhibit 5*, is the Hubbard Woods Park Master Plan that was completed by the Lakota Group in November 2014. The plan shows the proposed layout change within the park. As described on the plan, the following items are included:

- Green Bay Road frontage enhancements including landscaping and signage
- Shelter area including bathrooms, storage space, and a performance area
- Picnic areas with decorative paving and new picnic tables
- Playground relocated to the southeast corner including a splash pad

Many of these features, with the exception of the splash pad, already exist in the park today, however they are outdated and underutilized. Reviving and adding new attractions should liven up the park and attract additional people into the area. Events, such as concerts in the park, would also be expected on evenings during the summer.

PART IV FINDINGS

Overall, there are 395 spaces in the vicinity of the park. Each on-street parking location has a time limit parking restriction and the garage has a permit restriction. Below summarizes the parking restrictions present in the area.

- 90 Minute Parking 8:00 AM to 6:00 PM – **123 spaces**
- 2 Hour Parking 8:00 AM to 6:00 PM – **6 spaces**
- 4 Hour Parking 8:00 AM to 6:00 PM – **30 spaces**
- Zone A Parking 8:00 AM to 10:30 AM, 2 hour parking 10:30 AM to 6:00 PM without permit – **115 spaces** (upper level of the parking garage)
- Zone C Parking 8:00 AM to 10:30 AM – **108 spaces** (lower level of the parking garage)
- Zone A&C Parking 8:00 AM to 10:00 AM, 2 hour parking 10:00 AM to 6:00 PM – **13 spaces**

The maximum occupancy for the study area currently occurred at 11:00 AM when 68% of the spaces were filled, with majority of the occupied spaces being on-street (likely a lunchtime rush for the numerous nearby restaurants). The area's parking occupancy drops throughout the day, and is less than 50% occupied throughout the day on Saturday.

On-street parking is very well utilized in the site area. The maximum on-street occupancy occurs at 12:00 PM with approximately 98% of the on-street spaces occupied. However, the municipal garage was only 43% occupied at this time, and seems to be underutilized throughout much of the day. The maximum garage usage of 50% occurred at 2:00 PM on a weekday. The existing signage in the garage, especially on the lower level, is somewhat confusing and doesn't seem to indicate that general parking throughout the day is allowed. The signage says permit parking 8:00 AM – 10:30 AM, but does not specify other parking limits (e.g. 2 hour parking) as the signage for the upper level does.

PART V CONCLUSIONS AND RECOMMENDATIONS

Based on our observations and analyses we feel that there is sufficient parking in the area surrounding Hubbard Woods Park. With only a few new park amenities, the additional demand should be able to be accommodated in both the on-street and the municipal garage with some minor changes (i.e. improved signage).

The Park will be closed in phases to allow the north end to operate while the south end is under construction. Once the south end is complete, it will open back up to allow use of the playground and pavilion while the north end of the park is returned to green space. During these phases, the Park District should work with the Village on educating residents on the parking available in the area, and especially make effort to improve use of the parking garage. Improved regulatory signage, along with wayfinding signage, should be installed showing visitors that the garage, especially the lower level, is available for anyone to park in after the hours of 10:30 AM, as is done for the upper level of the garage. Locations where additional or improved signage could be considered include: Green Bay Road both north and south of Gage Street, west of Green Bay Road on Gage Street to send visitors east on Gage Street. There should also be a sign at the corner of Gage and Merrill directing people to the north and into the garage. Additionally, the Village could consider adjusting time limits in the lower level of the parking garage to allow two or four hour parking from 10:30 AM to 6:00 PM to correspond with other parking spaces in the area. This would allow greater flexibility for residents that wanted extended visits the park once the rehabilitation is complete.

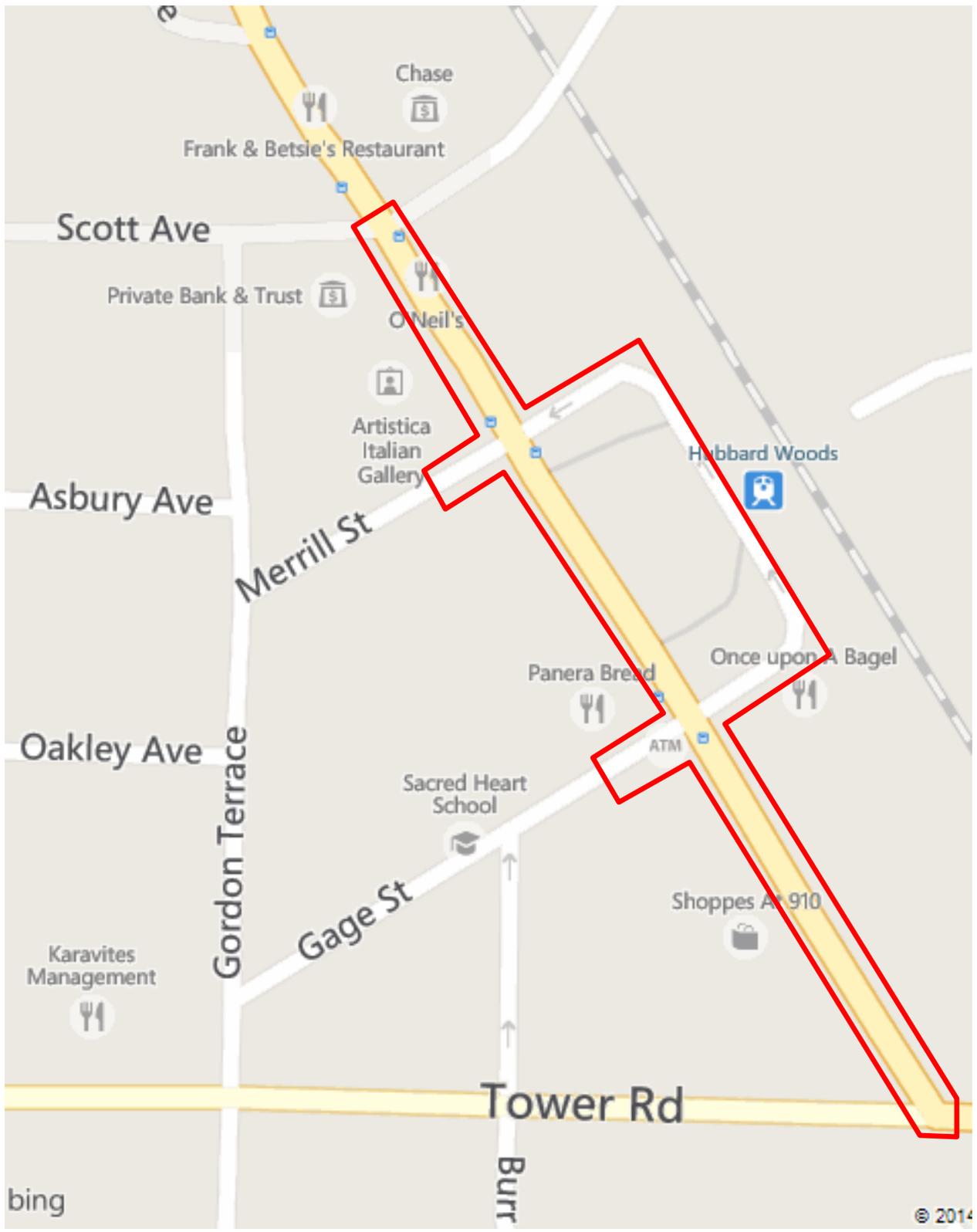
PART VI TECHNICAL ADDENDUM

The following *Exhibits* were previously referenced. They provide technical support for our observations, findings, and recommendations discussed in the text.

Exhibits

1. Site Location Map
2. Photo Inventory
3. Parking Location Map
4. Parking Occupancy Observations
5. Park Master Plan – Near Term by The Lakota Group

TECHNICAL ADDENDUM



Hubbard Woods Park – Winnetka Park District
Parking Study



Looking east along Merrill Street



Looking north along Green Bay Road from Merrill Street



Looking south along Green Bay Road



Looking west along Gage Street



Looking north into Hubbard Woods Park



Typical Parking Signage in the area



Typical Parking Signage in the area



Typical Parking Signage in the area



Typical Parking Signage in the area



Typical Parking Signage in the area



Typical Parking Signage in the area



Parking Areas – Hubbard Woods Park; Winnetka IL

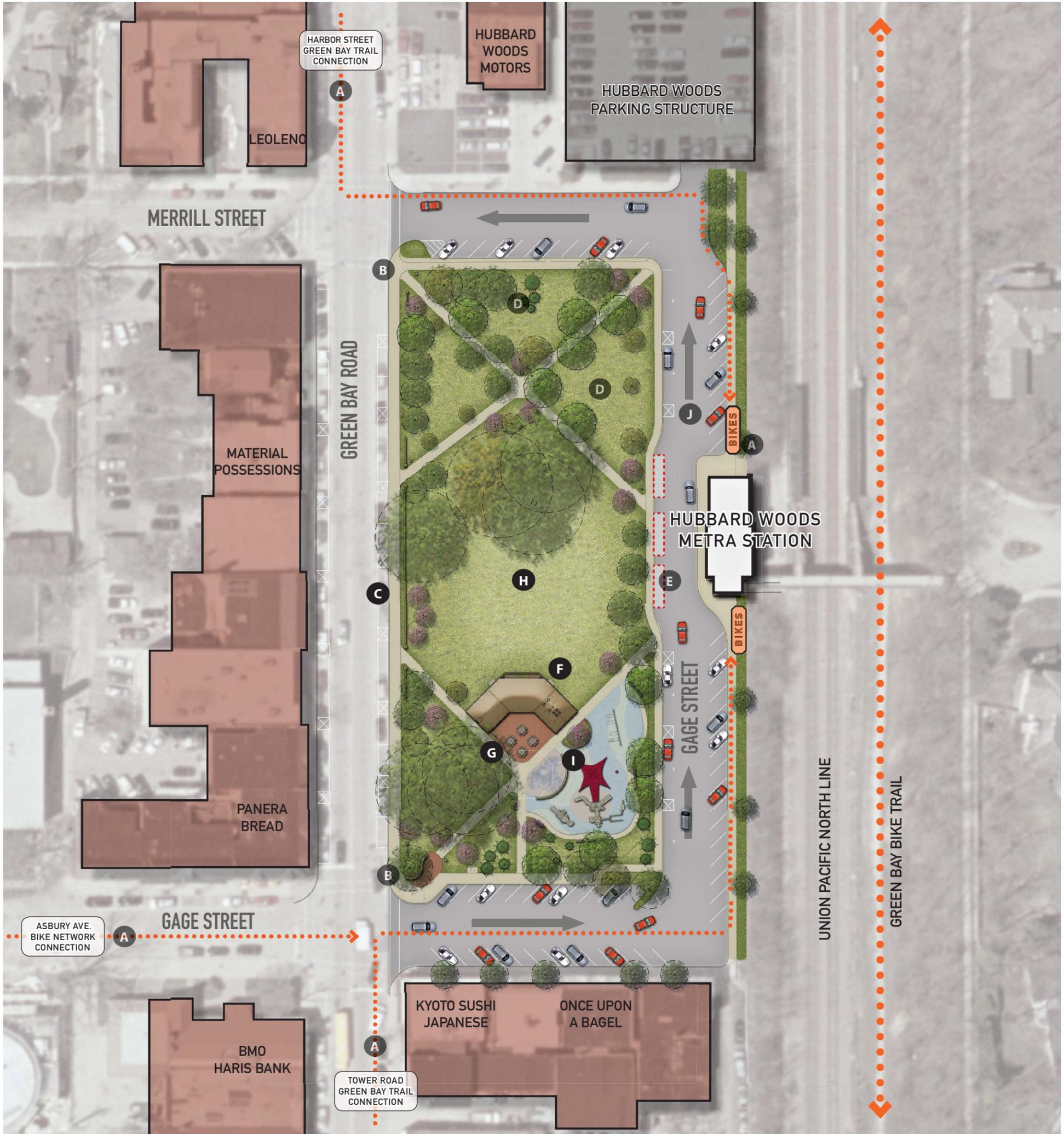
**Exhibit 4 - Parking Occupancy Survey
Hubbard Woods Park 11:00 AM - 6:00 PM WEEKDAY
10:00 AM TO 2:00 PM SATURDAY**

Parking Location See Exhibit 3 for Map	Parking Description	Parking Restrictions	Parking Supply	ADA Supply	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
A	Green Bay Rd - Scott Ave to Merrill St - West	90 minute parking - 8:00 AM - 6:00 PM	9	-	9	9	8	9	8	8	7	8	9	7	9	9	6
B	Green Bay Rd - Scott Ave to Merrill St - East	90 minute parking - 8:00 AM - 6:00 PM	7	-	7	7	6	6	7	7	5	7	6	7	7	7	7
C	Merrill St - Alley to Green Bay Rd - North	2 hour parking - 8:00 AM - 6:00 PM	6	-	6	6	6	6	6	5	5	6	4	3	4	5	5
D	Merrill St - Alley to Green Bay Rd - South	90 minute parking - 8:00 AM - 6:00 PM (Except Sundays and Holidays)	5	1	6	6	6	6	6	4	5	6	6	5	5	6	5
E	Green Bay Rd - N Merrill St to Gage St - West	90 minute parking - 8:00 AM - 6:00 PM	16	-	15	15	16	16	16	15	8	9	16	14	16	16	14
F	Gage St - Alley to Green Bay Rd - North	90 minute parking - 8:00 AM - 6:00 PM	6	-	6	5	6	6	6	4	4	4	5	6	5	6	5
G	Gage St - Alley to Green Bay Rd - South	90 minute parking - 8:00 AM - 6:00 PM	2	-	0	2	2	2	2	2	2	0	2	1	1	0	0
H	Green Bay Rd - Gage to Tower Rd -West	90 minute parking - 8:00 AM - 6:00 PM	20	1	19	21	14	16	20	14	20	19	14	14	15	13	19
I	Green Bay Rd - Gage to Tower Rd -East	90 minute parking - 8:00 AM - 6:00 PM	19	-	18	18	12	15	16	13	13	15	7	13	14	15	12
J	Gage St - Green Bay to Tower Ct - South	90 minute parking - 8:00 AM - 6:00 PM, No Parking 5:00 AM - 8:00 AM Weekdays	12	-	10	11	12	8	6	2	6	7	8	10	12	9	10
K	Gage St - Green Bay to Tower Ct - North	90 minute parking - 8:00 AM - 6:00 PM (Except Sundays and Holidays)	11	-	11	11	10	11	6	4	7	5	10	11	11	10	10
L	Green Bay Rd - N Merrill St to Gage St - East	90 minute parking - 8:00 AM - 6:00 PM	13	1	14	14	14	12	11	10	7	3	13	13	14	11	14
M	N Merrill St - Green Bay to E Merrill St - South	Zone A&C 8:00 AM - 10:00AM M-F, 2 hour parking - 10:00 AM - 6:00 PM	13	-	13	13	13	11	11	9	6	4	9	8	9	9	9
N	Parking Garage - Level 1	Zone C 8:00 AM - 10:30 AM M-F	104	4	55	49	59	59	61	58	59	43	16	17	17	19	19
N	Parking Garage - Level 2	Zone A 8:00 - 10:30 AM M-F, 2 hour parking - 10:30 AM - 6:00 PM without decal	115	-	49	48	50	52	48	41	39	32	17	20	22	21	21
O	E Merrill St - N Merrill St to Gage St - West	4 hour parking - 8:00 AM - 6:00 PM	11	-	11	11	11	7	5	4	3	1	2	2	6	7	5
P	E Merrill St - N Merrill St to Station - East	4 hour parking - 8:00 AM - 6:00 PM	7	1	8	8	5	5	3	3	1	2	0	0	0	0	0
Q	E Merrill St - Station To Gage - East	4 hour parking - 8:00 AM - 6:00 PM	9	2	11	11	11	8	8	8	6	7	11	10	11	11	10
Totals =			385	10	268	265	261	255	246	211	203	178	155	161	178	174	171
Overall Percent Occupied =					68%	67%	66%	65%	62%	53%	51%	45%	39%	41%	45%	44%	43%

Key
 100%-85% Occupied
 85%-60% Occupied
 Below 60% Occupied

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN **NEAR TERM**



CONCEPT IDEAS

- A BICYCLE NETWORK IMPROVEMENTS**
 - Wayfinding Improvements Direct Cyclists to Hubbard Woods from Green Bay Trail and other Village Bike Routes
 - Bicycle Parking Facilities
- B ENHANCE PRIMARY PARK ENTRANCES**
 - Well Lit Park Entrances with Signage, Gateway Elements and Decorative Landscaping
- C GREEN BAY ROAD FRONTAGE ENHANCEMENTS**
 - Decorative Landscaping, Streetscape Furnishings, Signage and Branding Elements
- D ACTIVITY AREAS**
 - Dedicated Space for Amenities and Activities
- E FOOD CONCESSION AREA**
 - Temporary / Semi-Permanent Food Vendors
- F NEW SHELTER**
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavillion Relocated to a Different Park
 - Integrated Seating Court & Performance Pedestal
- G PICNIC AREAS**
 - Dedicated Seating Area with Decorative Paving
- H OPEN LAWN AREA**
 - Preserve Existing Open Lawn and Mature Trees
 - Maintain Space for Events & Programming
- I RELOCATE PLAYGROUND**
 - Move Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad
- J GAGE STREET IMPROVEMENTS**
 - Maintain Existing One-way Street Network
 - Street Parking Retained on Gage Street
 - Gage Street Pedestrian Safety Improvements, may include Pavers, Speed Table and/or Bump-outs

ATTACHMENT F

Memorandum

To: Winnetka Plan Commission
CC: Brian Norkus, Assistant Director of Community Development
From: Steven M. Saunders, Director of Public Works/Village Engineer
Date: 11/25/2014
Re: Special Use Permit Application: Hubbard Woods Park Improvements

The Winnetka Park District has submitted an application for a Special Use Permit related to improvements planned for Hubbard Woods Park. The proposed improvements consist of construction of a new shelter/pavilion building, reconfigured pedestrian paths, and relocation of the playground area from the northwest corner to the southeast corner of the park. The proposed improvements do not include any modifications to the existing sidewalk, roadway, or parking facilities adjacent to the park property, and do not include any changes to traffic circulation patterns near the park. There will be no net change in parking spaces as a result of the project.

Based on the scope and nature of the proposed improvements it is my opinion that there will be no adverse traffic impacts associated with the proposed improvements and that the existing street system has sufficient capacity to handle any minor increases in traffic associated with increased programming at the park.

The relocation of the play area from the northwest corner of the property to the southeast corner of the property, will provide a safety benefit by encouraging pedestrians to cross Green Bay Road at the signalized intersection of Gage Street, rather than the unsignalized intersection of Merrill Street, to access the park.

Relocation of the shelter and playground to the south end of the park will potentially have an added benefit to the businesses by concentrating activity at the south end of the park, adjacent to the Gage Street businesses. However, concentration of this activity could result in competition for parking spaces on Gage Street which are of prime importance to retail uses along Gage Street.

The Park District has engaged the services of Gewalt Hamilton to complete a parking evaluation for the proposed improvements. Their evaluation consists of existing counts of on-street parking in the vicinity of the park, as well as counts at the Hubbard Woods Parking Deck, adjacent to the north end of the park. The parking counts indicate heavy use of the on-street parking, including around the

northern edge of the park, but much lighter usage of both levels of the Hubbard Woods Parking Structure. While this parking is somewhat less convenient for users of the park, and for the businesses around the southern end of the park, an opportunity exists for the project applicant to provide parking wayfinding signage around the project site directing users and commuters to available parking at the parking structure. Some suggestions:

1. The applicant should provide a preliminary design for a wayfinding signage scheme that can both incorporate elements of the signage design contained in the Village's streetscape studies, but is also reflective of the architecture of the proposed building and the area surroundings;
2. The applicant should elaborate on the potential signage locations identified in their "Conclusions and Recommendations" with a signage plan for consideration by the Village.

Attachment: "Parking Study: Hubbard Woods Park" prepared by Gewalt Hamilton Associates, Inc.

ATTACHMENT G

DRAFT

WINNETKA PLAN COMMISSION EXCERPT OF MEETING MINUTES DECEMBER 17, 2014

Members Present: Tina Dalman, Chairperson
Caryn Adelman
Jan Bawden
Paul Dunn
John Golan
Louise Holland
John Thomas

Non-voting Members Present: Richard Kates
Scott Myers

Members Absent: Jack Coladarci
Chuck Dowding
Matt Hulsizer
Keta McCarthy
Jeanne Morette

Village Staff: Brian Norkus, Assistant Director of Community
Development

Consideration of Special Use Permit Request by the Winnetka Park District for Proposed Improvements to Hubbard Woods Park, 939 Green Bay Road (Continued from October 15, 2014 Meeting)

Chairperson Dalman asked Mr. Norkus if he had any additional comments or if they should pick up the discussion where they left off.

Mr. Norkus stated that he would provide the Commission with brief introductory comments before the Park District began their updated presentation. He stated that the Park District was before the Board in October and was asked by the Commission to revisit three specific components which are described in the agenda report. Mr. Norkus stated that the first item that the Commission requested further evaluation on related to the impact of shifting the playground to the south portion of the park given the impact and result on the availability of parking, particularly in connection with the competition for parking spaces with the adjoining businesses on Gage Street.

Mr. Norkus informed the Commission that the Park District had Gewalt Hamilton perform a parking study which is included in the agenda report. He then referred the Commission to page

nos. 22 and 23 of the agenda report and the memorandum from Steve Saunders with regard to his evaluation and conclusions in connection with the parking study prepared by Gewalt Hamilton. Mr. Norkus stated that the applicant would be in a better position to explain the response to the recommendations. He also stated that Mr. Saunders recommended that there is plentiful parking in the vicinity of the park and that the competition for parking would be addressed through the addition of way-finding signage and the parking deck. Mr. Norkus then asked the Commission if they had any questions and if not, he would turn over the presentation to the Park District.

Robert Smith introduced himself to the Commission as the Executive Director for the Winnetka Park District. He confirmed that this is their second appearance before the Commission relating to the issue of the master plan for Hubbard Woods Park. Mr. Smith then stated that they have Scott Freres here of The Lakota Group along with Michael Kritzman and that Gewalt Hamilton is the engineering firm which did the parking study and introduced Daniel Brinkman. He also introduced Colin Marshall of Green Associates, the Park Board president, Brad McLean and Costa Kutulus.

Mr. Smith informed the Commission that the planning process started 14 months ago and that since that time; they have had 20 meetings, engagements and presentations on the project. He described it as a deep dive in community involvement. Mr. Smith then stated that what the Commission would see tonight are several renditions and the final product of all of the comments they heard at the meetings. He stated that they are looking to keep on task and go through the Village review process and construction.

Scott Freres of The Lakota Group introduced himself to the Commission and stated that they would follow up with regard to their previous presentation. He informed the Commission that they went before the Commission in October, the DRB on October 16th and before the ZBA on November 10th and are now circling back with the Park Board with a representation with the thoughts and inputs from the different boards. Mr. Freres stated that they would also respond to comments and questions. He noted that the biggest concerns related to parking, traffic and the impact of making a change to the Hubbard Woods Park master plan.

Mr. Freres then stated that the master plan process included the engagement of all levels of the community and that they continued to talk to the community. He stated that in between the dialog with the Park Board and the other boards, there was dialog with the new economic development director in order for the project to tie back to economic development issues.

Mr. Freres stated that they recognize that there are four key things which came out of the Commission's discussion and that similar topics came up with the other boards which they would address in the aggregate. He indicated that there are some things which may not be under the direct purview of the Commission, but that they wanted the Commission to hear. Mr. Freres stated that the four most important issues are identified in the slide.

Mr. Freres stated that the first item to be addressed related to the clarification of the special use application language and the fact that they took out the dialog relating to street improvements. He stated that the second issue related to potential parking impacts and how they would locate the playground on the site. Mr. Freres then stated that the third issue related to construction phasing

and its timing and that the fourth issue related to park shelter programming.

Mr. Freres informed the Commission that other changes related to the refinement to the park shelter to a contextual design and aesthetics. He stated that with regard to the refinement of the park site plan, he referred to the southwest entrancement enhancements, the nature garden activity area, the playground area, site furnishings and the landscape plan.

Daniel Brinkman from Gewalt Hamilton introduced himself to the Commission and stated that in early November, the request was presented before the ZBA. He informed the Commission that they did a weekday and Saturday afternoon analysis in their counts. Mr. Brinkman then stated that there were 18 different block faces and that they did hourly parking counts. He informed the Commission that there were almost 400 parking spaces available in the study area. Mr. Brinkman noted that there were no fewer than nine different kinds of restrictions in terms of signage, timing, etc. which he described as a lot for the fairly small area. He stated that it is important to note that in the findings that they were done at the busiest time of study of 11:00 and the noon lunchtime rush and that there was 68% off and on-street parking available which is the busiest it got. Mr. Brinkman noted that the vast majority is in the Village parking structure and that many structures do not get utilized as well as they could.

Mr. Brinkman then stated that given the number of different timing restrictions, he stated that clean-up signage and way-finding signage would help patrons of the park and business customers. He then stated that even though there would be a little walk to the parking structure, parking is available. Mr. Brinkman also stated that in terms of moving the different components to the south end of the park, you will see some shift in occupancy. He reiterated that there should be clearer signage and revisiting the different time periods and restrictions. Mr. Brinkman then stated that parking is plentiful in the area although it may not be right in front of the playground, but that it is within a block and a half radius. He then asked the Commission if they had any questions.

Mr. Golan stated that the primary concern was the area of parking and the fact of what moms and dads use to park and for the park to have the same as used for restaurants. He then stated that it did not matter how many signs there are. Mr. Golan also stated that the survey was done in November when people are not using the park.

Mr. Brinkman agreed that there is definitely competition with regard to the south end of the park. He then stated that in terms of parking in November, there is more daytime activity in the park in warmer weather. Mr. Brinkman also agreed that when it is not horribly cold, there is not a lot of activity in the park honestly. He then stated that for commercial uses, in November, there are higher points at times when they are having a parking activity holiday season of shopping than in the summer. Mr. Brinkman indicated that there is a balance between the reduced amount of activity in the park in November which is offset by the additional activity for businesses in the area. He described it as appropriate and accurate and added that there is a tradeoff of activity. Mr. Brinkman then informed the Commission that there is not a lot of fluctuation of more than 5% to 10% on a given day.

Mr. Myers stated that with regard to the 400 parking spaces which the applicant has said at peak times is 68% occupied, when you look at the structure, he asked how many of the 400 parking

spaces are there at peak times.

Mr. Brinkman responded that there are 220 parking spaces in the structure as shown on Exhibit 4 in the report. He identified the areas in green as space which is less than 60% occupied, the areas in yellow as between 60% and 85% occupied and the areas in red as between 85% and 100% occupied. Mr. Brinkman then stated that the blocks are fairly short and that there are four parking spaces there which were fully occupied. He also stated that on Merrill, there is less occupancy there. Mr. Brinkman identified Gage Street south with parking available there, Gage Street at the south end of the park and stated that areas J and K are occupied early in the day and are busy on Saturday.

Mr. Golan asked if they could shrink the size of the park by 5 or 6 feet on the east and convert those parking spots to diagonal parking which would get an additional 15 to 25 parking spots. He also asked if they considered the utilization of the park. Mr. Golan then stated that he had a big problem with areas K, Q and L in terms of parking and that in the late afternoon, there is no parking.

Mr. Myers stated that he is not sure that they would want to shrink the park in order to add more parking spaces when only a short distance away, there are a lot of spaces. He indicated that it may seem like a long way and questioned adding more parking capacity when there is already capacity.

Chairperson Dalman indicated that she did not realize that the lower level is not reserved for permit parking.

Mr. Freres stated that the topics they are talking about are the playground driving traffic. He stated that they surmised that the park is not a destination driver of traffic which they have not experienced in any community that they have worked in. Mr. Freres described parks as an ancillary destination and that people who visit are coming for other reasons. He then stated that they encourage people to walk which would support economic development. Mr. Freres agreed that people try to get as close as they can to their destination use.

Mr. Freres then stated that with regard to adding parking, he informed the Commission that they looked at that concept. He stated that they first presented a master plan which looked globally in terms of the master plan of the park beyond the boundaries of the park. Mr. Freres stated that they discovered that it is clear that represented another whole set of issues which would require traffic studies and details thought to be out of the jurisdiction of the Park District and that they chose to stay within the boundaries of the park. He informed the Commission that since then, there has been dialog with Mr. Norkus with regard to how to improve visibility at the key corner and how to make improvements to the key intersection and that those items require a different level of study and IDOT participation. Mr. Freres then stated that early on in the process, they wanted a plan which is realistically achievable.

Ms. Holland informed the Commission that she was not at the last meeting. She questioned the thinking with regard to moving the playground and a whole thrust of users from the existing areas to the south. Ms. Holland stated that it would not enhance the retail concept of the whole block. Ms. Holland then referred to Hubbard Woods and the Village Council trying to enhance the retail

curtain wall. She also stated that having everything at that intersection would jam up the area making a second block.

Mr. Freres referred to the concept of synergies of a 100% corner of Gage Street, traffic and pedestrian movement and supporting the existing businesses. He informed the Commission that bathrooms were the number one request when they asked what was wanted.

Ms. Adelman arrived at the meeting at this time.

Mr. Freres then stated that with regard to continuing the street wall, he referred to the north end of the park and stated that they are seeking to have an interactive garden, bocce courts and a seat wall along the frontage in order to activate the street front. He stated that they also planned to put back open space. Mr. Freres also stated that the park needed to be programmed for a lot of things. He then referred to the downtown master planning exercise and the fact that they considered what happened around the park in terms of future opportunities from a development standpoint. Mr. Freres added that the Park District faced having to replace the playground equipment and that they also needed restrooms which would be done with the best synergy as the driver behind it.

Ms. Holland referred to new tenants moving in and looking forward to a new park. She then stated that from a retail perspective, more activity to the north would be better for the stores south.

Chairperson Dalman referred to the corner where the toy store was located and stated that it is an architect's office with retail slowly turning on that block. She indicated that it has been there for one year. Chairperson Dalman then stated that with regard to what is happening at the north end of the park, there is a two block corridor which is not as robust for retail as the south around restaurants, as was mentioned in the ULI report.

Mr. Freres informed the Commission that they went through the community dialog and presented a lot of options with the playground at the north end. He then stated that is what drove it back in terms of the connection between moms and bathrooms. Mr. Freres added that they want to articulate the north area.

Mr. Kates asked what is the Park District's policy with regard to the bathrooms during playtime and if the bathrooms would be locked. He noted that they are open at the Hubbard Woods station. Mr. Kates then stated that if there are bathrooms on the south corner and they are not open for use, that would not be doing any good.

Mr. Smith informed the Commission that they looked into that situation in 2006 with the other conceptual plans for the building. He noted that there would be programmable locks on a schedule which are to open and lock at a certain time. Mr. Smith also stated that there would be safety features incorporated so that people inside the bathrooms can get out. He indicated that there was a trial run at two facilities at the Nielsen Center and that they have had great success.

Mr. Kates asked when they would be open.

Mr. Smith responded that would be determined by park usage and stated that it would be between

mid-morning to dusk. He added that they would be open for special events. Mr. Smith also stated that they are tracking use patterns and that if they see patterns with regard to the early morning, it can be adjusted. He stated that they are always concerned with any components which are enclosed. Mr. Smith informed the Commission that in connection with these exterior programmable doors and vandalism rates, there are none. Mr. Smith indicated that they are comfortable with this system and that it has been here for 13 years.

Ms. Adelman asked if there is a new situation or old with the Metra station opportunity.

Chairperson Dalman stated that she asked Mr. Brinkman and that she was glad to see the Thursday hours when Sacred Heart gets out. She also indicated that she did not see the report on traffic relating to carpooling. Chairperson Dalman asked the applicant if they noticed anything or if it was not significant.

Mr. Brinkman responded that they did not focus on traffic patterns. He stated that if they were putting up a building with an intensive program and activity, that would not be the situation at this park. Mr. Brinkman reiterated that they did not focus on traffic that much.

Mr. Kates asked how they picked the hours.

Mr. Brinkman stated that they picked a weekday of Thursday and that they tried to avoid Monday and Friday and the late morning or early afternoon. He stated that generally, the perception is when you have a park like this, you have activity and the fact that there are also a number of restaurants and that the highest combination of parking activity was from the late morning and afternoon. Mr. Brinkman then stated that they also selected a Saturday in the middle of the day between 10:00 a.m. and 2:00 p.m. He referred to the highest combination with Saturday business and parking activity which they attempted to catch. Mr. Brinkman indicated that there could be some earlier activity and that they did not want activity such as the amount of standing for different Metra activity to skew the results. He then stated that they can look at going longer than 2:00 p.m. Mr. Brinkman noted that there was no significant change later in the day and that there were 40 cars in the parking structure then. He stated that if they did not have the parking structure, they would have a discussion with the Park District to squeeze parking in where it would not be obtrusive. Mr. Brinkman stated that they should utilize this asset in the community instead of green space. He added that they understood the perception that if people cannot park right in front of their destination, they would not do it.

Mr. Kates stated that he is concerned that if they move the park south where retail is, it would cause the loss of retail.

Mr. Brinkman stated that they did not see that there would be a loss of retail activity and that more of those people frequent retail. He then stated that the parking right in front of your destination situation is not unique to Winnetka. Mr. Brinkman then stated that with regard to how to get people to use the available parking, the Park District and community would have to do their part.

Mr. Kates referred to Ms. Holland's point and stated that moving the park away from the parking structure would have a negative impact on that corner.

Chairperson Dalman stated that for a neighborhood park, you would have to go to the parking lot. She then stated that you never see people drive to the park and that they walk. Chairperson Dalman asked Mr. Brinkman if the design standards for traffic and parking are different standards than for a neighborhood park.

Mr. Brinkman responded that they are not and referred to published information with regard to neighborhood parks. He then stated that if there are regular athletic fields or a recreational center, they would talk about the estimates and the demand on traffic and parking. Mr. Brinkman stated that to schedule something rigidly for those who do not currently come is a legitimate concern and that with the activity that they have at Green Bay Road, Gage Street and the commercial corridor to the south, this is the safest spot in that stretch.

Mr. Myers asked the applicant when they did the neighborhood surveys, did they get a sense of what percentage of people come from the surrounding area who either walk or bike.

Mr. Smith stated that is a neighborhood response. He then referred to the Skokie Park which is a community park and that for this neighborhood park, it would be pretty infrequent. Mr. Smith also stated that they have seen how it operates early and late and that they have not seen that type of demand.

Mr. Kates referred to the water splash pad and the unique structures.

Mr. Smith stated that the splash area would be for the 6, 7 and 9 year old age group which is using the park now. He indicated that it would be a novelty for those who want to see the park during the first year and that it would trail off.

Mr. Kates asked whether there would be a negative impact on retail by moving that portion of the park.

Mr. Smith responded that there would not.

Ms. Holland asked if the traffic pattern took into account the alley which has the right to exit 40 spaces from The Gap building which bought the building next door. She then stated that for the 40 vehicles exiting, that corner is the only place it can be done.

Mr. Freres informed the Commission that the traffic study has no impact on the alley onto Tower Road. He referred to the concern with regard to the children weighed against the northwest corner where the traffic safety is currently a greater issue than to the south. Mr. Freres also stated that the DRB wanted a safety fence on that corner built into the plan.

Mr. Freres then stated that with regard to the playground and economic development, if they were to take a shopping center mentality, they would all put in playgrounds now. He stated that shopping is all experience driven. Mr. Freres informed the Commission that the Park District believed that the park would offer a great experience and would be tied to the community based in culture and heritage. He then referred to the opportunities for programs and the revitalization of

the district.

Mr. Freres informed the Commission that Colin Marshall would discuss the shelter. He then stated that a couple of topics were raised last time which he described as important. Mr. Freres stated that the shelter is seen as an open air shelter which would have two bathroom facilities, storage and mechanical rooms for events, programs and storage. He also stated that the open performance stage would be heavily landscaped and would not take up more space than the gazebo. Mr. Freres then stated that they made changes based on the Commission's and the DRB's comments to make sure that the facility has two front door appearances. He stated that they also heard that it is clear that they want an architectural style and what is right for the park. Mr. Freres referred the Commission to the slide and stated that the shelter would not fight with the beautiful architecture surrounding the site. He stated that the shelter would be simple in design and would be a part of the park. Mr. Freres indicated that it is a landmark and is important with regard to details behind it.

Mr. Freres went on to state that the shelter would be an open air space performance shelter in terms of weather and bathrooms which he commented was the primary driver and storage. He noted that it would not be an enclosed warming shelter. Mr. Freres stated that was an important component which was brought up last time. He informed the Commission that the plan is to not enclose it and rather, that they would continue the evaluation of the use of the outdoor skating and that they would be monitoring it over time with regard to its use and the fact that it has not been used as much as it has been in the past. Mr. Freres informed the Commission that they did not want to invest in an enclosed facility which made sense. He referred to the use of the interior of the train station which can be used for a portion of the winter months.

Mr. Freres informed the Commission that the second option is that they looked at working with the retail neighbors and that the Park District reached out to Panera and others retailers in terms of a relationship to get people to come into their locations for hot chocolate and to energize business. He stated that the third element was developing a temporary facility which would be used seasonally. Mr. Freres stated that the rationale behind it is that they want make sure that they use funds properly in the park with regard to maximizing the program to provide skating and make sure that the facility is not an enclosed facility. He then stated that the shelter is not a house. Mr. Freres then stated that years ago, the Park District presented a house shelter which would have been significantly more expensive. Mr. Freres also referred to the life safety components and expense and the fact that it is not realistically achievable. He added that in addition to the Park District funds allocated to the project, they are in contention for a sizable grant for the shelter and that it is identified as a shelter in the grant. Mr. Freres indicated that there are other solutions which are more practical for warming in process.

Colin Marshall of Green Associates stated that some of the design issues were reviewed with the DRB which shaped the changes. He stated that the use of material was discussed based on the context of the surrounding streets and the street walls of Gage Street and Green Bay Road. Mr. Marshall stated that the shelter would sit comfortably with the lush green surroundings of the Hubbard Woods Park similar to the way the gazebo did now. He then referred the Commission to an illustration and stated that they looked at examples of park buildings which have a lighter, more open feel. Mr. Marshall also stated that the basis for further development of the design was based

on feedback and that they simplified the pallet of materials and range of colors involved. He described it as a very light open structure which would fit in well in the park and would not compete with the masonry landmark buildings.

Mr. Marshall stated that on the north end, there would be a large opening for the performance stage and another look further back in the park. He reiterated that they wanted it to appear light and open and for it to be a low horizontal building. Mr. Marshall then stated that as part of their due diligence, they did a masonry version with the same design and that it was reviewed with the Park District board. He stated that with this structure and scale of masonry, they would have ended up with another version of the Joseph A. Banks stores.

Mr. Marshall stated that second, they looked at the south end of the structure and how the south end of the site functioned. He stated that they wanted to make it a more open, public and welcoming side of the building and for it to act as a gateway to the Hubbard Woods Park. Mr. Marshall then referred the Commission to an illustration of the straight-on view of the north-south access to the park. He stated that there would be a new seating court and pedestrian plaza which he identified for the Commission. Mr. Marshall also stated that there would be space for casual gathering with podded vegetation which would be movable. He indicated that it can also be an extension of the stage area. Mr. Marshall then identified the views of the north expanse of the Hubbard Woods Park with the removal of the existing structure.

Mr. Marshall informed the Commission that there would be a prominent circulation path from the southwest corner and that you would be able to see the structure and the fact that it is open. He stated that it would present itself as a comfortably scaled plaza with natural lighting and that there would be a nice pocket plaza created for the park. Mr. Marshall then stated that the goals for institutional buildings in the design guidelines seek to create public space. He stated that this does that and would engage the lawn to the north more effectively than the gazebo as well as create a small scale pedestrian plaza entry to the park.

Mr. Freres informed the Commission that with regard to the issues brought up at the DRB meeting, they wanted to share all of the comments and responses with the Commission. He referred to the fact that there were updates on a lot of different areas. Mr. Freres then stated that they heard that it tied back to way-finding and parking with regard to the southwest corner. He stated that the dialog included how to energize and sign the corner so that people realize that there is parking and to frame the seat wall and garden area. Mr. Freres stated that there would be better walkways as part of the plan and that currently, there are random paths moving through the park. He informed the Commission that these designs contain multiple access points to the train and key corners such as the parking deck. Mr. Freres referred to the effort to focus people on where they need to be. He stated that they also thought about landscaping and garden opportunities at the north east corner toward the parking deck. Mr. Freres indicated that there would also be opportunities for education and re-infrastructure, as well as a number of different seating opportunities. He also stated that there would be a bocce area and opportunities to bring public art to the park. Mr. Freres stated that they wanted to make sure that the playground is interactive and for it to be bigger and broader in thinking and not for its size. He noted that it would have the same square footage and would be more interactive and naturalized in appearance. Mr. Freres then stated that they planned to continue the path around it with a rubberized surface. He also stated that there would be a seat

wall to divide the area between the splash pad and the rest of the playground. Mr. Freres indicated that there would be plenty of seating pockets around the playground area and that they heard that it is important for people to be able to converse and watch the children.

Mr. Freres went on to state that the playground equipment would be more interactive and would add an element of color. He indicated that there would be more climbing opportunities in terms of the range of motion and less traditional elements. Mr. Freres stated that it would integrate all ages of children and that there would be swings and basic elements. He then stated that with regard to colors and material for the ground, there would be green, blue, tan and perhaps orange or purple. Mr. Freres informed the Commission that they heard that a little color would not be a bad idea. Mr. Freres also stated that there would be a sprayer water feature which would jet out from the flat surface and provide a misting area for the children. He added that it would be easily managed and maintained.

Mr. Freres then stated that with regard to other features, he referred the Commission to an illustration and stated that the red X's represent potential art opportunities. He indicated that they have not defined where or how they would be located and that they want to make sure that there is an opportunity to integrate them. Mr. Freres also stated that it speaks to the Hubbard Woods design district and the goal to make it a more creative district.

Mr. Freres stated that the benches would be made of materials which are consistent and simple and blend with the landscaping. He noted that there would be fencing around the play area and a seat wall on Green Bay Road in the same stone base as the shelter. Mr. Freres described it as a wonderful element for sitting and that there is no place to sit on Green Bay Road currently. He also stated that bicycles are an important component on Green Bay Road and that the goal is to get the bicyclists off Green Bay Road and into the park as a hub for regional biking. Mr. Freres stated that there would also be a bicycle repair station.

Mr. Freres then stated that with regard to landscaping, while it is a small component, they planned to transplant small trees and preserve the canopy which is there now. He referred to the detailed tree preservation plan which would include the repositioning of some of the trees to the north side. Mr. Freres then referred the Commission to the tree preservation plan.

Mr. Freres also referred to the implementation and timing of how the project would happen. He stated that Mr. Smith mentioned the goal to seek approval in early 2015 and that they would like to get under construction in the spring and early summer and to complete Phase I of the project by the end of the year. Mr. Freres identified the Phase I areas as the light green area at the south end which would shift to the north end and that the Phase II portion would be done from 2015 to 2016. He concluded by stating that they want to make a positive change to the park and the district and asked the Commission if they had any questions.

Chairperson Dalman asked if there were any questions.

Mr. Smith stated that with regard to the way that Metra operates, there is now a Village lease agreement with Metra and Union Pacific Railroad of the facility. He informed the Commission that there had been discussions with the Village office and Union Pacific and referred to the

sublease agreement off of the Village's lease for access to the facility. Mr. Smith also referred to the additional bathrooms and warming shelters as the primary option for the facility. He then stated that since the discussion, it is their understanding that IDOT released funds to do engineering and architectural design for refurbishing the train station. Mr. Smith indicated that the Park District wanted in on the planning process for that as a warming shelter and to see what they can get in terms of a link off of the bike trail into the park and the business district.

Mr. Dunn asked if there is no agreement or assurance.

Mr. Smith responded that there is not. He added that the offices have been pretty cooperative. Mr. Smith then stated that they see it as a seasonal facility for a warming shelter.

Mr. Dunn stated that the children would then have to cross the street and take off their skates or put guards on. He described it as wishful thinking and that those are not good ideas. Mr. Dunn then stated that Metra for the bicycles and the trail made sense.

Mr. Smith stated that the Park District board had that discussion as one option. He then stated that if they intend to have public assembly spaces, that would be an entirely different discussion and would include issues such as safety, etc.

Mr. Golan stated that without a warming shelter, there would be no skaters. He also stated that there is not enough ice without refrigerated coolants. Mr. Golan then suggested that they turn Indian Hill into a first rate ice skating facility.

Chairperson Dalman referred to the ULI planning with regard to energizing the retail area and questioned why is skate rental in the park with limited use. She indicated that it would make sense to energize this with a skate rental warming hut with businesses there.

Mr. Smith informed the Commission that they would also monitor use patterns. He then stated that with regard to the idea of an enclosed shelter driven by the use patterns of rentals, there have been 39 on average over the past three years. Mr. Smith stated that the data suggested that for the 39 rentals, of those, 16 were residents and that of those, it represented one group. He also stated that 21 of the uses of the facility were called Park District activities and events such as garden clubs. Mr. Smith indicated that people were renting it for the bathrooms. He also stated that it is used for staging and that it is seldom used in the winter. Mr. Smith added that there was good ice use last year.

Chairperson Dalman stated that she has been at the park during the stated times and that the shelter was closed and that you have to go to Northfield. She asked if it would be difficult to get the data on that rental pattern and added that it is a very dilapidated facility.

Mr. Smith responded that there is not a demand for this small space and that there are not a lot of skaters here. He stated that there was financial consideration of the ice operations which was why it is not staffed during the week. Mr. Smith stated that they cannot hire staff in unpredictable weather. He informed the Commission that it cost \$80,000 to run three rinks. Mr. Smith then stated that the board struggled with it every year and that they are looking at a number of other

programs which are subsidizing that amount.

Chairperson Dalman stated that Sacred Heart goes there after school and that the children spend a lot of money.

Ms. Holland questioned lighting and stated that she is curious as to why the applicant chose this particular light fixture since all of the fixtures on Tower Road were relit with different lights. She also stated that the bridge on Elm Street used union lighting via Bostonian.

Mr. Freres stated that is fine.

Chairperson Dalman asked if there were any other questions.

Mr. Kates asked if on the special use application, were the neighbors notified.

Chairperson Dalman asked Mr. Norkus for clarification.

Mr. Norkus noted that the criteria for the Commission's review of special use applications is for its consistency with the Comprehensive Plan. He then stated that for this meeting, the neighbors within 250 feet were notified of the original meeting and that with regard to the people at the previous Commission meeting and the DRB meeting, three people emailed them with an update for this and tomorrow's meeting.

Mr. Kates asked if it is a function of the Commission to notify the neighborhood.

Chairperson Dalman stated that when there is a continuation, there is no requirement to re-notice the meeting.

Mr. Norkus informed the Commission that 300 people received notice of the first meeting.

Mr. Myers asked that in going through the process, what did the Park District do in terms of going around and talking to people about the ideas and for the plan.

Mr. Smith informed the Commission that they started the process in October 2013 with an introductory phase of what the project is, the principles, the criteria of designing the park, etc. He noted that there is an entire file of letters which were sent as well as hand delivered along with mailed notices to businesses. Mr. Smith stated that they also held focus groups. He stated that they received information on the development and how it would impact economic development. Mr. Smith also stated that they met with Village officials.

Mr. Kates asked if the plan the applicant is presenting tonight was sent to all of the businesses and the neighbors.

Mr. Smith responded that notices were put out when they got down to this plan.

Mr. Kates asked if the Hubbard Woods train station would be open and that it is now locked on

Saturday.

Mr. Smith responded if they come to an agreement with the Village.

Mr. Kates questioned the use of an open timed lock and referred to the transition period.

Mr. Smith indicated that he is not aware of programmed locks.

Mr. Dunn noted that the main station is locked.

Mr. Kates referred to Hubbard Woods being open and if Union Pacific was requested because of warming. He also stated that Union Pacific asked if the Elm Street station can be open 24 hours and if the hours were cut down now.

Mr. Dunn confirmed that the Elm Street station is locked after 10:00.

Mr. Kates suggested that it be open in cold weather.

Mr. Myers asked with regard to the construction equipment when they begin construction, how much equipment would be needed and where would the workforce park. He also asked if they would be using the parking structure.

Mr. Smith responded that the details would be worked out with the contractor and that there is enough space.

Mr. Myers suggested that it be made part of the contract.

Mr. Kates referred to the New Trier condition made on parking in the context of the neighborhood during construction.

Chairperson Dalman asked if there were any other questions.

Mr. Kates suggested that they make a special condition on the special use if they feel there is enough parking.

Mr. Myers stated that the motion can include the workforce parking in the lot.

Mr. Thomas commented that he has an economic interest in the Park District and that he would recuse himself from the vote and discussion and that it would not be taken as a precedent for the future.

Chairperson Dalman stated that the Commission is to consider the application and vote on whether the application is consistent with the Comprehensive Plan. She then stated that they are talking about the special use criteria since it is part of the application and the criteria as a consolidation of all of the different boards. Chairperson Dalman then asked for a motion.

Mr. Kates stated that the agenda talks about special use.

Chairperson Dalman asked Mr. Norkus if the special use criteria is important for the Commission to consider in the context of the Comprehensive Plan and the Commission's jurisdiction of looking at whether the application is consistent with the Comprehensive Plan.

Mr. Norkus confirmed that is correct.

Mr. Kates asked when would the plan go for a special use.

Mr. Norkus stated that the Commission is reviewing the application since the applicant applied for a special use and that the point of the agenda report is to clarify the Commission's criteria for reviewing it and providing an advisory report to the Village Council and that what the Village Council is looking for from the Commission are findings as to whether the application is consistent or not with the Comprehensive Plan. He then clarified that if the Commission found that the plan is consistent with the Comprehensive Plan, to note a favorable recommendation to the Village Council on the special use application itself.

Mr. Myers stated that the Commission can say that in the resolution on page 4 and tack on the end that the application is consistent with the Comprehensive Plan and to recommend approval by the Village Council of the special use.

Mr. Kates asked if that would parallel what was done with New Trier.

Mr. Norkus confirmed that is correct.

Mr. Myers stated that first, with regard to page 3 and finding 6, it is not applicable.

Chairperson Dalman stated that the improvements would address public safety by moving the park south where there is controlled access and where the light is.

Mr. Myers stated that they have not heard testimony with regard to safety.

Chairperson Dalman stated that it was mentioned that the main entrance to the park is at a controlled intersection. She also stated that there would be fencing.

Mr. Dunn stated that he had a problem with finding no. 1 and that his view with regard to taking out the warming house and emphasizing warming, they would be shrinking recreational opportunities. He also stated that he had a problem with the lack of commitment on skating and warming and that it has not been enough.

Ms. Bawden described it as a wash since they would be growing the playground.

Mr. Myers stated that they have to consider it in total and asked Mr. Dunn if he is concerned enough to say no.

Mr. Dunn responded that he is not.

Chairperson Dalman stated that they cannot change the language in the standards and that they have to find whether it is consistent or not.

Mr. Golan stated that they can parse words and that the contention is that it is consistent with the plan overall. He commented that this would be better than nothing and that moving to consider adopting the resolution with the additional language suggested by Mr. Myers and the recommendation of a statement that parking be done in the parking structure.

Mr. Myers then read the resolution which stated that the Commission found that the proposed special use permit application by the Winnetka Park District for improvements to the Hubbard Woods Park is consistent with the Village of Winnetka Comprehensive Plan and made a recommendation to the Village Council on the approval of special use permit with the added request that the special use permit include a requirement that the construction workers park in the north parking garage during construction. He added a clarification that the recommendation is for primary vehicles and not construction equipment.

Mr. Golan seconded the motion.

Chairperson Dalman asked if there was any other discussion.

Mr. Kates asked if something inappropriate can be deleted without affecting the overall motion as was done with New Trier.

Chairperson Dalman stated that she was not here for the New Trier discussion. She indicated that they can object to consistency with any standards without affecting the overall consistency of the request with the Comprehensive Plan.

Mr. Dunn stated that he would like for the Village Council to be fully aware of the lack of conformance in the diminution of recreational opportunities in the winter for skating.

Mr. Kates stated that the Village Council would get the meeting minutes and what was said would be brought to the attention of the Village Council. He stated that otherwise, they can amend the motion.

Mr. Dunn stated that he did not want to amend the motion.

Chairperson Dalman asked if there was any other discussion. There was no additional discussion by the Commission at this time.

A vote was taken and the motion was unanimously passed.

AYES: Adelman, Bawden, Dalman, Dunn, Golan, Holland

NAYS: None

NON-VOTING: Kates, Myers

RECUSED: Thomas

**Findings of the Winnetka Plan Commission
Regarding
Consistency of the Winnetka Park District (Hubbard Woods Park)
Special Use Permit
with the Village of Winnetka Comprehensive Plan**

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

The proposal **is consistent** with the following policies and objectives contained within the Village 2020 Comprehensive Plan:

Parks, Open Space Recreation and Environment

- i (1) "Preserve or expand the quantity, quality and distribution of open space and recreational opportunities."
- i (2) "Protect the Village's natural features and environmental resources."

Village Character and Appearance

- i (3) "Encourage organizations, schools, religious institutions businesses and citizens in their efforts to beautify the Village."
- i (4) "Use high quality design and materials when constructing public improvements."
- i (5) "Enhance the beauty of improvements with appropriate decorative details, artwork or sculpture."

Educational and Community Institutions

- i (6) "Ensure safe and attractive access to educational and community institutions. Pursue improvements that address public safety as well as traffic, congestion and parking."

Parks, Open Space, Recreation and Environment

- i (7) "Preserve or expand the quantity, quality and distribution of open space and recreational opportunities."
- i (8) "Support the development of recreational facilities to meet the needs of residents of all ages."
- i (9) "Engage in a public process that balances institutional goals and minimizes any adverse impact to the character of the adjacent residential neighborhood."

- i (10) "Foster greater cooperation among all institutions - private and public - in the joint use of recreation facilities."

Land Use - Winnetka Park District and Open Space

- i (11) "Cooperate with the Winnetka Park District in achieving the District's goal of providing Village residents with high quality recreational programs and open space."
- i (12) "Work with the Park District to minimize the impact of existing programs on adjacent neighborhoods."
- i (13) "Coordinate planning for any new facilities and programs to balance recreational needs of the community with the residential character of the surrounding neighborhood."
- i (14) "Ensure that street and parking infrastructure are adequate and that other ancillary effects such as artificial lighting, noise and water runoff are held to acceptable levels."

Green Bay Road Corridor and Business Districts

- i (15) "Promote a strong community identity and opportunities to interact while building a healthy commercial tax base. Provide a broad range of goods and services so that Winnetka residents can satisfy most of their ordinary shopping requirements in the Village, and so that non-residents will come to the Village for specialty goods and services."
- i (16) "Maintain the essential quality, viability and attractiveness of Winnetka's business districts while encouraging new economic development consistent with the character of the Village and the individual business districts."
- i (17) "Ensure that new development does not decrease public parking supply, particularly on-street parking that supports retail use."

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Winnetka Plan Commission finds that the proposed Special Use Permit application by the Winnetka Park District for improvements to Hubbard Woods Park is consistent with the Village of Winnetka Comprehensive Plan.

Passed by a vote of six in favor, none opposed and one abstention.

Mr. Norkus informed the Commission that with regard to the discussion in connection with the parking structure and lack of visibility, a lot of attention related to the identity crisis. He then suggested that the Commission consider an additional recommend which would not be part of the special use request, but to provide some recommendations on thoughts for the Village's participation in expediting the visibility of the parking lot.

Mr. Kates stated that is a separate subject and is not on the agenda.

Chairperson Dalman noted that the minutes discussed that signage is an issue and that proactive steps need to be taken to clarify and better identify parking in the structure by the Village. She asked if there were any other comments. No comments were made by the Commission at this time.

ATTACHMENT H

DRAFT

**Winnetka Design Review Board/Sign Board of Appeals
Excerpt of Minutes
February 19, 2015**

Members Present:

John Swierk, Chairman
Kirk Albinson
Michael Klaskin
Paul Konstant
Peggy Stanley

Members Absent:

Bob Dearborn
Brooke Kelly

Village Staff:

Brian Norkus, Assistant Director of Community
Development

Call to Order:

Chairman Swierk called the meeting to order at 7:33 p.m.

Chairman Swierk stated that the Board has two sets of meeting minutes to approve. He then asked if there were any comments, corrections to be made or a motion to approve the November 20, 2014 meeting minutes. No comments were made.

A motion was made by Mr. Albinson and seconded by Mr. Klaskin to approve the November 20, 2014 meeting minutes. On a voice vote, the motion was unanimously passed.

Chairman Swierk then asked if there were any comments or corrections to be made to the December 18, 2014 meeting minutes. No comments were made.

A motion was made by Mr. Albinson and seconded by Mr. Klaskin to approve the December 18, 2014 meeting minutes. On a voice vote, the motion was unanimously passed.

Comment to Village Council Regarding Special Use Permit Request by the Winnetka Park District for Hubbard Woods Park at 939 Green Bay Road (Continued from December 18, 2014 Meeting)

Chairman Swierk noted that this matter was continued from the December 18, 2014 meeting. He then stated that there are revised drawings and asked the applicant to provide a quick overview.

Colin Marshall of Green Associates introduced himself to the Board and stated that he would run through the main points of the main changes from two months ago. He stated that he would first like to call the Board's attention to the reshaping of the plan. Mr. Marshall indicated that the

previous plan was angular and that now it is rectangular which meant that when you look at the elevation at a 3D volume, it becomes a regular shape. He added that it would be similar to the free standing train station building.

Mr. Marshall then stated that with regard to the plan of the building, the stage would be elevated and that from the north, there would be side steps leading to it. He referred to the grade of the building leading up to it on the south. Mr. Marshall informed the Board that the ramps are gone. He described the building as having a very simple, regular layout which would contain the stage space, the toilet rooms, storage and the mechanical space. Mr. Marshall also referred to the layout shown of the roofline where there would be a simple gable roof form with volume in the center with two hip flanking volumes at 90 degree angles. He indicated that the building in the Village Hall has a similar arrangement and described it as a common structure for classical and civic buildings.

Mr. Marshall stated that elevation-wise, the roofline was simplified from before and that there would be a clear pitched roof and gable cross section like those on the Green Bay Road corridor. He informed the Board that the stone base would be raised and that there would be a more prominent central arched opening over the stage which would be supported by columns opposed to pilasters. Mr. Marshall also stated that it would give the central area 3D volume. He then stated that the center section would contain shingle siding and fiber cement material with punched openings similar to the surrounding buildings which have punched openings. Mr. Marshall referred to Panera which he described as similar. He added that the roof level would be of varying textures and colors.

Mr. Marshall then stated that with regard to the building from the east-west elevation, he informed the Board that those elevations were simplified and that there is a straightforward proposed elevation. He described it as more complacent and that it would meet the higher gable section. Mr. Marshall indicated that there is still the potential for an ATM on the west elevation and that item is still in discussion, together with the signage potential.

Mr. Marshall provided the Board with a sample board of the materials. He indicated that the photographs show the range and the fiber cement shingle siding which he stated would be consistent with the horizontal lines and rough color. Mr. Marshall also stated that there would be white accents for the openings and archways. He then referred to the stone base identified on the pallet of materials and stated that the idea is to have stone of three different heights including single, double and 3 brick heights. Mr. Marshall stated that it would be consistent with the mortar joint in a variety of sizes of the stone and that it would repeat. He informed the Board that the face is shown as a snapped face and that it would have more texture than the cut stone at the base of the train station. Mr. Marshall noted that they considered its setting in the park. He also stated that the stone would continue on the seat walls throughout the park. Mr. Marshall added that the idea is to have a range of stone which would vary from lighter to buff highlights of the stone on the body of the building and the shingle.

Mr. Marshall then stated that with regard to the shingle, it would not be a monochromatic as shown in the rendering. He stated that there would be varying material color and texture in the brown range and rough highlight to connect to the stone, buff highlights and the body of the building. Mr.

Marshall indicated that it was intended to be laminated shingle of a variety of colors and textures. He then asked the Board if they had any questions.

Chairman Swierk noted that Mr. Konstant was not here the last time. He commented that the presentation is much better and is an improvement over the last time. Chairman Swierk then asked what is the undersurface of the performance area.

Mr. Marshall indicated that it may be a wood surface to tie into the natural tone of the materials.

Chairman Swierk asked if signage is not part of the approval.

Mr. Marshall confirmed that is correct and stated that they would come back with an illustration of the proposed signage which would be cast bronze letters pin mounted on the surface.

Chairman Swierk stated that Mr. Konstant is good at residential type buildings and asked his opinion with regard to the roof at the center portion. He also asked should the bottom be swooped or consistent with the fascia depth.

Mr. Marshall indicated that is an easy change to make.

Mr. Klaskin stated that with regard to the elevations, the roof lines look closer in height to one peak and that the others look considerably higher.

Mr. Marshall informed the Board that the illustration is to scale and that it is somewhat deceptive. He noted that it is 32 feet in the back at eye level and that the edge of the roof comes down.

Mr. Klaskin asked if it is normal to not to have the same peaks on the same plane.

Mr. Marshall responded that is a big part of what the program is and how it gets resolved in 3D. He indicated that it is similar to the train station across the street and referred to the illustration. He identified the center pavilion and the side wings which he described as having lesser importance. Mr. Marshall stated that it would be the same situation here and that the stage is the same but also bigger. He then stated that if they want the ridge to be at the same elevation, they would have to change the pitch of the roofs to make the side roofs much steeper. Mr. Marshall added that they can make the roofs steep to meet it. He described the 9:12 pitch as pleasing and stated that it helped emphasize the important area and the service wings.

Mr. Klaskin stated that cleared it up for him.

Mr. Marshall added that they would be unifying the eave line the same and that it would meet at different points of the ridge.

Mr. Konstant asked about the gutter.

Mr. Marshall stated that there would be pervious pavers on the south side but not on the north side.

Mr. Konstant asked how did they arrive at the color.

Mr. Marshall responded that they looked at an array of colors in working with the two community boards, the Park District Board and this Board and that there was a range of opinions on color. He indicated that they looked at dark red colors and that they previously showed green. Mr. Marshall stated that there was a consensus choice with regard to the range of natural colors. He informed the Board that part of the balance they are attempting to strike is so that the structure fits with the forms and some of the materials surrounding the area. Mr. Marshall also stated that they are trying to look for a structure given the size that it is onsite so that it would sit visually within the park and feel like a light building. He then stated that part of it is the choice of colors tended to be light. Mr. Marshall also stated that they were looking at a double pitch on the roof and that the darker colors from the building perception became heavier and more massive.

Mr. Albinson asked about the windows and the material.

Mr. Marshall responded that they would be authentic divided lights with glass material which would be translucent. He then stated that the frame material would be clad wood with authentically divided lights for real dimensional quality.

Mr. Albinson asked if the restrooms would have frosted windows.

Mr. Marshall confirmed that is correct. He then stated that functionally, it did not serve as visual glass. Mr. Marshall informed the Board that they looked at having smaller windows there and they found that it would have tilted the balance of the wall and made it more massive and more dissimilar to the other surrounding buildings. He added that they planned to replicate the fenestration.

Mr. Albinson questioned the sidewalks.

Mr. Marshall identified the concrete sidewalks of pervious pavers and movable planters. He also stated that there would be planting adjacent to the building. Mr. Marshall then identified the movable planters in an illustration for the Board as well as the benches. He indicated that the idea is to allow space to function in connection with the stage and playground. Mr. Marshall added that it can be used for program events.

Mr. Albinson asked what is the difference between the stone samples and flat cut.

Mr. Marshall responded that the verticals would be flat cut.

Mr. Albinson then asked how that differed from the other stone that the Park District uses and if it is the common stone color that the Park District uses.

Bob Smith responded that it is the same tone as this and that as the Board would recall, when those were built, they were cut on site.

Chairman Swierk stated that they talked about if they would be using windows as not visual, if

they would do two to three upper transom windows.

Mr. Marshall stated that they did that and that it did not look right. He added that it made the building look massive and that it would have been an unusual pattern of windows when compared to others around it. Mr. Marshall then identified the sample windows of other buildings for the Board. He then stated that it would work better visually and would be less cluttered as well as make the area flow better.

Mr. Albinson asked if there would be the trim material and the color of the columns.

Mr. Marshall confirmed that is correct and stated that it would be white which would stand out and provide a clear contrast with the feel of the building wall.

Mr. Albinson stated that his comment is that there should be a requirement with the soffit and the underside of the stage to be consistent and that it not be aluminum or vinyl.

Mr. Klaskin asked whether they considered a lighter color for one section of the building. He indicated that the contrast might lend itself.

Mr. Marshall stated that they would work toward making sure that between the three areas along with the trim elements, the columns and the arch. He stated that there would be an important level of contrast and that it would give a punch and be identifiable from a distance. Mr. Marshall noted that the real materials would have more contrast than as shown in the rendering. He also stated that the stone range color would be lighter and have more visual texture. Mr. Marshall noted that the materials in real life would have a greater variety color and texture and added that the columns would be round. He stated that the idea is to find something which is durable and which would be stable dimensionally. Mr. Marshall described it as a key part of both the design and prominence in terms of the usable area of the structure. He then asked the Board for suggestions.

Mr. Konstant asked if it would be marble or composite. He also asked what is the height.

Mr. Marshall responded that the column height is 9 feet.

Mr. Klaskin asked Mr. Konstant whether a square column would work visually.

Mr. Konstant commented that it would be greatly improved if it is simplified and that he still has a problem with the material. He also stated that color is one thing. Mr. Konstant then stated that he did not see that relating to anything in the Village and that it seemed like a benign approach to take and that he did not want to offend anyone. He stated that it would feel stronger if it related to the train station or the Village. Mr. Konstant referred to the shingle style around the Midwest and more eastern material and that the use of more Midwest material reflected where they are. He reiterated that his biggest problems are the materials and the color. Mr. Konstant then stated that he saw the stone as being more natural stone like Wisconsin River Rock.

Chairman Swierk stated that with regard to color, white was mentioned.

Mr. Konstant stated that they do red in that material and that white would not be handsome with that roof or stone.

Mr. Albinson stated that his reaction with regard to the Park District facility, even though it is in an urban setting, there is a theme with all of the Park District parks in the Village with similar stone and signage. He stated that there would be some familiarity if the same type of stone is used here. Mr. Albinson stated that one argument is to make it feel like a Winnetka Park District building and not an independent structure, and also to make it something which is contextual with Hubbard Woods. He then stated that he agreed with Mr. Konstant's comment on the building's beige. Mr. Albinson then referred to the earthy Park District feel which makes more use of natural tones. He also referred to another project where they had the same dialog. Mr. Albinson also referred to the use of Booth Bay Blue on a project which had a contrast more of tans and beiges of stone. He then stated that Evening Blue is more grayish and also referred to Parkside Pine Green. Mr. Albinson stated that the issue is maintenance. He also referred to Timber Bark which is dark brown. He then stated that the bottom line is that he agreed with Mr. Konstant's reaction on the beige color and that his reaction is that the park context is the Park District form and commented that it is a huge step in the right direction and that the exclamation point on it is colors. Mr. Albinson stated that they do not know the answer as to whether it should have a contextual urban feel or Park District approach. He asked if it would be possible to request a color review before the contract is released on the materials.

Chairman Swierk stated that it was mentioned that the Park District buildings and the Nielsen building is not like this.

Ms. Stanley referred to the Park District building which was rehabbed on Hibbard Road and that it had a new roof.

Mr. Albinson stated that there was a dialog with regard to the color theme of Park District uses.

Mr. Smith noted that the closest comparable is the paddle hut which is beige with white trim. He stated that they ran it past the Board a couple times and that they keep gravitating back toward a more neutral color.

Mr. Klaskin referred to the suggestion of white which would be a good break out of the stone and the roof a little bit.

Mr. Albinson commented that he liked the contrast with the white trim and a different siding color.

Chairman Swierk stated that if they were to go with all white, he referred to the cleanliness factor.

Mr. Albinson agreed that all white would be harder to maintain.

Chairman Swierk referred to the use of Tea Green.

Mr. Albinson responded that he did not know how dark it is.

Mr. Smith indicated that it may be a darker brown.

Mr. Marshall stated that the first time, they did have a green moss variety and that the Board's response was not positive while the Park District loved it. He indicated that they would be happy to bring it back and that they are attempting to find the best balance.

Mr. Konstant stated that he did not see the relationship in the park with the other buildings. He stated that it would be so different and would have more contrast, that it would feel like it should be non-colored. Mr. Konstant then stated that with regard to the roof, he referred to the asphalt shingle dimension and slate gray which he commented would be nice and simple and that it did not try to look like wood. He also stated that it would have a little different texture.

Mr. Marshall stated that they would be open to that.

Mr. Albinson asked if it would be too much for the Board to request a couple of different color variations for their consideration.

Mr. Klaskin referred to the timing of the project. He added that they need to finalize it so that the applicant did not lose their grant.

Mr. Smith informed the Board that the grant has been put on hold by Governor Rauner. He then stated that the Park District Board wanted to move forward ASAP and that the project is fully funded. Mr. Smith also informed the Board that they are looking for alternative funding as well. He indicated that they can get contract approval maybe by July.

Chairman Swierk stated that the color selection would not affect that.

Mr. Smith added that they can start construction documents and finish the formal approval process. He noted that \$17,000 has been spent since the last meeting on these revisions and on the professionals and that another month's delay would be expensive.

Mr. Albinson stated that in his opinion, the structure is correct. He stated that his comments are more color related.

Chairman Swierk referred to the horizontal aspect versus the alternative shape.

Mr. Albinson indicated that it should not affect the bidding.

Chairman Swierk then referred to the horizontal siding.

Mr. Konstant commented that it seemed more regionally correct.

Mr. Marshall informed the Board that the Park Board strongly favored shingle siding and that the Park Board liked green.

Mr. Albinson stated that the use of green would definitely emphasize the Park District. He then

stated that with regard to the flare at the bottom above the stone cap, it more represented shingle style detail and suggested that they eliminate that flare.

Mr. Marshall stated that they polled the Park District Board and that they favored shingle.

Mr. Albinson then stated that the flare at the bottom of the hip changes the slope and that it would be easy to cheat the eye to make it feel more substantial. He stated that the reality is that it is a frame building that they are trying to make feel more substantial.

Chairman Swierk asked if it is the consensus of the Board that the basic structure and design is fine.

Mr. Klaskin and Ms. Stanley agreed with Chairman Swierk.

Ms. Stanley added that it is so much better than it was before. She stated that the color is the big thing along with the materials. Ms. Stanley reiterated that it is so much better and that the applicant has made great strides. She stated that she agreed with the color and material comments to make it a stronger building for the Park District.

Mr. Smith stated that they can come back with other color options.

Mr. Albinson referred to the lingering concerns with regard to the color. He stated that the project would be a 100 year solution.

Mr. Konstant commented that he did not think it is regionally correct for a civic building.

Mr. Smith stated that they like to think of it as a park shelter and not a civic building.

Chairman Swierk questioned the use of a more pitched opening as opposed to an arch.

Mr. Konstant suggested that they keep the arch and horizontal siding and change up the gable end.

Chairman Swierk commented that it is fine the way it is and that the applicant can come back with colors. He noted that the applicant has worked hard on this.

Mr. Klaskin questioned whether the Board should vote on their approval of the project with a footnote to see the color pallet selection of two to three options.

Mr. Norkus stated that he can offer what the Village Council would be interested in which is the Board's opinion. He agreed that the applicant has come a long way but that he did not think that the Village Council needed to wait until the Board weighed in on the color alternatives. Mr. Norkus then stated that it would help move it along in the Park District's process and suggested taking the comments from the meeting to the next Village Council meeting without waiting for further discussion of color.

Mr. Smith stated that he would like to add this to their agenda for their meeting next week.

Chairman Swierk agreed that would be fine. He then asked for a motion.

Mr. Albinson stated that there were a lot of things to be addressed if they get rid of the horizontal siding.

Chairman Swierk again asked for a motion. He stated that the applicant can come back with the siding and present the color materials.

Mr. Albinson moved to approve the petition as presented with the comment to request that the petitioner is to resubmit multiple color options for all exterior materials.

Mr. Klaskin seconded the motion. A vote was taken and the matter was unanimously passed.

AYES: Albinson, Klaskin, Konstant, Stanley, Swierk
NAYS: None



Agenda Item Executive Summary

Title: 2015 Street Rehabilitation and Public Improvement Program (Bid 015-002)

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

Agenda Date: 03/17/2015

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:

As part of the Village's ongoing infrastructure improvement program, plans and specifications were developed for the 2015 Street Rehabilitation and Public Improvement Program for various streets within the Village of Winnetka.

In addition to the regular street rehabilitation scope of work, this contract also includes the Village's Sidewalk Repair Program; Pavement Marking Program, which has previously been performed by Village forces; Hot Mix Asphalt and Portland Cement Concrete Patching Programs; and incorporates a portion of the Water and Electric Department's water main and water service replacement program.

Executive Summary:

On March 5, 2015, four (4) sealed bids were opened and read aloud.

The low overall bid was submitted by Schroeder Asphalt Services, in the amount of \$1,474,310.70. Schroeder Asphalt Services performed the Village's 2009 MFT Street Resurfacing Program, but has not worked within the Village, subsequently. Staff estimated this project at \$1,485,981.15.

As noted in the attached agenda report, there will be a shortfall in the budgets with a cumulative amount of \$110,310.70. Therefore, in order to keep a balanced budget, staff will manage the scope of the project to keep within the Village's budget.

Recommendation:

Consider awarding the 2015 Street Rehabilitation and Public Improvement Program to Schroeder Asphalt Services in the amount not to exceed \$1,364,000.

Attachments:

- 1) Detailed Agenda Report
- 2) Bid Tabulation - Total Bid

Agenda Report

**Subject: 2015 Street Rehabilitation and Public Improvement Program
Bid Number 015-002**

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

Date: March 5, 2015

As part of the Village's ongoing infrastructure improvement program, plans and specifications were developed for the 2015 Street Rehabilitation and Public Improvement Program for various streets within the Village of Winnetka. These streets include:

<u>Street</u>	<u>Limits</u>		
<i>Chestnut Street</i>	<i>from</i>	<i>Oak Street</i>	<i>to Elm Street;</i>
<i>Elder Lane</i>	<i>from</i>	<i>Forest Street</i>	<i>to Church Road;</i>
<i>Elm Street</i>	<i>from</i>	<i>Glendale Avenue</i>	<i>to Locust Street;</i>
<i>Elm Street</i>	<i>from</i>	<i>Maple Street</i>	<i>to Sheridan Road;</i>
<i>Lincoln Avenue</i>	<i>from</i>	<i>Humboldt Avenue</i>	<i>to Eldorado Street;</i>
<i>Oak Street</i>	<i>from</i>	<i>Glendale Avenue</i>	<i>to Locust Street;</i>
<i>Oak Street</i>	<i>from</i>	<i>Birch Street</i>	<i>to Chestnut Street;</i>
<i>Pine Street</i>	<i>from</i>	<i>Rosewood Avenue</i>	<i>to Birch Street;</i>
<i>Tower Road</i>	<i>from</i>	<i>Sheridan Road</i>	<i>to East End;</i>
<i>Vine Street</i>	<i>from</i>	<i>Rosewood Avenue</i>	<i>to Green Bay Road.</i>

In addition to the regular street rehabilitation scope of work, this contract also includes the Village's Sidewalk Repair Program; Pavement Marking Program (which has previously been performed by Village forces); Hot Mix Asphalt and Portland Cement Concrete Patching Programs; and incorporates a portion of the Water and Electric Department's water main and water service replacement program.

On March 5, 2015, four (4) sealed bids were opened and read aloud. The results are shown below:

<u>Bidder</u>	<u>Total Bid (As Read)</u>	<u>Total Bid (As Corrected)</u>
Schroeder Asphalt Services P.O. Box 831 Huntley, IL 60142	\$1,474,310.70	NO CHANGE
Chicagoland Paving Contractors, Inc 225 Telser Road Lake Zurich, IL 60047	\$1,484,900.00	NO CHANGE
A Lamp Concrete Contractors 1900 Wright Blvd. Schaumburg, IL 60193	\$1,623,749.05	NO CHANGE
Peter Baker & Son Company 1349 Rockland Rd. PO Box 187 Lake Bluff, IL 60044	\$1,736,690.97	NO CHANGE

The low overall bid was submitted by Schroeder Asphalt Services, in the amount of \$1,474,310.70. Schroeder Asphalt Services performed the Village’s 2009 MFT Street Resurfacing Program, but has not worked within the Village, subsequently.

Budget Information:

The FY 2015 Budget accounts are as follows:

		<u>Budget:</u>	<u>Contract Value:</u>	
100-30-23-650	(Street Rehabilitation):	\$1,028,000	\$1,135,781.70	(\$107,781.70 over)
100-30-23-650	(Striping):	\$ 20,000		
100-30-22-571	(Striping):	\$ 16,000	\$ 14,764.00	\$21,236.00 under
100-30-01-650	(Sidewalk Repair Program)	\$ 130,000	\$ 145,538.00	(\$15,538.00 over)
<u>520-62-41-660</u>	<u>(Water Main & Services):</u>	<u>\$ 170,000</u>	<u>\$ 178,227.00</u>	<u>(\$ 8,227.00 over)</u>
Total:		\$1,364,000	\$1,474,310.70	(\$110,310.70 over)

Staff estimated this project at \$1,485,981.15.

As shown above, there will be a shortfall in the budgets of \$110,310.70. Therefore, in order to keep a balanced budget, staff will manage the scope of the sidewalk and pavement rehabilitation to keep the total expenditure within the Village’s budget. The contract is structured as a unit price contract, meaning that the contractor is paid on a per-unit basis for work constructed. This allows the Village to manage the cost of the contract within budget by specifying the amount of work to be completed for each pay item.

Recommendation: Consider awarding the 2015 Street Rehabilitation and Public Improvement Program to Schroeder Asphalt Services in the amount not to exceed \$1,364,000.

2015 STREET REHABILITATION PROGRAM
DATE 3/5/2015

NO.	ITEM	UNIT	QUANTITY	ENGINEER'S ESTIMATE		SCHREODER ASPHALT SERVICES P.O.BOX 831 HUNTLEY, IL 60142		CHICAGO LLAND 225 TELSER RD LAKE ZURICH, IL 60047		A LAMP CONC. CONTRACTORS, INC. 1900 WRIGHT BLVD SCHAUMBURG, IL 60193		PETER BAKER & SON COMPANY 1349 ROCKLAND RD. P.O.BOX 187 LAKE BLUFF, IL 60044	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	HOT MIX ASPHALT SURFACE REMOVAL (MILLING)	SQ YD	28113	\$3.80	\$106,829.40	\$ 3.65	\$ 102,612.45	\$ 3.00	\$ 84,339.00	\$ 4.00	\$ 112,452.00	\$ 6.05	\$ 170,083.65
2	HOT MIX ASPHALT BINDER COURSE, IL-19,N50	TON	1660	\$85.75	\$142,345.00	\$ 73.50	\$ 122,010.00	\$ 85.00	\$ 141,100.00	\$ 87.50	\$ 145,250.00	\$ 85.00	\$ 141,100.00
3	HOT MIX ASPHALT SURFACE COURSE, MIX C, N50	TON	780	\$87.00	\$67,860.00	\$ 79.00	\$ 61,620.00	\$ 90.00	\$ 70,200.00	\$ 93.00	\$ 72,540.00	\$ 85.00	\$ 66,300.00
4	HOT MIX ASPHALT SURFACE COURSE, MIX C, N50, MODIFIED	TON	2110	\$95.00	\$200,450.00	\$ 83.25	\$ 175,657.50	\$ 90.00	\$ 189,900.00	\$ 95.00	\$ 200,450.00	\$ 85.00	\$ 179,350.00
5	HOT MIX ASPHALT PAVEMENT PATCHIN- FULL DEPTH, 8"	SQ YD	200	\$90.00	\$18,000.00	\$ 87.00	\$ 17,400.00	\$ 59.00	\$ 11,800.00	\$ 80.00	\$ 16,000.00	\$ 132.00	\$ 26,400.00
6	HOT MIX ASPHALT PAVEMENT PATCHING SURFACE, 2"	SQ YD	600	\$35.00	\$21,000.00	\$ 26.00	\$ 15,600.00	\$ 19.00	\$ 11,400.00	\$ 48.00	\$ 28,800.00	\$ 32.00	\$ 19,200.00
7	BASE REPAIR	SQ YD	1072	\$80.00	\$85,760.00	\$ 49.70	\$ 53,278.40	\$ 49.00	\$ 52,528.00	\$ 25.00	\$ 26,800.00	\$ 89.70	\$ 96,158.40
8	HOT MIX ASPHALT DRIVEWAY, 2"	SQ YD	1015	\$24.00	\$24,360.00	\$ 24.30	\$ 24,664.50	\$ 12.50	\$ 12,687.50	\$ 36.00	\$ 36,540.00	\$ 30.15	\$ 30,602.25
9	BITUMINOUS MATERIAL (PRIME COAT)	FOOT	4255	\$1.00	\$4,255.00	\$ 0.01	\$ 42.55	\$ 0.01	\$ 42.55	\$ 0.01	\$ 42.55	\$ 0.01	\$ 42.55
10	AGGREGATE (PRIME COAT)	GAL	71	\$1.00	\$71.00	\$ 1.00	\$ 71.00	\$ 0.01	\$ 0.71	\$ 1.00	\$ 71.00	\$ 1.00	\$ 71.00
11	PCC SIDEWALK, 5"	SQ FT	23600	\$4.25	\$100,300.00	\$ 5.10	\$ 120,360.00	\$ 4.90	\$ 115,640.00	\$ 6.75	\$ 159,300.00	\$ 5.25	\$ 123,900.00
12	PCC DRIVEWAY PAVEMENT, 6"	SQ YD	295	\$42.00	\$12,390.00	\$ 52.00	\$ 15,340.00	\$ 80.00	\$ 23,600.00	\$ 60.00	\$ 17,700.00	\$ 57.75	\$ 17,036.25
13	PCC PAVEMENT PATCHING	SQ YD	280	\$100.00	\$28,000.00	\$ 90.00	\$ 25,200.00	\$ 100.00	\$ 28,000.00	\$ 90.00	\$ 25,200.00	\$ 115.50	\$ 32,340.00
14	COMBINATION CONCRETE CURB & GUTTER	FOOT	6645	\$16.50	\$109,642.50	\$ 21.00	\$ 139,545.00	\$ 19.00	\$ 126,255.00	\$ 24.00	\$ 159,480.00	\$ 23.90	\$ 158,815.50
15	DETECTABLE WARNINGS	SQ FT	752	\$35.00	\$26,320.00	\$ 38.50	\$ 28,952.00	\$ 38.00	\$ 28,576.00	\$ 35.00	\$ 26,320.00	\$ 33.60	\$ 25,267.20
16	TREE GRATE INSTALLATION	EACH	3	\$250.00	\$750.00	\$ 1,400.00	\$ 4,200.00	\$ 1,500.00	\$ 4,500.00	\$ 2,250.00	\$ 6,750.00	\$ 1,312.50	\$ 3,937.50
17	SIDEWALK REMOVAL	SQ FT	23600	\$1.30	\$30,680.00	\$ 1.55	\$ 36,580.00	\$ 1.00	\$ 23,600.00	\$ 1.20	\$ 28,320.00	\$ 1.05	\$ 24,780.00
18	COMBINATION CURB & GUTTER/CURB REMOVAL	FOOT	6645	\$6.30	\$41,863.50	\$ 4.30	\$ 28,573.50	\$ 3.50	\$ 23,257.50	\$ 3.50	\$ 23,257.50	\$ 3.15	\$ 20,931.75
19	DRIVEWAY PAVEMENT REMOVAL, HMA	SQ YD	1015	\$10.00	\$10,150.00	\$ 13.00	\$ 13,195.00	\$ 3.50	\$ 3,552.50	\$ 13.00	\$ 13,195.00	\$ 11.00	\$ 11,165.00
20	DRIVEWAY PAVEMENT REMOVAL, PCC	SQ YD	295	\$10.00	\$2,950.00	\$ 12.00	\$ 3,540.00	\$ 10.00	\$ 2,950.00	\$ 13.00	\$ 3,835.00	\$ 10.50	\$ 3,097.50
21	THERMOPLASTIC PAV'T MARKING - LINE, 4" WHITE/YELLOW	FOOT	8000	\$1.50	\$12,000.00	\$ 0.60	\$ 4,800.00	\$ 0.70	\$ 5,600.00	\$ 0.60	\$ 4,800.00	\$ 0.58	\$ 4,640.00
22	THERMOPLASTIC PAV'T MARKING - LINE, 6" WHITE/YELLOW	FOOT	13333	\$2.25	\$29,999.25	\$ 0.85	\$ 11,333.05	\$ 1.00	\$ 13,333.00	\$ 1.00	\$ 13,333.00	\$ 0.84	\$ 11,199.72
23	THERMOPLASTIC PAV'T MARKING - LINE, 12" WHITE	FOOT	300	\$4.50	\$1,350.00	\$ 1.65	\$ 495.00	\$ 2.15	\$ 645.00	\$ 3.00	\$ 900.00	\$ 1.58	\$ 474.00
24	THERMOPLASTIC PAV'T MARKING - LINE, 24" WHITE	FOOT	1043	\$9.00	\$9,387.00	\$ 4.25	\$ 4,432.75	\$ 4.20	\$ 4,380.60	\$ 5.00	\$ 5,215.00	\$ 4.20	\$ 4,380.60
25	THERMOPLASTIC PAV'T MARKING- LETTERS & SYMBOLS	SQ FT	228	\$5.00	\$1,140.00	\$ 4.25	\$ 969.00	\$ 4.20	\$ 957.60	\$ 6.00	\$ 1,368.00	\$ 4.20	\$ 957.60
26	PAVEMENT CONTRACTION JOINTS	FOOT	2402	\$2.75	\$6,605.50	\$ 3.50	\$ 8,407.00	\$ 1.75	\$ 4,203.50	\$ 6.00	\$ 14,412.00	\$ 5.80	\$ 13,931.60
27	WATER SERVICE LINE, 1 1/2", REMOVE & REPLACE, LONG	EACH	27	\$2,000.00	\$54,000.00	\$ 3,675.00	\$ 99,225.00	\$ 3,650.00	\$ 98,550.00	\$ 3,000.00	\$ 81,000.00	\$ 2,940.00	\$ 79,380.00
28	WATER SERVICE LINE, 1 1/2", REMOVE & REPLACE, SHORT	EACH	18	\$1,500.00	\$27,000.00	\$ 3,150.00	\$ 56,700.00	\$ 3,125.00	\$ 56,250.00	\$ 2,650.00	\$ 47,700.00	\$ 2,532.60	\$ 45,586.80
29	DUCTILE IRON PIPE WATER MAIN, CLASS 55, 4"	FT	42	\$85.00	\$3,570.00	\$ 126.00	\$ 5,292.00	\$ 125.00	\$ 5,250.00	\$ 150.00	\$ 6,300.00	\$ 210.00	\$ 8,820.00
30	8"x4" TAPPING SLEEVE AND VALVE WITH 60" VAULT	EACH	2	\$7,000.00	\$14,000.00	\$ 6,825.00	\$ 13,650.00	\$ 6,775.00	\$ 13,550.00	\$ 7,000.00	\$ 14,000.00	\$ 8,400.00	\$ 16,800.00
31	CUT & CAP EXISTING WATER MAIN	EACH	4	\$1,500.00	\$6,000.00	\$ 840.00	\$ 3,360.00	\$ 835.00	\$ 3,340.00	\$ 2,500.00	\$ 10,000.00	\$ 1,575.00	\$ 6,300.00
32	SANITARY MANHOLE, 48" I.D., REMOVE & REPLACE	EACH	5	\$8,000.00	\$40,000.00	\$ 5,775.00	\$ 28,875.00	\$ 5,725.00	\$ 28,625.00	\$ 3,750.00	\$ 18,750.00	\$ 3,675.00	\$ 18,375.00
33	SANITARY MANHOLE CHIMNEY SEAL	EACH	28	\$400.00	\$11,200.00	\$ 525.00	\$ 14,700.00	\$ 525.00	\$ 14,700.00	\$ 500.00	\$ 14,000.00	\$ 367.50	\$ 10,290.00
34	INLET, TYPE A	EACH	2	\$1,800.00	\$3,600.00	\$ 1,260.00	\$ 2,520.00	\$ 1,250.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00	\$ 1,417.50	\$ 2,835.00
35	CATCH BASINS, TYPE D, 3' DIA. WITH FRAME & GRATE	EACH	22	\$2,500.00	\$55,000.00	\$ 2,940.00	\$ 64,680.00	\$ 2,925.00	\$ 64,350.00	\$ 2,000.00	\$ 44,000.00	\$ 2,310.00	\$ 50,820.00
36	MANHOLES, TYPE A, 4' DIA., TYPE 1 FRAME, CLOSED/OPEN LID	EACH	2	\$5,000.00	\$10,000.00	\$ 5,250.00	\$ 10,500.00	\$ 5,200.00	\$ 10,400.00	\$ 3,000.00	\$ 6,000.00	\$ 2,625.00	\$ 5,250.00
37	CATCH BASINS TO BE ADJUSTED	EACH	12	\$350.00	\$4,200.00	\$ 315.00	\$ 3,780.00	\$ 315.00	\$ 3,780.00	\$ 450.00	\$ 5,400.00	\$ 1,050.00	\$ 12,600.00
38	FRAMES AND GRATES	EACH	96	\$650.00	\$62,400.00	\$ 840.00	\$ 80,640.00	\$ 835.00	\$ 80,160.00	\$ 250.00	\$ 24,000.00	\$ 1,207.50	\$ 115,920.00
39	STORM SEWERS, PVC SDR 26, 10"	FOOT	370	\$100.00	\$37,000.00	\$ 84.00	\$ 31,080.00	\$ 85.00	\$ 31,450.00	\$ 100.00	\$ 37,000.00	\$ 102.90	\$ 38,073.00
40	STRUCTURE TO BE ABANDONED	EACH	1	\$650.00	\$650.00	\$ 210.00	\$ 210.00	\$ 210.00	\$ 210.00	\$ 500.00	\$ 500.00	\$ 472.50	\$ 472.50
41	TOP SOIL FURNISH AND PLACE	CU YD	143	\$8.50	\$1,215.50	\$ 40.00	\$ 5,720.00	\$ 35.00	\$ 5,005.00	\$ 1.00	\$ 143.00	\$ 46.20	\$ 6,606.60
42	SODDING	SQ YD	1375	\$ 8.50	\$11,687.50	\$ 12.00	\$ 16,500.00	\$ 11.00	\$ 15,125.00	\$ 7.00	\$ 9,625.00	\$ 7.20	\$ 9,900.00
43	TRAFFIC CONTROL AND PROTECTION STANDARD	LSUM	1	\$ 50,000.00	\$50,000.00	\$ 18,000.00	\$ 18,000.00	\$ 68,606.54	\$ 68,606.54	\$ 160,000.00	\$ 160,000.00	\$ 122,500.00	\$ 122,500.00
TOTAL ENGINEER'S ESTIMATE OF COST					\$1,485,981.15								
TOTAL BID						AS CALCULATED	\$ 1,474,310.70	\$ 1,484,900.00	\$ 1,623,749.05	\$ 1,736,690.97			
						AS READ	\$ 1,474,310.70	\$ 1,484,900.00	\$ 1,623,749.05	\$ 1,736,690.97			



Agenda Item Executive Summary

Title: Village Phone System Improvements

Presenter: Nicholas Mostardo, Financial Services Coordinator

Agenda Date:

03/17/2015

Consent:

YES

NO

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Item History:

During the FY2015 budget planning process, the Finance Department included \$385,000 in its capital plan for the replacement and improvement of the Village's existing phone system, a Mitel SX2000 Light, that is currently at the end of its serviceable lifespan.

Executive Summary:

The Finance Department initiated an RFP process in November, 2014 requesting qualifications and pricing from firms for the installation of a voice-over IP (VoIP) phone system to replace the current system, which is approximately fifteen years old.

Seven proposals were received from qualified vendors to perform a turn-key phone system replacement, including upgrading the required networking equipment. The list of seven firms was narrowed down to four firms, which were subsequently interviewed by Village representatives in late February, 2015. Based on the Village's needs and the available feature set, a Mitel system was selected over a ShoreTel system. Two of the four final vendors offered a Mitel system, and after careful review, we are recommending an award to Telecom Innovations Group (TIG) out of Itasca, IL for the replacement of the phone system. TIG offers a very competitive pricing model and has excellent references from other local government agencies who have retained them for similar projects.

The installation of the phone system will begin in April with a six-eight week timeline for completion. All Village phone numbers will stay the same and cut-over to the new system will take place outside of business hours or late in the day on a Friday. We anticipate minimal, if any, interruptions for residents calling the Village. The 911 emergency lines will not be affected.

In addition to the new phone system, there are a few areas that will need to be rewired with Category 5 cable. This component of the work will be handled by TIG's wiring subcontractor, but is an addition to the price of replacing the phone system.

At a later date, permission will be sought to declare the old phone system as surplus. We intend to list it for sale on a government auction website, as TIG did not offer a trade-in credit.

Recommendation:

Authorize the Village Manager to enter into an agreement with Telecom Innovations Group (TIG) in amount of \$207,288.16. The Finance Department is further requesting the establishment of a project contingency in the amount of \$15,000 in the event additional network or user equipment is required during the implementation process.

Authorization is also being sought to render an immediate 50% down payment of \$103,644.08 to TIG upon the approval of this award to allow them to order equipment and phones necessary for the installation.

Attachments:

- Agenda Report, dated 3/10/15
- Attachment #1: TIG Telephony and Network Fee Breakdown, dated 3/9/15
- Attachment #2: TIG Statement of Profession Qualifications, dated 1/29/15

AGENDA REPORT

FROM: NICHOLAS MOSTARDO, FINANCIAL SERVICES COORDINATOR
SUBJECT: VILLAGE PHONE SYSTEM IMPROVEMENTS
DATE: MARCH 10, 2015

Background

During the FY2015 budget planning process, the Finance Department evaluated the current state of the Village's phone system, currently a Mitel SX2000 Light. This system has been in place for approximately fifteen years and has reached the end of its serviceable lifespan. It is becoming harder and harder with each passing year to find replacement parts for system components and its feature set is subpar compared to what is available on the market today.

Consequently, the Finance Department included \$385,000 in its capital plan for the installation of a new phone system in FY2015. In November, 2014, an RFP was released and subsequently requested by a number of telephony vendors. This RFP called for the turn-key installation of a voice-over IP (VoIP) phone system and purchase of the corresponding networking equipment required for operation.

Responses to RFP were received until January 29th, 2015 and seven qualified vendors responded:

Altura (Downers Grove, IL) Appia (Naperville, IL) ATI (Naperville, IL) Call One (Chicago, IL)
MidCo (Burr Ridge, IL) Netech (Peoria, IL) TIG (Itasca, IL)

Submittals were evaluated in February, 2015 by a team of Village staff including myself, the Finance Director, the Information Systems Manager, and the Records and Communications Supervisor. The Village's technology consultant, Prescient Solutions, provided invaluable advice on the telephony and networking components of the project. Staff representatives from the various Village departments met and discussed the proposed systems including their respective features and the vendor pricing structure. From those meetings, we were able to build a short-list of four vendors.

Analysis

Two of the final four vendors proposed a Mitel VoIP solution while two others proposed a ShoreTel VoIP solution. Based on feedback from Village staff, the multitude of available features, and the relative ease of migrating from the SX2000, a Mitel platform was determined to be in the best interest of the Village. Both Mitel vendors, Telecom Innovations Group (Itasca, IL) and MidCo (Burr Ridge, IL), presented the Village with excellent references and offered a similar project timeline. The main substantive difference between the two is project cost:

<u>Vendor</u>	<u>Telephony</u>	<u>Networking</u>	<u>Support</u>	<u>Performance Bond</u>	<u>Total</u>
TIG	\$134,889.20	\$41,319.80	\$27,236.16	\$3,843.00	\$207,288.16
MidCo	\$197,296.24	\$64,002.08	In Telephony	\$2,612.98	\$263,911.06

Recommendation

While both TIG and MidCo came in well under the budgeted amount of \$385,000, the Finance Department is recommending an award to TIG because it is offering us the Mitel platform at almost \$60,000 less than MidCo. The TIG pricing proposal requires us to place an order prior to March 31st, 2015 so they can acquire the telephony equipment from Mitel at a discounted rate. Therefore, in addition to the award authorization, we will also be seeking permission from the Council to render a 50% down payment to TIG prior to the end of the month.

Resilient Mitel Communications Director Solution for Village of Winnetka



Telcom Innovations Group, LLC Confidential

Village of Winnetka Configuration

Configured For:

- 1 Mitel 3300 MXE III Gateway at Police Department
- 3 Mitel 3300 CX II Gateways at VH, WE & Yard
- 2 ISDN PRIs (Located at PD)
- 6 Analog CO Trunks at each Location with 3300
- 52 Analog Lines at PD
- 12 Analog Lines at VH
- 4 Analog Lines at Yard
- 17 Analog Lines at Water/Electric
- 3 Mitel 5304 Basic IP Phone
- 11 Mitel 5330E (24 button self labeling, backlit, Gigabit 10/100/1000) w/ 48 KEY PKM
- 179 Mitel 5360 (48 Button Color Touch screen Gigabit 10/100/1000)
- 10 Mitel Bluetooth Module with Cordless Handset
- 170 UCCv3 Entry User for Enterprise
 - Each license includes:*
 - UCC Basic User w simple twinning (2 dev)*
 - Voice mailbox with Standard, Advanced UM*
 - MiCollab Desktop/Web Client with IM, Presence*
- 20 Premium UCC v3 Users w/ Desktop & Mobile Presence, softphones, etc.
 - Includes:*
 - MiVoice Business Multi-device User*
 - Voice mailbox with Standard, Advanced UM*
 - MiCollab Desktop/Softphone with Adv IM, Presence*
 - Remote Teleworking (deskphone and softphone)*
 - MiCollab Audio/Video/Web Conferencing User*
 - MiCollab Mobile Client/Softphone w Dual-mode Hand-off*
- 4 UC 360 Conference Phones
- 1 SpectraLink 8440 WiFi phone
- 20 Audio/Web/Video Conference Ports w/ HD CODEC upgrade
- 200 Extensions for Call Accounting

- 16 Port NuPoint Voicemail (Voicemail licenses and Unified Messaging licenses included in UCC Bundles above)
- 60 Additional Voicemail & Unified Messaging Licenses
- 1 Call Recording at PD on 4 lines coming in (programming will use a different leading digit to record vs not record)

		PD/FD					
Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
MiVoice Business - Core Hardware and Software							
	Mxe III Bundle with HD/Power and License package	1	8,000.00	8,000.00	38.00	4,960.00	4,960.00
	DUAL T1/E1 TRUNK MMC	1	1,500.00	1,500.00	38.00	930.00	930.00
	ASU II	1	700.00	700.00	38.00	434.00	434.00
	24 port ONSp card	2	860.00	1,720.00	38.00	533.20	1,066.40
	PWR CRD C13 10A 125V - NA Plug	1	15.00	15.00	38.00	9.30	9.30
	MiVoice Business License - Analog Ext	48	75.00	3,600.00	38.00	46.50	2,232.00
	Enterprise License Group	1	1,000.00	1,000.00	38.00	620.00	620.00
Desktop Devices - IP Phones and Accessories							
	SpectraLink WiFi 8440 w/ Charger & Battery	1	888.00	888.00	30.00	621.60	621.60
	UC360 Collab Pt (Audio + In Room Collab)	4	995.00	3,980.00	38.00	616.90	2,467.60
	5304 IP PHONE	3	165.00	495.00	38.00	102.30	306.90
	5330E IP PHONE	11	395.00	4,345.00	38.00	244.90	2,693.90
	5360 IP PHONE	179	595.00	106,505.00	38.00	368.90	66,033.10
	PKM KIT - 48 KEY (for 85xx/53xx Phones)	11	430.00	4,730.00	38.00	266.60	2,932.60
	Mitel Bluetooth Module with Cordless Handset	10	250.00	185.00	38.00	155.00	1,550.00
	LIVE CONTENT SUITE (5320/30/40/60)	1	0.00	0.00	38.00	0.00	0.00
User Licenses							
	UCCv3 Entry User for Enterprise x1	20	245.00	4,900.00	38.00	151.90	3,038.00
	UCCv3 Entry User Enterprise x50	1	10,413.00	10,413.00	38.00	6,456.06	6,456.06
	UCCv3 Entry User Enterprise x100	1	18,375.00	18,375.00	38.00	11,392.50	11,392.50
	<i>Each license includes:</i>						
	<i>UCC Basic User w simple twinning (2 dev)</i>						
	<i>Voice mailbox with Standard, Advanced UM</i>						
	<i>MiCollab Desktop/Web Client with IM, Presence</i>						
	UCCv3 Premium User for Enterprise x1	20	480.00	9,600.00	38.00	297.60	5,952.00
	<i>Includes:</i>						
	<i>MiVoice Business Multi-device User</i>						
	<i>Voice mailbox with Standard, Advanced UM</i>						
	<i>MiCollab Desktop/Softphone with Adv IM, Presence</i>						
	<i>Remote Teleworking (deskphone and softphone)</i>						
	<i>MiCollab Audio/Video/Web Conferencing User</i>						
	<i>MiCollab Mobile Client/Softphone w Dual-mode Hand-off</i>						

MiCollab, MiCollab Client, NuPoint Unified Messaging

MiCollab ASI Server	1	3,500.00	3,500.00	20.00	2,800.00	2,800.00
MiCollab Base Software	1	995.00	995.00	38.00	616.90	616.90
MiCollab NPUM MiVBus Mailbox Licensesx10	1	350.00	350.00	38.00	217.00	217.00
MiCollab NPUM MiVBus Mailbox Licensesx50	1	1,500.00	1,500.00	38.00	930.00	930.00
NPUM Standard UM Users x10	1	150.00	150.00	38.00	93.00	93.00
NPUM Standard UM Users x50	1	600.00	600.00	38.00	372.00	372.00

Software Assurance and Support

Stnd S/W Assurance UCCv2 Entry	170	11.00	20.00	38.00	6.82	1,159.40
Stnd S/W Assurance UCCv2 Prem	20	30.00	600.00	38.00	18.60	372.00
Stnd S/W Assurance MiCollab UM Mailbox	60	3.50	210.00	38.00	2.17	130.20
Stnd S/W Assur MiVoice Bus Base Usersx16	1	125.00	125.00	38.00	77.50	77.50
Stnd S/W Assur MiVoice Business Analog	48	4.00	192.00	38.00	2.48	119.04
Stnd S/W Assurance MiCollab Base	1	100.00	100.00	38.00	62.00	62.00
Stnd S/W Assur Designated License Mgr	1	0.00	0.00	38.00	0.00	0.00
			\$189,293.00			\$120,645.00

Call Accounting - (Licensed for 200 Stations)

Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
MiContact Center Solutions							
Call Accounting ASI Server		1	3,500.00	3,500.00	20.00	2,800.00	2,800.00
Business Reporter Starter Pack		1	3,400.00	3,400.00	38.00	2,108.00	2,108.00
Business Reporter Extensions x50		3	300.00	900.00	38.00	186.00	558.00
Business Reporter Network License		1	1,000.00	1,000.00	38.00	620.00	620.00
Software Assurance and Support							
Stnd S/W Assurance - MiContact Center		636	1.00	636.00	38.00	0.62	394.32
				\$9,436.00			\$6,480.32

Call Recording - Revised for Analog Line recording

Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
Call Recording Solutions							
MiVoice Call Rcrd VoIP Win 7 Server w/ Analog		1	9,800.00	9,800.00	38.00	6,076.00	6,076.00
MiVoice Call Rcrd MiTAI Single Licensex1		1	1,800.00	1,800.00	38.00	1,116.00	1,116.00
Software Assurance and Support							
Calculated Software Assurance for 12 Additional Months		1	210.00	210.00	-	210.00	210.00
				\$11,810.00			\$7,402.00

Village Hall							
Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
<i>MiVoice Business - Core Hardware and Software</i>							
	QUAD CIM	1	750.00	750.00	38.00	465.00	465.00
	ASU II	1	700.00	700.00	38.00	434.00	434.00
	24 port ONSp card	1	860.00	860.00	38.00	533.20	533.20
	3300 CX II CONTROLLER	1	1,500.00	1,500.00	38.00	930.00	930.00
	3300 CX(i) II Controller SATA SSD	1	150.00	150.00	0.00	150.00	150.00
	PWR CRD C13 10A 125V - NA Plug	2	15.00	30.00	38.00	9.30	18.60
	MiVoice Business License - Analog Ext	8	75.00	600.00	38.00	46.50	372.00
	MiVBus Enterprise SW for 3300 (no users)	1	1,495.00	3,000.00	38.00	926.90	926.90
<i>Software Assurance and Support</i>							
	Stnd S/W Assur MiVoice Bus Base Usersx16	1	125.00	125.00	38.00	77.50	77.50
	Stnd S/W Assur MiVoice Business Analog	8	4.00	32.00	38.00	2.48	19.84
				\$7,747.00			\$3,927.04

Yard/Garage							
Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
<i>MiVoice Business - Core Hardware and Software</i>							
	3300 CX II CONTROLLER	1	1,500.00	1,500.00	38.00	930.00	930.00
	3300 CX(i) II Controller SATA SSD	1	150.00	150.00	0.00	150.00	150.00
	PWR CRD C13 10A 125V - NA Plug	1	15.00	15.00	38.00	9.30	9.30
	MiVBus Enterprise SW for 3300 (no users)	1	1,495.00	3,000.00	38.00	926.90	926.90
<i>Software Assurance and Support</i>							
	Stnd S/W Assur MiVoice Bus Base Usersx16	1	125.00	125.00	38.00	77.50	77.50
				\$4,790.00			\$2,093.70

Water/Electric

Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
<i>MiVoice Business - Core Hardware and Software</i>							
	QUAD CIM	1	750.00	750.00	38.00	465.00	465.00
	ASU II	1	700.00	700.00	38.00	434.00	434.00
	24 port ONSp card	1	860.00	860.00	38.00	533.20	533.20
	3300 CX II CONTROLLER	1	1,500.00	1,500.00	38.00	930.00	930.00
	3300 CX(i) II Controller SATA SSD	1	150.00	150.00	0.00	150.00	150.00
	PWR CRD C13 10A 125V - NA Plug	2	15.00	30.00	38.00	9.30	18.60
	MiVoice Business License - Analog Ext	13	75.00	975.00	38.00	46.50	604.50
	MiVBus Enterprise SW for 3300 (no users)	1	1,495.00	3,000.00	38.00	926.90	926.90
<i>Software Assurance and Support</i>							
	Stnd S/W Assur MiVoice Bus Base Usersx16	1	125.00	125.00	38.00	77.50	77.50
	Stnd S/W Assur MiVoice Business Analog	13	4.00	52.00	38.00	2.48	32.24
				\$8,142.00			\$4,171.94

Phone System Summary

Total List Price	\$231,218.00
Initial Discount	-\$86,498.00
Total Equipment Costs	\$144,720.00
One Time Additional Discount	-\$9,830.80
TOTAL PROJECT COSTS	\$134,889.20

REVISED ON 3-6-15

**First Year TIG Enhanced Maintenance and Software Assurance Inclusive of above price
ORDER MUST BE PLACED PRIOR TO END OF MARCH 2015**

On-Going Support & Software Assurance (SWA)

TIG Maintenance Services

Year 2 TIG Standard Maintenance	\$4,721.12
Year 3 TIG Standard Maintenance	\$4,721.12
Year 4 TIG Standard Maintenance	\$4,721.12
Year 5 TIG Standard Maintenance	\$4,721.12
Year 2-5 Total	\$18,884.49

SWA

Software Assurance (SWA) Year 2	\$2,809.04
Software Assurance (SWA) Year 3	\$2,809.04
Software Assurance (SWA) Year 4	\$2,809.04
Software Assurance (SWA) Year 5	\$2,809.04
Year 2-5 Total	\$11,236.16

Year 2-5 PREPAID TIG Maintenance & Software Assurance \$27,236.16



HP Networking Proposal



Telcom Innovations Group, LLC Confidential

HP Networking 2920 w/ Stacking and 10 GIG Uplinks

Part	Description	Qty	Unit	Total	Disc	Disc. Unit	Disc. Total
HP Networking 2920 w/ Stacking and 10 GIG Uplinks							
J9734A	HP 2920 0.5m Stacking Cable	6	149.00	894.00	50.00	74.50	447.00
J9735A	HP 2920 1.0m Stacking Cable	2	189.00	378.00	50.00	94.50	189.00
J9731A	HP 2920 2-port 10GbE SFP+ Module	5	999.00	4,995.00	50.00	499.50	2,497.50
J9733A	HP 2920 2-port Stacking Module	8	1,019.00	8,152.00	50.00	509.50	4,076.00
J9727A	HP 2920-24G-POE+ Switch	3	2,198.00	6,594.00	45.00	1,208.90	3,626.70
J9727A ABA	INCLUDED: HP 2920-24G-POE+ Switch U.S. - English localization	3	incl.				
J9729A	HP 2920-48G-POE+ Switch	8	3,879.00	31,032.00	45.00	2,133.45	17,067.60
J9729A ABA	INCLUDED: HP 2920-48G-POE+ Switch U.S. - English localization	8	incl.				
J9151A	X132 10G SFP+ LC LR Transceiver	6	2,790.00	16,740.00	60.00	1,116.00	6,696.00
J4858C	HP X121 1G SFP LC SX Transceiver	4	325.00	1,300.00	60.00	130.00	520.00
				\$70,085.00			\$35,119.80

Summary

Total HP List Price	\$70,085.00
Total Discount***	-\$34,965.20
Total Equipment Costs	\$35,119.80
Professional Services & Implementation	\$6,200.00
TOTAL PROJECT COST	\$41,319.80

***Equipment MUST be ordered prior to 03-31-15
 Includes Lifetime Warranty with express Advanced Hardware Replacement + 3 yr tech support
 Please see Network Diagram for complete layout



Telcom Innovations Group

Technology of Today, Empowering Business of Tomorrow

An Introduction to Our Company

Telcom Innovations Group (TIG) specializes in telecommunications equipment, voice applications and secure data networks. We offer a wide array of products and a full-service menu which puts TIG in a unique market position. We have been providing business communication services and products since 1997. One of the guiding principles in founding the organization was the need for a truly responsive, trustworthy, local company to provide business telephone systems, installation, and support.

At **TIG**, we believe knowledge is the key. Our staff is required to attend training on a regular basis; we believe this is a necessity not a luxury. Ongoing training allows us to continue to provide our customers and prospects with an experienced and educated team to support your staff with the ever changing technology needs.

The most significant aspect of the telecommunications system purchase decision is that a dynamic long-term partnership is formed between the customer and vendor. It is vitally important that these two entities understand each other. The customer has expectations of a smooth transition, outstanding training, and reliable, cost efficient operation for years to come. The vendor needs to be responsible, flexible and understanding in effectively handling every day needs as well as unusual situations. **Telcom Innovations Group (TIG)** is distinctively positioned to fulfill these expectations for years to come.

Our *team* works closely with you by leveraging the latest in communication technology we help to improve your business processes, more efficiently serve your customers, improve your bottom line and most importantly, preserve your company's investment. As one of the top dealers in the country, not only in sales but in service, we thrive on the *satisfaction of our customers* and understand that we play a major role in your successful communication with your customers.

Today, we have a team of over 40 experienced professionals that provide essential equipment and service to over 800 businesses, government agencies and schools throughout the Midwest. Our warehouse is centrally located in the Northwestern suburbs of Chicago so *we can truly offer our customers a one-stop-shop.*

At **Telcom Innovations Group (TIG)** we take pride in offering the best in class products and we have partnered with some of the top technology manufactures including: Mitel, VMware, HP, Extreme, PraireFyre, AVST & X4 Solutions to name a few. We are serious about our responsibility as your telecommunications partner. . *Our goal is your success!*



Telcom Innovations Group

Technology of Today, Empowering Business of Tomorrow

Services We Provide

Pre-Sales Solutions Engineering: Certified Engineers and Sales Representative assist you in the process of integrating your hardware and software by delivering award winning application solutions.

Professional Services: We understand that Network performance is key to your organization's success! With so much relying on your data network; rely on TIG to help you stay in step with demands - now and in the future. We bring together converged voice and data network solutions to address today's toughest networking challenges.

TIG's Professional Services include:

- Network Infrastructure Analysis
- Network Design Sessions
- Consulting Services
- System Implementation & Training
- Project Management
- Technical Assistance Center (TAC) available 24 X 7
- Certified Field Engineers available 24 X 7

Carrier Services: Telcom Innovations Group works with leading telecommunications providers to negotiate the best connectivity options for your facilities at the best price. We also offer complete network analysis to ensure the highest levels of quality and availability for your business communications. *TIG will provide this consultation free (no contingency fees) to our clients who wish to reduce their telecommunications expenses without sacrificing service.* Let us review and analyze your Local & Local Toll Calls, Long Distance, Internet, Point to Point Circuits, VoIP, VPN and DSL services with these carriers to help reduce your costs.

Project Management: When purchasing a new system you will be assigned a project manager. This will be your single point of contact and he/she will be there to ensure that implementation and training is completed in a timely and professional manner. Your assigned project manager will be here to assist you from beginning to end. We believe that the systems provided are only as good as their implementation and our job is not complete until our customers are a **100% satisfied**.

Maintenance & Support: We are large enough to serve your needs yet flexible enough to offer *customized maintenance programs*. The consistency and level of commitment we bring to each of our clients allows us to make outrageous service guarantees. We understand that a major concern for many businesses is the day-to-day task of administrating the common office technologies such as computers, LANs, and telephone systems; these often require a full time in-house manager. For years TIG has assumed this responsibility through its **Technical Assistance Center (TAC)**, whose services are offered through our maintenance plans. TAC is staffed with highly trained telecommunications specialists whose sole responsibility is to remotely administer our customer's telecommunication systems.

With today's technology it is critical to keep all high tech systems current with the latest manufacturer software loads. All of our manufacturers offer software assurance programs that when coupled with our TIG Maintenance Agreements, provide unparalleled system protection. TIG is available 24 X 7 X 365 to implement these upgrades for you.



Products & Solutions We Offer

TIG wants to be your full service comprehensive telecommunications provider. As such, we must make available to you a wide array of top quality reasonably priced products and services. Because of years of testing, experience and research, we have identified the products and manufacturers that can meet your needs and our high standards of excellence.

- **Mitel MiVoice Business - NASDAQ:MITL (www.mitel.com):** *A Platform for Success*
Mitel® MiVoice Business is designed to meet the needs of businesses from 5 to 65,000 users, whether they have a single site or multi-site networks that span the globe.

Built-in Core Applications

MiVoice has many embedded features that complement unified communications solutions:

- ✓ **Mobility – Dynamic Extension:** MiVoice has an embedded Dynamic Extension solution that allows users to select up to eight different devices or numbers to act as their answer point. By grouping multiple devices together under the same user number, all of their phone numbers are effectively collapsed into one, so callers can reach users regardless of which number they call.
- ✓ **Mobility – Hot Desking:** MiVoice Hot Desking lets employees log onto any designated phone, located at any of your offices, or even outside of the business offices. All calls are routed to the device they are logged into so callers can always reach them by dialing their office extension.
- ✓ **Unified Messaging:** Employees have anywhere, anytime access to messages with an integrated, fully-featured voice mail system, Unified Messaging, and an automated attendant.

A Flexible, Easy-to-Manage and -Implement Platform

- ✓ **Deployment Flexibility:** Distributed, centralized, and public cloud – you can choose your deployment strategy. In addition, virtual deployment allows you to take advantage of the business continuity services available through VMware®.
 - ✓ **Web-Based Management:** An administrator can administer a multi-platform MIVOICE solution from their web browser as if it was a single platform solution. System changes are automatically synchronized across the solution, and management control and tasks can be delegated across the organization, rather than relying on a centralized point.
 - ✓ **Standards-Based Architecture:** MiVoice operates across any LAN / WAN infrastructure, coupled with embedded native support for standards-based networking such as SIP, Q.SIG, and DPNSS, offering businesses the ability to protect existing investments irrespective of legacy PBX, while delivering all the advantages of a converged infrastructure.
- **Mitel MiVoice Office:** MiVoice Office ensures small and medium sized businesses are more flexible and responsive. Through a complete suite of out-of-the-box business productivity



Telcom Innovations Group

Technology of Today, Empowering Business of Tomorrow

applications, your business will benefit from reduced costs and enhanced staff productivity. MiVoice Office delivers as standard applications including: Unified Voice Messaging with Automated Attendant, Meet-Me Conferencing, Automatic Call Distribution, Hot Desking, Twinning, Mobile Hand-Off, Teleworking and Reporting. In addition, the MiVoice Office supports a range of advanced Unified Communications applications via Mitel MiCollab and Mitel MiCollab Client. **MiVoice Office Platform is expandable to support up to 250 users and IP Networking for up 99 sites.** This enables small businesses to blend their voice system into their data network, creating a cost-effective, efficient communications environment.

- **Mitel MiVoice for Lync: MiVoice for Lync voice communications platform integrates easily and seamlessly with Microsoft.** If your platform of choice is Microsoft Lync, MiVoice for Lync makes voice easy, by seamlessly integrating all of Mitel's industry-leading enterprise voice capabilities into your Lync environment, without the need for a mix of third-party voice components and gateways. This provides people in any role at any organizational level with the voice communication features they need to stay productive—in the office or while mobile. Building on Mitel's long history of voice and presence integration with Microsoft desktop applications, MiVoice for Lync leverages and extends the capabilities of Microsoft Lync, adding the richness and quality of the proven Mitel enterprise voice communications solution. MiVoice for Lync delivers comprehensive voice capabilities so seamlessly and transparently that workers enjoy full-featured voice communications from an industry leader without having to leave their familiar Lync environment. And because it is based on Mitel's Freedom Architecture, MiVoice for Lync fits comfortably into any deployment scenario, whether it is on premises, in the cloud, or in a hybrid cloud.
- **VMware - NYSE:VMW (www.vmware.com):** Accelerate your virtualization implementation and minimize risk by taking advantage of VMware products and solutions. VMware is the global leader in virtualization and cloud infrastructure delivers customer-proven solutions that accelerate IT by reducing complexity and enabling more flexible, agile service delivery. VMware enables enterprises to adopt a cloud model that addresses their unique business challenges. VMware's approach accelerates the transition to cloud computing while preserving existing investments and improving security and control. Mitel and VMware® are the first to bring voice to the virtual desktop. Mitel Virtual Solutions provide businesses with the freedom to communicate on their terms, tailoring business communications to their unique needs — not the other way around. VMware solutions help organizations of all sizes lower costs, increase business agility and ensure freedom of choice.
- **Extreme Networks - NASDAQ:EXTR (www.extremenetworks.com):** Extreme Networks provides the best-in-class Ethernet technologies; powerful end-point awareness that optimizes the Quality of User Experience by recognizing users, their devices and virtual machines; and ExtremeXOS®, an end-to-end modular, extensible, and always-on operating



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system that adds intelligence to the network. Further, the power of ExtremeXOS guarantees predictability from the edge to the cloud. Whether the network is a cost of doing business or an ongoing expense, our platforms offer network planners the tools to build a more flexible and cost-effective infrastructure.

- **HP Networking - NYSE:HPQ** (www.HP.com): HP Networking helps customers adapt to the changing needs of their environment by delivering a choice of the best available products, solutions and services that are scalable, flexible, and adaptive. ProCurve's complete and robust line of products are engineered to legendary HP quality standards—backed by ProCurve's service, support, training and industry-leading warranty.
- **Cisco Data Systems - NASDAQ:CSCO** (www.cisco.com): TIG can provide all data infrastructure required to support voice over IP if the required products are not currently deployed at a customer site.
- **Adtran - NASDAQ:ADTN** (www.adtran.com): ADTRAN, Inc. designs, develops, and manufactures ADvanced TRANsmission products for high-speed digital communications. Incorporated in 1985, ADTRAN began operations in 1986 following AT&T's divestiture of the Regional Bell Operating Companies (RBOCs) with restrictions that effectively barred their manufacturing of equipment. These events created an opportunity for companies such as ADTRAN to supply network equipment to the seven RBOCs as well as more than 1,300 independent telephone companies in the United States.
- **Phybridge** (www.phybridge.com): **The Phybridge UniPhyer VoIP enabler**, reassures you of a painless, low cost, reliable, and 'one solution fits all' transition to IP phones. The Phybridge UniPhyer, VoIP enabler, leverages your existing telephone cabling infrastructure to provide a dedicated IP phone network, while centrally connecting the IP PBX to your existing LAN. It gives you the reliability of a legacy voice network with the productivity gains and convenience of a converged network. The Phybridge's unique VoIP enabler allows an effortless and cost-effective migration to IP phones.
- **Mitel Automatic Call Distribution (ACD)**: ACD is a feature-rich voice automatic call distribution solution that enables calls to be evenly distributed among contact center agents, for a cost-effective use of pooled resources and improved customer service. It ensures the equal distribution of incoming calls to the most appropriate group of agents based on the type of information or service required by the caller.

ACD delivers:

- ✓ Call routing to the most appropriate group(s), and the fair distribution of calls within a group based on longest idle or highest skilled agent
- ✓ Caller prioritization within a queue



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- ✓ Automatic call re-routing or changes to agent availability based on current queue conditions
 - ✓ Voice announcements in queue
 - ✓ Silent monitoring so that supervisors can listen to calls answered by an ACD agent
 - ✓ Controlling after-hours service
- **Mitel MiVoice Call Accounting:** Mitel® Call Accounting is a comprehensive solution that is available as either a single site or multi-site solution, and can optionally be integrated with Mitel Contact Center Management. Robust and reliable, it enables you to monitor and control telecommunication costs and give you a true picture of how much money is being spent and who is spending it.
- Call Accounting enables you to:*
- ✓ Monitor usage and establish call patterns for departments and work groups
 - ✓ Track, report, and control telecommunication costs
 - ✓ Perform cost recovery and carrier bill reconciliation
 - ✓ Know if costs are excessive because employees are sharing toll free lines, calling restricted numbers, or calling their friends long distance
- **Ultimate** (www.uspnet.com): Call Accounting software which will manage single or multi-site operations. Utilize e-mail, TCP/IP networks and Ultimate! Computer Technology Tools to present reports whenever or wherever needed. Ultimate! Integrates with 150 brands of phone systems supporting more than 200 dealers representing more than 400 locations nationwide.
- **Oaisys** (www.oaisys.com): Their Call Recording solutions help companies within a variety of industries including healthcare, automotive dealerships; financial services and manufacturing attract and retain customers by digitally capturing phone-based interactions for simple retrieval, playback and management. OAISYS call recording and voice documentation solutions help to improve risk management, quality assurance, customer retention, dispute resolution and other critical business concerns. We offer superior integration with leading business phone systems, ensuring the right fit for a broad array of organizational needs.
- **Ascom** (www.ascom.com): Ascom is the reliable on-site wireless telephone and messaging systems company with more than 75,000 customer sites worldwide. They are the leading provider of Enterprise mobility, offering voice and messaging solutions with a broad range of purpose-built handsets, regardless of technology. With Ascom you can breath-easy with end to end security, invest in a scalable solution tailored to your needs and save time and money through easy installation.
- **AVST Unified Communications - NASDAQ:AVST** (www.avstgroup.com): AVST delivers the industry's most interoperable UC platform bringing together the best of breed in business



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process applications. They offer the most powerful enterprise-class Voicemail, Automated Attendant, and Unified Messaging Solutions. Other products include Call Express and Repartee Voicemail Solutions. At AVST, we understand that Unified Communications isn't a single product; it's about integrating a set of different communications solutions together. AVST delivers the industry's most advanced and extensive UC interoperability, connecting all major PBX systems, e-mail systems, presence engines and business applications together.

➤ **Mitel NuPoint Unified Messaging:** Being responsive to messages makes you and your company appear more agile and easy to work with. Mitel Unified Communications and Collaboration (UCC) includes Mitel NuPoint Unified Messaging™ (UM), an integrated messaging solution that provides an auto attendant and simplified message management that keeps messages organized and is:

- At home in any environment. NuPoint UM fits with your existing infrastructure, including your existing PBX.
- Easily scalable. Scales from small to large deployments with the same telephone user interface (TUI) and graphical user interface (GUI), eliminating IT and user retraining as your system grows.
- Integrated with other applications. Out of the box, Mitel NuPoint UM comes integrated to other market leading applications like Microsoft® Exchange.

Unified Messaging from Mitel provides:

- Sophisticated call handling. Advanced call handling features, such as speech auto-attendant, to provide better service to inbound callers. You can even give users their own personal speech auto-attendant to help direct specific calls.
- More productive and flexible voice mail. Employees are more responsive to voice, fax, and email messages because NuPoint UM lets users send and receive voice and fax messages from their email client.

Flexible Deployment Options: NuPoint UM delivers a common set of user features in different packages that meet the scale and reliability requirements of all businesses.

➤ **Mitel MiCollab:** Mitel understands that user collaboration, mobility, and messaging are the core communications requirements, to simplify this process Mitel combines them into a single solution, MiCollab.

Promoting Simplicity for users

MiCollab is an integrated suite of applications that work together seamlessly. MiCollab makes it easy to manage all aspects of day-to-day interaction for workers in any role, no matter where they are or how they choose to be productive. For organizations large and small, MiCollab delivers the kind of cost-effective capabilities needed to increase productivity, build competitive advantage, and drive business success.



Promoting simplicity for IT teams

MiCollab operates on a single management console providing administrators with one view of the entire solution – presence, collaboration, mobility, and messaging. As a single solution, MiCollab brings several other benefits to IT teams, including:

- ✓ One server for all functionality
- ✓ One interface for user deployment
- ✓ One management view
- ✓ One point of control
- ✓ Multiple deployment options including virtualized environments
- ✓ Powerful APIs to bring other applications like email and CRM into the user's communication realm.

MiCollab's integrated Suite of applications includes the following features:

- ✚ **Mitel MiCollab Client:** is an award-winning application that provides a single access point for all business communication and collaboration needs. It allows real-time access to everyone in the organization, on or off the premises, and enhances the effectiveness of “in the moment” communications. MiCollab Client offers: Deskphone and softphone integration, corporate directory access, visual voice mail, detailed call history, secure instant messaging, point-to-point video, and much more.
- ✚ **Mitel NuPoint Unified Messaging:** Mitel NuPoint Unified Messaging™ (UM) Standard Edition is a full-featured and flexible unified messaging solution with a low total cost of ownership.
 - **Speech Auto Attendant:** Inbound callers want good service that transfers them to the right person easily. NuPoint UM enhances service with sophisticated speech auto-attendants where callers just say a name or department and they are automatically transferred to that number.
- ✚ **Mitel Audio, Web and Video Conferencing:** AWVC is a comprehensive audio and video conferencing and web collaboration application that improves collaboration and information sharing among employees and with customers, partners, and suppliers.
- ✚ **Mitel Teleworker Solution:** The Mitel® Teleworker Solution on the Mitel MiVoice Border Gateway enables employees to work remotely with full access to voice mail, conferencing, and other features of the office phone system. The secure plug-and-play solution turns any Mitel IP Phone in to a Teleworker set.
- ✚ **Cloud Services Application Integration:** Out-of-box integration of Mitel Collaboration features with Google hosted.



Customers' Responsibilities

Your Involvement is Important

We consistently state our companies are forming a *partnership*. Therefore, you play a vital role in the successful implementation of the telecommunication system. Only through open communications and cooperation can we achieve our mutual goals.

What Can You Do? To successfully accomplish a timely and smooth installation, here are some guidelines to follow:

Voice Deployment

- Appoint a single authoritative source of contact for the installation and for *future issues*.
- Assist in the preparation of a floor plan for the accurate location of each telephone.
- Assist in the preparation of the software database to assure a system that improves your business operations.
- Provide the environment and timetable for the training program.
- Require that your staff attend the training sessions.
- Provide access to the facilities for the installation crew.
- Make sure that the central equipment can be located in a well lit, clean, dry, well-ventilated environment with adequate power
- Ensure that your network meets all the requirements for Voice over IP and any additional applications purchased

Data Deployment

- Ensure that your network has been stress tested for a VoIP deployment
- Ensure that your networks both LAN and WAN have been configured with the appropriate IEEE 802.1p specifications which prioritize voice traffic over standard data
- Ensure that your network is following best practices utilizing IEEE 802.1Q specifications
- Confirm that your network engineer/administrator has privilege/manager level access to the routing/switching equipment



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- ☑ Make certain that your firewall is SIP aware
- ☑ If using SIP trunks, make certain that best practices are followed and the appropriate routes are built in the routing device
- ☑ Confirm that your voice VLAN has access to the internet at all times thru the firewall
- ☑ Ensure that inter-VLAN routing is configured and handled at the router or layer 3 switch level
- ☑ In order to support the telephony equipment TIG requires remote access via virtual private networking (VPN) or NAT address
- ☑ Confirm the switch ports are configured correctly to support LLDP-MED, VLAN tagging, priority, etc.
- ☑ Ensure TIG is given the correct specifications for the voice VLAN, i.e. IP address scheme, VLAN ID, DSCP, L2P, Trunk ports, Access ports, etc.
- ☑ With a virtual PBX deployment, make certain that best practices are followed within your VMware environment
- ☑ Confirm that your voice VLAN is trunked to the virtual telephony guests
- ☑ In a virtual environment configure DHCP on your windows DHCP server with the appropriate options for the voice VLAN
- ☑ In a non-virtual environment make sure DHCP is **not** being handed out on the voice VLAN unless otherwise specified
- ☑ Any internet facing applications such as MBG should comply with the manufacturers specifications regarding the configuration
- ☑ Any internet facing applications (such as MBG) should comply with manufacturer's specifications regarding configuration

And above all: Instill in your staff a sense of excitement and enthusiasm about the extraordinary business tool in which you have just invested!



Implementation

When you select TIG to create your telecommunications system, we assume responsibility for timely and professional installation according to a strict implementation schedule:



- Create implementation plan and schedule
- Site survey
- Order Trunks
- Floor plan review
- Data Base collection
- Data Base preparation
- Burn in system
- Test Hardware
- Input Data Base
- Test Software
- Deliver system to job site
- Perform preliminary installation
- Perform group and individual training
- Re-test Hardware
- Re-test Software
- Place devices (telephones, data sets, terminals, etc.)
- Test dial tone (trunks, lines, T1, Tie, DIDs, Data Lines, etc.)
- Connect dial tone
- Test dial tone
- Finalize installation
- Perform implementation follow up
- Perform training follow up

TIG is committed to installing and maintaining your new telecommunications system according to your needs and expectations. By adhering to the above implementation process, we will accomplish your installation in the most orderly and efficient manner possible.



Training Program

The More We Know the Better We Do

At TIG, every system we install is designed with the customer in mind and is intrinsically easy to use. However, effective implementation and acceptance of any new office system requires a structured, ongoing training program. TIG's highly trained customer service representatives work with each customer to correctly implement your new system, develop a training program customized to meet your needs and help maximize your system and your staff.



Prior to installation, a Project Coordinator (PC) will be assigned to your account and will manage the details of your installation. The PC will discuss the scope of the training services and material available. We will work with you to create an effective learning experience for your staff. Training usually consists of classes at your facility conducted in groups of ten to fifteen employees who all share similar job duties, or who will be using the same type of telephone. The functionality of the system will

be thoroughly discussed, activation of various features will be demonstrated, and employees will receive hands-on operation experience. Each employee will receive a user guide or "Cheat Sheet" to keep for future reference. Electronic copies of all training materials will also be given to the Administrator for training future employees.

Your main operator, back-ups and system administrators serve as your telephone "front door". Their ability to answer and process incoming calls are critical to your business. These staff members will receive special attention to ensure their complete familiarity and confidence with the system.



System Administrators will be trained on all system features. System administration training is usually conducted thirty (30) days after cutover. This training can take place at the customer site or at the TIG offices.

On the day after final installation and activation, the PC will be on site to help operators in the processing of "live" calls and will be available to the rest of the staff for follow up and fine tuning.



Implementation Process

Telcom Innovations Group (TIG) believes that the systems provided are only as good as their implementation. We have a complete staff of manufacturer trained Telecommunications Specialists that manage and complete all phases of our implementation process. This also includes reviewing the data network and how VoIP will be integrated into it. The implementation process is a series of events starting when the contracts are executed and ending once installation has been completed and the customer has 100% satisfaction with their purchase.

Our Implementation Process is as follows:

1. Contract Agreement

- All equipment and applications are confirmed with the customer.
- The 50% deposit check is received or Lease approval (if applicable) is received.
- Letter of Agency is executed and processed.

2. Internal Procedures

- The sales team prepares an internal job description and outline.
- An internal meeting is scheduled to introduce the installation to all the operations personnel that will be involved.
- A Project Coordinator is assigned.
- An Installing Engineer is assigned.
- A Data Engineer is assigned.
- An accurate installation timeline is agreed to.
- Any subcontractor or third party cabling is verified with cabling contractor and incorporated into our timeline.

3. Initial Customer Job Meeting

- A designated point of contact will be established for both TIG and the customer for coordination purposes.
- We will review all equipment and applications listed on the purchase agreement to confirm that it matches the proposed equipment and applications.
- We will agree to a plan of action to ensure your desired installation date is achieved.
- Floor plans of new or existing facility are carefully reviewed for cabling and/or equipment replacement.
- Review applications that require specialized network setup and test.
- Equipment room requirements and/or modifications are provided.
- On-site user training schedules are discussed and dates are set.
- Local and long distance carrier orders are discussed and scheduled.
- ISP/WAN/Remote Access requirements of VoIP system are discussed.
- Requirements for Client Applications and Servers are discussed.



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- Program sheets are provided to the customer contact for preparation and initial data is gathered. A completion timeframe is then agreed to.

4. Equipment Ordered by TIG

- Purchase Orders are issued to the appropriate manufacturers to insure all delivery dates are met.
- All equipment and software will be scheduled to arrive at the TIG offices three weeks prior to the scheduled installation date.
- Any manufacturer shortages or shipping delays will be reported to the customer immediately.
- Telco/SIP/Data equipment and Facilities ordered as required.

5. Cabling and Data Infrastructure for Voice/Data/Paging

- Any cable work or data infrastructure work to be completed by TIG personnel, sub-contractors or third parties will be coordinated by the Project Coordinator and the lead technician.
- All work will be completed to meet local building codes with any applicable permits secured.
- All station and riser cable will be tested and inspected by TIG personnel.
- Equipment room inspection is conducted to ensure both electrical and environmental requirements are complete.
- Data racks and switches are inspected prior to power up and programming.

6. Additional Customer Job Meetings

- The project coordinator will provide continuous progress reports.
- All program sheets for telephone feature assignments, voice processing, and all other programming requirements undergo a detailed review.
- On-site user training class schedules are confirmed.
- Any change orders regarding equipment add-ons, major reprogramming or cable locations or data network changes are agreed upon. Additional cost items will require customer approval.
- There will be as many meetings as required to accomplish a smooth transition to the new systems.

7. Data infrastructure is confirmed for the ability to support Voice

- TIG Professional Service Personnel will either have completed infrastructure work contracted or will confirm that the work has been completed by other.
- All network devices, such as routers, switches, wireless APs and firewalls are confirmed as to programming for vlans and specialized ports.
- Suitability for VoIP varies at each site and any existing data equipment that requires upgrading needs to be identified.
- Power over Ethernet requirements for the telephone endpoints are discussed.



- WAN applications and SIP application requirements are confirmed with ISPs and provider of routing equipment.
- Remote services and network throughput requirements are discussed.
- DNS and/or IP addressing issues discussed and documented.

8. PBX Pre-installation Equipment Set-up & Application Testing

- The equipment is received, inspected and assembled at the TIG offices.
- A manufacturer certified programmer reviews all programming sheets with the installation team.
- All programming is completed and tested.
- The system(s) are fully tested for a minimum of three working days to ensure proper functionality.
- The system(s) are then delivered to the customer site.

9. Document Preparation

- Any customer specific “cheat sheets” are prepared.
- All telephone set faceplates are custom printed for installation.
- A system-programming book is compiled for future reference.
- Data network configuration for VoIP is reviewed.

10. Delivery of Equipment

- The equipment room must be secured for delivery of equipment.
- Site security is the responsibility of the customer.
- The equipment delivery is scheduled sometime in the week prior to installation.
- Testing of all services is completed for operation and quality control. Additional labor expenses may be incurred due to carrier difficulties or unforeseen network configuration issues or requirements.
- TIG is entitled to collect forty percent (40%) of the purchase agreement amount per the terms of the agreement.

11. Customer Training

Telcom Innovations Group believes that the end user training is the most critical aspect of any new system installation. We require that your employees and operators attend a scheduled training class. Our Telecommunications Specialist will coordinate all training related to the new system cutover. The class each employee attends will depend upon the employee’s telephone requirements. Special emphasis is given to the console attendant and any relief operators.

- Classes are segregated by “telephone type” for a more thorough approach.
- Attendant Console Operators and their back-ups are fully trained in order to answer and process incoming calls on an as usual basis on the day of cutover.
- User training videos are provided for supplemental purposes.



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- Train the Trainer for software Client Applications will be completed. Usually, this is the preferred method since there could be a great deal of one on one interaction as users integrate their PCs and devices over time.
- Comprehensive user manuals are provided to all employees.
- TIG commits to scheduling training classes to accommodate numerous shift situations and/or after hours or weekends. If there are unusual training request that may incur additional expenses, the customer will be notified immediately.

Telephone Users - Individuals will be trained on the features they use and how those features interact with company procedures.

Class time – 45 minutes

Approximately 10 - 20 users per class

Voice Mail Users – Voice mail users will be trained on all aspects of using their mailboxes.

Class time – 45 minutes

Approximately 10 - 20 users per class

System Administrators* - Administrators will be trained on all system features. System administration training is usually conducted thirty (30) days after cutover. This training can take place at the customer site or at the TIG offices.

Class time - 4 hours

**Additional charges for System Administration Training will apply if more than one day is required; limited access to system software may apply due to security reasons. Software integrations with client applications vary greatly and are case by case.*

12. Installation Day

- Installations are normally scheduled on a Friday at the end of the business day. We will make every attempt possible to not interrupt day-to-day activity in your business.
- All telephones are connected and tested over the network LAN and “live” trunks.
- Voice mail system, if applicable, is fully set-up to the PBX and tested over “live” trunks.
- All peripheral devices are fully installed and tested.
- Software applications that run at client positions installed and tested as soon as workstations are available from customer.

13. The First Day of Operation

- Everything to make/receive calls will be fully functional for the day after installation.
- The Telecommunications Specialist team will be on-site to address any outstanding customer issues.
- Installation Engineer, Data Engineer & Cabling Technician arrive at time of opening for system monitoring purposes.
- The Project Coordinator will meet with the customer for assessment of the installation.
- The Salesperson will collect the final balance due.



Basic VoIP Implementation Timeline

<i>Description</i>	<i>Responsibility</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>Week 5</i>	<i>Week 6</i>	<i>Week 7</i>	<i>Week 8</i>
Contract Executed	Customer	1 Day							
Implementation Team Assigned	TIG	1 Day							
TIG Internal Meeting	TIG	1 Day							
On-Site Customer Meeting	Customer/TIG		1 Day						
Equipment Ordered	TIG		1 Day						
Cable Plant Ordered (if required)	TIG		1 Day						
Database Gathered	Customer/TIG		1 to 3 Weeks						
Equipment Arrives at TIG	Customer/TIG					1 Day			
Equipment Setup and Programming	TIG					1 to 2 Weeks			
Training Documentation Prepared	TIG							1 to 2 Days	
Equipment Delivered	TIG							1 Day	
Customer Training	Customer/TIG							1 to 2 Days	
Installation	TIG								1 Day
Follow-up	TIG								3 to 4 Days

NOTE: This is a sample implementation timeline. There may be several meetings required to gather the database.