

Winnetka Village Council
RESCHEDULED REGULAR MEETING
Village Hall
510 Green Bay Road
Thursday, April 9, 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) April 14, 2015 Study Session
 - b) April 21, 2015 Regular Meeting
 - c) May 5, 2015 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
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- 6) Stormwater Report: None.
- 7) Ordinances and Resolutions
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 - b) Ordinance M-5-2015: Hubbard Woods Park, 939 Green Bay Road, Special Use Permit for the Park District – Adoption.....61

- 8) Public Comment
- 9) Old Business: None.
- 10) New Business
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- 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 STUDY SESSION

March 10, 2015

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, March 10, 2015 at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:02 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary and Marilyn Prodromos. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Karl Camillucci, Water & Electric Director Brian Keys, Community Development Director Michael D'Onofrio, Fire Chief Alan Berkowsky and approximately 10 persons in the audience.
- 2) 2015 Winnetka Fire Suppression Assessment. Water & Electric Director Brian Keys said Winnetka hired Strand Associates in 2014 to assess fire protection at two Village locations: the Transformer Yard and the generating equipment at the Electric Plant. He introduced Nathan Brandt and Brian Molenaar of Strand to present the outcomes of the recently completed assessment.

Mr. Brandt explained that the assessment addresses risks, such as protecting critical infrastructure, recommendations of insurance carriers, improving life safety, protecting the environment and ensuring the Village continues to comply with industry standards. Following an overview of existing concerns, fire protection alternatives were discussed. Mr. Brandt ultimately recommended a Wet Fire Protection System that would include a fire pump in the Plant basement, sprinkler protection for the basement and steam turbines on the operating floor, as well as a new electrical feed. The opinion of probable construction cost (OPCC) for the protection recommendations is \$814,000.

Trustee Fessler inquired about the specific protection coverage within the building. Mr. Brandt said the standards require protection within certain distances from identified hazards, so the recommendations focus on the Plant basement. Mr. Keys noted that the protection would also cover a small area of the operating floor. The building as a whole does not have a fire protection rating.

President Greable asked about the rationale for conducting the assessment at this time and recommendations by the Village's insurance carrier. Mr. Keys indicated that the Village is primarily attempting to be more risk averse and evaluating issues for review as part of the budget process. He stated the insurance carrier periodically reviews the Village's policy and believe there should be fire protection in place. They are not considering dropping or altering the Village's insurance policy. In response, Trustee Fessler asked if the Village might receive a rate reduction if it took action on the recommendations. It was estimated the Village might save about \$7,000 to \$10,000 annually, much less than the recommended investment.

Trustee Kates inquired about other plants and comparable systems. Mr. Keys said there are no other facilities in Illinois that have steam and diesel generating equipment like Winnetka. He indicated that if a plant were built today, it would be designed with fire protection and more separation between the Plant and Transformer Yard.

Mr. Keys and the Council discussed how a loss of power would impact both the Water & Electric Plants in the event of a fire, given the lack of fire protection in the current building. To date, there have not been any large structural fires in the buildings.

The Council clarified that there is no fire suppression equipment in the Electric Plant, except basic fire extinguishers and one steam turbine that has several sprinkler heads. Mr. Molenaar said the Plant is held to code standards based on the year the building was constructed, which was in the 1890's. Though the building does not meet the current NFPA code, those are not legal requirements, only voluntary standards.

Trustee Krucks asked if the estimated cost of the recommended protection (\$1.8 million total) is less expensive than potentially replacing equipment damaged by fire. Mr. Keys affirmed that the recommendations would be less expensive, and added that if generating equipment were damaged, the Village might jeopardize its generation capacity credits from the IMEA, which are approximately \$1.7 million annually.

President Greable commended the study, since these issues have not previously been brought the Council's attention, and he asked if there are other areas requiring studying. Mr. Keys said there are other items that will be evaluated in the future.

Next, Mr. Molenaar described the Village's Transformer Yard, which is located on the same property as the Electric Plant. The Yard operates 24/7/365 and transfers power from Commonwealth Edison to Village distribution circuits. The severe impact of potential equipment failure was illustrated, including loss of power to critical buildings and infrastructure. Mr. Molenaar reviewed the different type of concerns about the Yard vs. the Plant. Strand Associates noted concern about the need for secondary containment and blast protection.

Trustee McCrary asked about the recovery of equipment after use of some of the suppression systems. Mr. Keys explained that if a transformer is involved in a fire, that item is compromised and will likely only be scrap. A major concern with the Yard is the proximity of the units to one another; any event might not just damage one of the four transformers, so sensors are desired to assist with detection and quick suppression.

The Council discussed the potential magnitude of a fire that could disrupt service and to what extent, and also the physical damage an explosion in the Transformer Yard could cause to the other facilities.

Trustee Kates asked about the status of Glencoe's water treatment plant project. Mr. Keys said installing the proposed recommendations would not significantly impact Plant operations, and he added that discussions with Glencoe are very preliminary.

The Council discussed replacement and retro-filling options for the transformers. Mr. Molenaar showed that replacement of the existing units was cost-prohibitive. After reviewing a number of protection and suppression alternatives, Mr. Molenaar recommended installing a deluge fire protection system to sprinkler the Transformer Yard, and blast walls to isolate each transformer. He also recommended expanding the secondary containment structure, sealing electric manholes, and constructing a barrier wall along the public access road. The OPCC for all options totals \$966,000.

Trustee Kates asked about the cost of the barrier wall and whether it served a purpose other than aesthetics. Mr. Keys said there is a fair amount of traffic on the access road to the Plants and the barrier would shield the transformers and segregate them. Trustee Kates requested additional information on less costly alternatives to the proposed wall.

Mr. Keys said he is seeking Council's direction about proceeding with a multi-year fire protection plan. In the current fiscal year, he recommends advancing a Request for Proposals (RFP) to design the desired protections. Both the RFP and the bid to award construction of improvements would require Council approval. He said the fiscal year 2015 budget includes \$540,000, which was intended for use on this project.

Trustee Kates asked whether the current electric utility rates would support the level of capital projects outlined. Mr. Keys described the intent of a loan to the electric fund in 2017 to allow for significant capital investment.

The Council again discussed the possibility of replacing the transformers rather than simply adding protection to the existing units. The transformers are not scheduled for replacement in the existing capital fund, and replacement of the transformers was not completely vetted as part of the Fire Suppression assessment.

Based on a Trustee inquiry, Manager Bahan confirmed the Village is self-insured up to \$2 million.

Based on Appendix C, page 4, Mr. Keys showed that equipment replacement for the transformers ranges from \$124,000 to \$248,000 depending on the particular unit. Trustees Braun, Kates, and Krucks expressed concern that the protection for the transformers would become obsolete when replacement transformers are required in the future.

The consensus of the Council was to move forward with the design and implementation of the sprinkler system for the Electric Generating Plant. Mr. Keys said he would perform some additional analysis on replacement options in regards to the Transformer Yard recommendations. Responding to Trustee Fessler, Mr. Keys confirmed the RFP for the Electric Plant improvements could be realistically pursued as a separate item.

- 3) Overlay District Uses. Community Development Director Mike D'Onofrio said the Council last reviewed the Special Use Permit (SUP) process and reclassification of a number of use groups in December, 2014. He indicated streamlining of the SUP process would be presented as part of a draft ordinance at the upcoming March 17 meeting.

Trustee Kates inquired about the origin of the modifications suggested to the SUP process, especially shortening the notification period. He said this was not the direction of the Council; they desired to avoid duplication of advisory board review. Attorney Camillucci indicated the intent was not to impose modifications but to provide a series of recommendations for consideration.

Trustee Krucks said he objected to the piecemeal presentation of the items related to the Commercial Overlay District. He also indicated that the SUP process recommendations overstepped the direction given in December.

Mr. D'Onofrio said there were five use groups previously identified, with the fullest consensus around just one, personal services. He reviewed the language Staff drafted that

would allow for personal uses to be amended from a special to permitted use, as outlined on page 238 of the agenda packet.

Trustee Braun indicated that the input from Trustees used to develop the proposed language is not representative of the entire Council.

Mr. D’Onofrio said the other four use groups previously considered included: 1) educational; 2) construction-related; 3) financial services; and 4) medical. Due to the number of individual uses under the use groups, action on these groups would take an additional 28 special uses and make them permitted uses—or approximately 38% of all uses in the commercial districts.

Trustee Fessler reviewed the Council’s prior discussion and how they arrived at consideration of the personal service use as separate from the other use groups. Trustee Krucks expressed concern that the Council was spending a great deal of time on uses that generate, on average, less than one permit application a year. He also said the list of uses needs to be fair and not subject to interpretation.

Trustee Kates noted that essentially no one has been turned away by the Plan Commission in applying for an SUP. He feels that modifications to the SUP process will make improvements responsive to the businesses that commented at the open house session held by the Plan Commission.

Trustees Kates and Krucks advocated eliminating weight loss clinics/diet centers as permitted uses under the personal service use group. Trustee McCrary indicated he did not think it was the Council’s role to determine whether or not a weight loss clinic was a negative service to include.

Trustee Fessler said she is cognizant of honoring the Downtown Master Planning process; therefore, her consideration was on the uses that would seem to be the least controversial. She believed the financial services and medical use groups would require the most detailed evaluation in the planning process. She advocated first focusing on the streamlining of the SUP process. She raised the possibility of moving the weight loss clinic from the personal service group to the medical use group.

Trustees Kates and Krucks concurred—saying they would prefer to vote on the changes to the SUP process before the use group changes.

Trustee Braun said service uses do not draw higher rents. It is a misconception that is not supported with data and he added that rents have dropped about 35% since 2008. Trustee Prodromos confirmed that she has heard local property taxes cost landlords \$12 per square foot.

Following Public Comment, Trustee Krucks expressed concern about relaxing too many requirements of the SUP process, as these are protections appreciated by residents.

Trustee Prodromos said at a Chamber meeting it was noted the Village will be losing 20 businesses. She said the Council needs to be responsive and try to bring some of the services that would certainly be in high demand. She said the Village is being too rigid in making changes to the business districts.

Trustee Fessler requested Staff to track the number of commercial applications received, to see if people are willing to engage in the special use process, to better understand the success of any revisions.

The Council agreed to defer consideration of the special use groups until after the SUP process amendments are discussed on March 17. Manager Bahan noted that Staff will clarify the options for Council discussion in terms of potential process amendments.

4) Public Comment.

Glenn Weaver, 574 Lincoln Avenue. Mr. Weaver indicated he was in favor of the fire protection improvements at the Electric Plant. He also recalled that when the Overlay District was implemented all but one business owner was against its adoption. He recommended following the report made by the Business Community Development Commission. In his opinion, the Overlay District has had a disastrous impact on the business community.

Steven Hirsch, 1380 Stockton Drive, Northfield. Mr. Hirsch, the Winnetka-Northfield Chamber of Commerce President, reviewed his experience in commercial real estate in the northern suburbs. He described the changes in the retail market that have impacted central business districts, and noted that traditional retailers are not seeking to fill existing retail spaces such as those in Winnetka.

Scott Myers, 127 Church. Mr. Myers agreed that value is not added by requiring two advisory boards to review a Special Use Permit application, and he was supportive of the suggested streamlining. He referenced the recent Village Citizen Survey results and said residents do not desire more of these use groups. Eliminating the requirement for special use permits would disregard the opinion of residents and short-change the Downtown Master Planning process.

Louise Holland, 545 Oak Street. Ms. Holland said the Ordinance has preserved retail in Winnetka since the 1980's. She noted that other local communities have overlay districts and have developed thriving downtown areas. As a member of the Plan Commission, she said that board's recommendation was to not make any change to the uses until a comprehensive planning effort is completed.

Gwen Trindl, 800 Oak. Ms. Trindl echoed the comments made by Mr. Myers and advocated honoring the input that has been received from residents. She noted that the special use permit is intended to protect the greater good and make decisions about specific applications. Ms. Trindl encouraged the Council to continue to support the planning process.

5) Executive Session. None.

6) Adjournment. Trustee Fessler, seconded by Trustee Prodromos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:16 p.m.

Recording Secretary

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
March 17, 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 17, 2015, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:01 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary, and Marilyn Prodromos. Absent: None. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Peter M. Friedman, Public Works Director Steve Saunders, Director of Community Development Mike D’Onofrio, IT Manager Bill Roessler, Financial Services Coordinator Nick Mostardo, Finance Director Ed McKee, and approximately 21 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) Thursday, April 9 Rescheduled Regular Meeting. All of the Council members present indicated that they expected to attend.
 - b) April 14, 2015 Study Session. All of the Council members present indicated that they expected to attend.
 - c) April 21, 2015 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Fessler, seconded by Trustee McCrary, 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) March 3, 2015 Regular Meeting.
 - b) Warrant List. Approving the Warrant List dated February 27 – March 12, 2015, in the amount of \$990,958.05.
 - c) Ordinance M-8-2015: Authorizing the Disposition of Certain Surplus Personal Property Owned by the Village of Winnetka – Adoption. An Ordinance approving the disposition of surplus property owned by the Village of Winnetka.
 - d) Landscape Maintenance Contract Extension – 2015. An authorization to extend the terms of the 2010 landscape maintenance contract with Anthony Scopelliti Landscaping for an estimated annual amount not to exceed \$103,500.
 - e) Annual Outdoor Seating Permits. Approval of the 2015 Outdoor Seating Permit applications.

- f) Bid #015-014: Replacement of 1986 W&E Truck. Awarding Bid #015-014 to Altec Industries Inc. in the amount of \$231,680, which includes the trade-in value of the 1986 truck.

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

- 6) Stormwater Monthly Summary Report. Mr. Saunders said the contractor is preparing detour signs for road closures that will begin early next week, when the Northwest Winnetka project gets underway. He noted that an open house for affected residents was held in February to discuss how the project will impact their lives. Interested residents may sign up for email alerts about the construction progress, and weekly updates will be provided on the Village website and in E-Winnetka.

Mr. Saunders explained that a bid recommendation for the pond restoration portion of the Northwest Winnetka project is expected to be ready in April. Also expected in April: a presentation of Review Point #2 for the Willow Road Stormwater Tunnel and Area Drainage Improvement project.

- 7) Ordinances and Resolutions.

- a) Ordinance MC-3-2015: Amending Special Use Permit Regulations to Streamline the Process – Introduction. President Greable opened the public hearing at 7:12 p.m.

Mr. D’Onofrio explained that staff has drafted amendments to the special use permit (SUP) application process pursuant to Council direction from the December 9, 2014 Study Session. He noted that Community Development staff and the Village Attorney worked together to craft revisions that would: (i) establish one advisory body to review the SUP applications; (ii) establish standards for granting SUPs in the Commercial Overlay District to more closely correlate with the intent of the district; and (iii) reduce the timeframe for the notification process.

Mr. D’Onofrio reviewed the seven amendments offered for Council consideration:

1. **Section 17.56.030(C) – Application.** Grants the Community Development Director capacity to schedule a public hearing with whichever advisory body is authorized to review the SUP application.
2. **Section 17.56.040(A) – Publication Notice.** Eliminates the requirement to publish a legal notice in a newspaper if the SUP application is in the Commercial Overlay District. Notice will still be posted on the property, and in writing to owners within 250 feet.
3. **Section 17.56.050 – Written Protest.** Eliminates the requirement for a mandatory supermajority approval of an SUP application within the Overlay District, in the event a formal protest is filed.
4. **Section 17.56.060 – Zoning Board of Appeals Proceedings.** Designates the Zoning Board of Appeals (ZBA) as the sole body to consider SUP applications outside of the Overlay District.

5. **Section 17.56.065 – Plan Commission Proceedings.** A new Code section establishing the Plan Commission as the sole body to hold public hearings and present findings for SUP applications within the Overlay District.
6. **Section 17.56.070 – Village Council Proceedings.** Amendments to reflect the changes in jurisdiction over SUP applications.
7. **Section 17.56.120 – Standards for Granting Special Use Permits.** Identifies a set of standards for the Plan Commission (PC) to use when considering a SUP application within the Overlay District, and recommends elimination of a second set of standards that are superfluous in the context of the Overlay District.

Trustee Kates suggested the notice provision in Amendment #2 be extended from 250 feet to 500 feet, and he objected to the removal of the supermajority requirement in Amendment #3, as he felt it could prevent the neighbors from being heard. He also expressed concern about only one advisory body designated to hear particular SUP requests.

Mr. D’Onofrio responded that extra notice added to Amendment #2 would not be difficult to accomplish. He explained that Planned Developments, whether inside or outside the Overlay District, would still be subject to the protest requirement referred to in Amendment #3.

During a discussion about procedures for advisory board hearings, Attorney Friedman explained that since cross examination is permitted, the Village must define who the interested parties are. However, rules for the hearing process are not technically required.

Trustee Kates objected to draft Amendment #7, which would alter the standards for granting SUPs. Attorney Friedman said the intent was to streamline the SUP procedure, as the current standards are very broad and can impede the approval process.

After Mr. D’Onofrio reviewed a chart on page 50 of the agenda packet that described the expected outcomes of implementing the proposed amendments, President Greable called for public testimony.

Nancy Marcus, League of Women Voters. Ms. Marcus said the League supports the Council’s efforts to plan for the future of Winnetka’s business districts, but the organization has serious concerns about amending commercial zoning regulations before a downtown master plan has been developed.

Penny Lanphier, 250 Birch Street. Ms. Lanphier expressed concern about the narrow focus on the process timeline, and she suggested further discussion and examination of the current process and standards before making any revisions.

There being no further public testimony, President Greable closed the public hearing at 8:04 p.m.

Trustee Braun said he did not feel amendments to the SUP process would have a significant impact. He noted that as taxes increase and rents become increasingly difficult for merchants to afford, retail operations that would draw foot traffic to Winnetka are driven to other areas. He predicted that once the Willow Road improvements in Northfield are finished, people will leave Winnetka to shop at malls to the west.

Trustee Fessler observed that the objective to make the SUP process more efficient must be balanced against the need for appropriate application review, and she felt the draft amendments are taking the Village in the right direction. Noting the depth of sentiment from the community to take action, she recommended moving forward with the proposed amendments.

Trustee McCrary said he had a conversation with the owner of a new restaurant that recently opened in Wilmette. The new owner recounted that he looked at space in Winnetka, but chose Wilmette since he felt it was easier to open a business there.

Trustee Prodromos echoed Trustee Braun's comments and said she supports the draft amendments as a way to be creative and become more inviting to businesses. She added that a master plan is a great idea, but should have been done years ago.

Trustee Kates said the draft amendments deal with simplifying the SUP approval process, and do not affect the downtown master plan process. He added that he supports the draft amendments, once a few tweaks are made.

Trustee Krucks stated that he is in favor of the master planning process; however, he felt the draft amendments to the SUP process are not related to that project. He expressed concern about the PC being designated as the sole body to hear SUP applications in the Overlay District; and he urged leaving the jurisdiction question for another time, and focusing on speeding up the approval process.

President Greable suggested going through the amendments one at a time.

Amendment #1: It was agreed to keep the current advisory body review structure for SUP applications outside of the Overlay District.

Amendment #2: Approved, subject to two revisions suggested by Trustee Kates: (i) add website posting to the notice provision; and (ii) expand the notification zone from owners within 250 feet of the subject property to 500 feet.

Amendment #3: The Council supported deleting this draft revision entirely.

Amendment #4. This amendment was removed from consideration at this time.

Amendment #5: Trustee Kates, with the concurrence of the Council, requested the following revisions: (i) change the word "parties" in Subsection B to "people;" (ii) add a requirement that the relevant minutes be included with the PC's findings in the material for Council review in Subsection C; and (iii) also in Subsection C, change the word "at" in reference to the second Council meeting following the PC's public hearing to "by." The Council also requested that the Village Attorney draft procedures for the PC to follow at its public hearings on SUP applications within the Overlay District.

Amendment #6: Approved, subject to retaining the current advisory board jurisdiction outside of the Overlay District.

Amendment #7: With the exception of Trustee Kates, the Council agreed with this amendment in the interest of eliminating redundancy. Trustee Kates felt all of the standards should be retained to enhance the protection of the community.

Trustee McCrary, seconded by Trustee Fessler, moved to introduce Ordinance MC-3-2015 as amended by the Council. By voice vote, the motion carried.

b) Ordinance M-5-2015: Hubbard Woods Park, 939 Green Bay Road, Special Use Permit for the Park District – Introduction. Mr. D’Onofrio reviewed the Park District’s application for a special use permit in order to construct improvements to Hubbard Woods Park. The proposed development includes:

- Removal of the existing warming hut and gazebo;
- Construction of a new shelter building that will be relocated at the south end of the park where the gazebo currently stands;
- Demolition of the existing playground in the northwest corner of the park, and construction of a new playground in the southeast corner of the park; and
- Improved pedestrian pathways and enhanced landscaping throughout the park.

Robert Smith, Park District Executive Director, explained that the enhancements have been in the planning stage for over 18 months, and he added that the \$2 million development will bring vitality to the Hubbard Woods business district. He said the public process to gain the community’s endorsement has been extensive, comprised of approximately 25 public meetings that included open houses, focus groups and Park Board meetings.

Scott Freres, of Lakota Group, the project designer, said the proposed improvements fit into the Park District’s long-range strategic plan for all of its assets. One of their strategic goals is to capitalize on Hubbard Woods Park to help address downtown economic development. He stressed that: (i) the proposal will not harm the mature trees on the 1 ½ acre parcel; (ii) although circulation patterns will change, parking will not be decreased; and (iii) amendments have been made to the plan based on community and Village board input.

Colin Marshall, Green Architects, described the pavilion building, noting that the structure is envisioned as a gateway and a gathering space at the north end of the park. He said although the gazebo is a cherished presence in the park, it is dilapidated and cannot be saved.

Trustee Kates said he believed relocating the playground would attract more people to the area, putting pressure on parking availability along Gage Street. He added that in his opinion, doing so would negatively affect the businesses along the south end of the park.

Trustee Fessler commented that she thought the pavilion is lacking in design elements to enhance this major gateway to Winnetka, and she expressed disappointment with the structure. She asked the architect to consider refining the design in order to retain the romance and festivity offered by the gazebo.

Mr. Smith noted that the Design Review Board has approved the design of the pavilion, and that the building as designed is affordable for the Park District

Trustee Braun said he supported the project, as he thought the plan was excellent. He added that it would be a shame not to approve the plan, as he believes it will bring people and vitality to the Hubbard Woods business district.

Trustee Krucks agreed with Trustee Braun, saying he thought the plan was fresh and exciting and will enhance the Hubbard Woods business district. He asked Mr. Smith if there was anything the Village could do to help get the project off the ground.

Mr. Smith praised Village staff for expediting the approval process wherever possible, and he added that Winnetka's staff are very talented.

Trustee McCrary said he approved of the design and predicted that the improved park will fit very well into the neighborhood.

Trustee Prodromos said she approved of the plan as presented.

Trustee Kates said he did not approve of the plan, as he would prefer to see the playground stay at its current location to relieve parking tension on Gage Street.

Mike Bleyer, Green Cleaner, 1054 Gage Street. Mr. Bleyer said he believes there is a shortage of parking for the businesses on Gage Street, adding that his customers want drive-up access, which is why he chose this location. He voiced concern that the new playground location will cause parking difficulties, and urged the Council to consider short-term parking, or deny the relocation of the playground.

The Council were in general agreement to add some short-term parking spaces, and Manager Bahan said the Police Department would monitor enforcement of the parking time limits.

Trustee Braun, seconded by Trustee Krucks, moved to introduce Ordinance M-5-2015. By voice vote, the motion carried.

8) Public Comment. None.

9) Old Business. None.

10) New Business.

a) 2015 Street Rehabilitation and Public Improvement Program (Bid 015-002).

Mr. Saunders reviewed the street rehabilitation program for 2015, explaining that the contract also includes the sidewalk repair, pavement marking, and asphalt/concrete patching programs. He noted that the bids came in slightly over budget; however, a contingency was built into the cost estimates, and the Village will manage the projects to stay within budget. If it appears likely that the project will go over budget, he suggested deferring work on one or two smaller projects until next year.

The Council briefly discussed the project costs. Mr. Saunders explained that construction costs have spiked recently as demand for trucking and cement has increased, due to several large construction projects in the area.

Trustee Braun, seconded by Trustee Fessler, moved to award the 2015 Street Rehabilitation and Public Improvement Program to Schroeder Asphalt Services in the amount not to exceed \$1,364,000. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

b) Village Phone System Improvements. Mr. Mostardo explained that the Village's current phone system is nearly 15 years old, and it is becoming difficult to find parts when a component of the system fails. In addition, the Water & Electric Department needs an upgraded system to facilitate emergency communications. The Village's IT consultant recommends purchasing a voice-over IP (VoIP), and the system by MITEL is being recommended due to the relative ease of system migration.

Trustees Braun and McCrary expressed their support for the project.

Trustee Braun, seconded by Trustee McCrary, moved to authorize the Village Manager to enter into an agreement with Telecom Innovations Group (TIG) in the amount of \$207,288.16. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Braun, seconded by Trustee Fessler, moved to establish a \$15,000 contingency in the event additional network or user equipment is required during the implementation process. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Braun, seconded by Trustee Fessler, moved to approve an immediate payment of \$103,644.08 to TIG so an order for equipment and phones necessary for the system installation may be placed. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

11) Appointments. None.

12) Reports.

a) Village President. None.

b) Trustees. None.

c) Attorney. None.

d) Manager. None.

13) Executive Session. Trustee Fessler moved to adjourn into Executive Session to discuss Pending and Probable Litigation, pursuant to Sections 2(c)(11) of the Illinois Open Meetings Act. Trustee Braun seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. 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 10:31 p.m.

14) Adjournment. Trustee Fessler, seconded by Trustee Prodromos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 11:21 p.m.

Deputy Clerk



Agenda Item Executive Summary

Title: Approval of Warrant List Dated 3/13/2015 - 4/2/2015

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 04/09/2015

Consent: YES NO

Ordinance
 Resolution
 Bid Authorization/Award
 Policy Direction
 Informational Only

Item History:

None.

Executive Summary:

The Warrant List for the April 9, 2015 Rescheduled Regular Council Meeting was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List for the April 9, 2015 Rescheduled Regular Council Meeting.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-7-2015: Bid 015-005, Village Custodial Services (Adopt)

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

Agenda Date: 04/09/2015

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

Consent: YES NO

Item History:

Requests for proposal for new multiyear contract for village janitorial/custodial services.

Executive Summary:

As part of the ongoing general maintenance of the Public Facilities, on January 29, 2015 a bid announcement was issued for the "Village Custodial Services" contract. The Village has utilized the services of Atlas Preferred Services, Inc. for custodial services for the Village Hall, Public Works/Water & Electric Administration Building/Facilities, Police Station, and Train Station(s) at 754 Elm Street, and 1065 Gage Street. The proposed contract would be for a period of thirty-two (32) months with an option to extend an additional two (2) years based upon the quality of service provided. The approved agreement would commence May 1, 2015 and terminate on December 31, 2018. A mandatory pre-bid meeting was held at the Public Works Facility on February 18. Interested bidders were provided an overview of the contract document and encouraged to ask questions. Staff outlined the Village's expected level of service and provided a tour of each location to highlight critical areas. On March 5, 2015, at 10:00 AM, (9) proposals were received; the bid tab for these proposals is attached. After careful consideration as to ease of accessibility to the administrative areas, as well as life safety concerns, the Water and Electrical Divisions have opted to remove the proposed cleaning services for both the Water Plant and Electrical Plant from the original request for proposal.

Staff has reviewed all of the proposals submitted for compliance with the requirements of the proposal, proposed monthly costs for accuracy and reasonableness, and reference verification. Based on the information compiled for each of the individual proposals, the consensus of staff was that Crystal Management and Maintenance Services out of Mount Prospect, IL met or exceeded the Village's requirements for this request. Crystal Management and Maintenance Services currently provides custodial services for both the Village of Kenilworth and the City Highland Park, and they have numerous years of experience in both Public and Police facilities. For this reason, staff recommends awarding the contract for Janitorial Services to Crystal Management and Maintenance Services, with the elimination of both the Water and Electrical Plant administrative areas for the proposed monthly fees of \$4,205, as outlined in the attached bid tab.

Recommendation:

Consider adoption of Resolution No. R-7-2015 to award a contract to Crystal Management & Maintenance Services for Village Custodial Services, with the exception of both the Water and Electric Plant administrative areas, for the proposed monthly fee of \$4,205, as outlined in the attached bid tabulation.

Attachments:

- 1) Agenda Report
- 2) Resolution No. R-7-2015
- 3) Bid Tabulation Worksheet

Agenda Report

Subject: 2015 Custodial Services Contract - Authorization to Award
Contact for Village Custodial Services

Prepared By: James J Bernahl, Assistant Director of Public Works/Engineering

Date: March 23, 2015

History

The Village has utilized the services of Atlas Preferred Services, Inc. for custodial services for the Village Hall, Public Works/Water & Electric Administration Building/Facilities, Police Station, and Train Station(s) at 754 Elm St., and 1065 Gage St.

Steps Taken

As part of the ongoing general maintenance of the Public Facilities, on January 29, 2015 a bid announcement was issued for the "Village Custodial Services" contract. The proposed contract would be for a period of thirty-two (32) months with an option to extend an additional two (2) years based upon the quality of service provided. The approved agreement would commence May 1, 2015 and terminate on December 31, 2018.

A mandatory pre-bid meeting was held at the Public Works Facility on February 18th. Interested bidders were provided an overview of the contract document and encouraged to ask questions. Staff outlined the Villages the expected level of service and provided a tour of each location to highlight critical areas.

Bid Results

On March 5, 2015, at 10:00 AM, (9) proposals were received; the bid tab for these proposals is attached. After careful consideration as to ease of accessibility to the administrative areas as well as life safety concerns the Water and Electrical Divisions' have opted to remove the proposed cleaning services for both the Water Plant and Electrical Plant from the original request for proposal.

Staff reviewed all of the proposals submitted for compliance with the requirements of the proposal, proposed monthly costs for accuracy and reasonableness, as well as reference verification. Beyond the monthly costs provided by each vendor, staff evaluated on a case by case basis the proposed monthly costs relative to realistic assumed cleaning man-hours for each location on a daily basis. Based on this scrutiny it was felt that the first two lowest bidders did not properly allocate a sufficient amount of time to meet the Villages minimum levels of expectations. The next lowest bidder offered comparable prices to Crystal Management & Maintenance Services however their experience to date has been focused primarily on commercial not municipal facilities.

Although one reference provided was for a municipal organization this firm has only worked for that organization for a little over a year and no reference experience with Emergency facilities was provided.

Based on the information compiled for each of the individual proposals the consensus of staff was that Crystal Management and Maintenance Services out of Mount Prospect, IL met or exceeded the Villages requirements for this request. Crystal Management and Maintenance Services currently provide custodial services for both the Village of Kenilworth and the City Highland Park, and they have numerous years of experience in both Public and Police facilities. For this reason staff recommends awarding the contract for Janitorial Services to Crystal Management and Maintenance Services, with the elimination of both the Water and Electrical Plant administrative areas for the proposed monthly fees of \$4,205 a month as outlined in the attached bid tab.

Recommendation:

Consider adoption of Resolution R-7-2015 to award a contract to Crystal Management & Maintenance Services for Village Custodial Services, with the exception of both the Water and Electric Plant administrative areas, for the proposed monthly fee of \$4,205 a month as outlined in the attached bid tabulation.

Attachments:

1. Resolution R-7-2015
2. Bid tabulation for proposals received

RESOLUTION R-7-2015

**A RESOLUTION AWARDING A CONTRACT TO
CRYSTAL MANAGEMENT AND MAINTENANCE SERVICES CORP.
FOR JANITORIAL SERVICES AT VILLAGE FACILITIES**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka (“*Village*”) to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, the Village has appropriated funds for use by the Department of Public Works during the 2015 fiscal year for the procurement of janitorial services (“*Services*”) to be performed at Village Hall, the Village Police Station, the Village Public Works and Water & Electric Facility, the Elm Street Train Station, and the Hubbard Woods Train Station (collectively, the “*Village Facilities*”); and

WHEREAS, pursuant to Chapter 4.12 of the Winnetka Village Code, the Village issued an invitation to bid for the procurement of the Services on January 29, 2015; and

WHEREAS, the Village received nine bids, which were opened on March 5, 2015; and

WHEREAS, after evaluating the prices submitted by all of the bidders, the Village has determined that neither of the two lowest-price bidders are the lowest responsible bidder because the Services cannot reasonably be performed in accordance with the Village’s specifications and standards for the prices submitted by the two lowest-price bidders; and

WHEREAS, after evaluating the references submitted by all of the bidders, the Village has determined that the third-lowest price bidder is not the lowest responsible bidder because the third-lowest price bidder does not have experience performing janitorial services of the same scope as the Services at municipal facilities similar to the Village Facilities; and

WHEREAS, Crystal Management and Maintenance Services, Corp. (“*Contractor*”), submitted a bid to perform the Services at the Village Facilities in the amount of \$4,205.000 per month, which bid was the fourth-lowest price bid; and

WHEREAS, the Village has determined that Contractor is the lowest responsible bidder for the Services based on the Contractor’s proposed price and experience performing janitorial services similar to the Services at municipal facilities similar to the Village Facilities; and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to: (i) select the Contractor to perform the Services for the Village; and (ii) negotiate and enter into an agreement with the Contractor for the performance of the Services by the Contractor;

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

April 9, 2015

R-7-2015

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

SECTION 2: SELECTION OF CONTRACTOR. Subject to and contingent upon the successful negotiation and execution of an agreement for the performance of the Services by the Village Manager and the Contractor in accordance with Section 3 of this Resolution, the Village Council hereby: (a) determines that the Contractor is the lowest responsible bidder for the procurement of the Services, and (b) selects the Contractor to perform the Services for the Village.

SECTION 3: AUTHORIZATION TO NEGOTIATE AND EXECUTE AGREEMENT. The Village Council hereby authorizes and directs the Village Manager or his designee to negotiate and execute an agreement with the Contractor for the performance of the Services, which agreement must require the Contractor to perform the Services at the Village Facilities in accordance with the specifications set forth in the Village's invitation to bid and for not more than \$4,205.00 per month. If the Village Manager and the Contractor are unable to negotiate and enter into an agreement for the performance of the Services in accordance with this Section 3, then the Village Council reserves the right to reject the Contractor's bid and to select another bidder as the lowest responsible bidder for the performance of the Services.

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

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

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

Signed

Village President

Countersigned:

Village Clerk



Agenda Item Executive Summary

Title: Trenchless Relining of Sanitary Sewers: 2014 Bid Extension and 2015 Change Order

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

Agenda Date: 04/09/2015

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:

In 2014, the Village of Winnetka partnered with the municipalities of Glenview (lead agency), Northbrook and Northfield to obtain a contract for the trenchless relining of existing sanitary sewers. Partnering combines projects from several municipalities to create economies of scale and obtain reduced pricing.

Executive Summary:

The Village awarded the 2014 contract to Insituform Technologies, however, the contractor was unable to complete the work scheduled for 2014. Because the 2014 work was not completed in a timely manner, Insituform Technologies has agreed to hold the 2014 prices for the Village's budgeted 2015 work, in the amount of \$118,260.46. This will result in a total contract value of \$246,909.22 to complete both the 2014 and 2015 work.

Budget Information: The FY 2015 Budget (account #540-70-01-670) contains \$150,000 for trenchless lining of sanitary sewers, plus \$300,000 for I&I repairs, for a total of \$450,000. Planned expenditures are as follows:

Trenchless Lining (2014):	\$128,648.76
Trenchless Lining (2015):	\$118,260.46
Trenchless Manhole Rehabilitation:	\$196,226.00
Total:	\$443,135.22

Recommendation:

Consider awarding a change order in the amount of \$118,260.46 to add the proposed 2015 trenchless lining of sanitary sewers to the 2014 contract with Insituform Technologies, for a total contract amount of \$246,909.22.

Attachments:

- 1) Detailed Agenda Report
- 2) Contract for 2015 Sewer Relining Quantities Change Order
- 3) Location Maps

Agenda Report

Subject: Trenchless Lining of Sanitary Sewers – Municipal Partnering 2014 Bid Change Order for 2015 Scope of Work

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

Date: March 16, 2015

In 2014, the Village of Winnetka partnered with the municipalities of Glenview (lead agency), Northbrook and Northfield to obtain a contract for the trenchless relining of existing sanitary sewers. Partnering allows combining projects from several municipalities to create economies of scale and obtain reduced pricing. The 2014 bids were as follows:

<u>Bidder</u>	<u>Total Bid (Corrected)</u>	<u>Total Bid (As Read)</u>	<u>Winnetka's Portion</u>
<i>Insituform Technologies 17988 Edison Avenue Chesterfield, MO 63005</i>	<i>\$1,181,785.80</i>	<i>\$1,181,836.81</i>	<i>\$128,648.76</i>
<i>Michels Corporation 817 W. Main Street Brownsville, WI 53006</i>	<i>NO CHANGE</i>	<i>\$1,235,319.50</i>	<i>\$156,046.00</i>
<i>Visu-Sewer 9014 S. Thomas Avenue Bridgeview, IL 60455</i>	<i>NO CHANGE</i>	<i>\$1,413,149.15</i>	<i>\$180,290.95</i>

The Village awarded the 2014 contract to Insituform Technologies, however the contractor was unable to complete the work scheduled for 2014. Because the 2014 work was not timely completed, Insituform Technologies has agreed to hold the 2014 prices for the Village's budgeted 2015 work, in the amount of \$118,260.46. This will result in a total contract value of \$246,909.22 to complete both the 2014 and 2015 work.

Budget Information: The FY 2015 Budget (account #540-70-01-670) contains \$150,000 for trenchless lining of sanitary sewers, plus \$300,000 for I&I repairs, for a total of \$450,000. Planned expenditures are as follows:

Trenchless Lining (2014)	\$128,648.76
Trenchless Lining (2015)	\$118,260.46
Trenchless Manhole Rehabilitation	\$196,226.00
Total	\$443,135.22

Recommendation: Consider awarding a change order in the amount of \$118,260.46 to add the proposed 2015 trenchless lining of sanitary sewers to the 2014 contract with Insituform Technologies, for a total contract amount of \$246,909.22.



Worldwide Pipeline
Rehabilitation

11351 W. 183rd Street
Orland Park, IL 60467

Tel: 630-842-8539
Fax: 708-478-4871
kcoburn@insituform.com

ATTN: Susan Chen
Village of Winnetka
510 Green Bay Rd
Winnetka, IL 60093
Email: SChen@winnetka.org

March 12, 2015

Re: Winnetka Additional CIPP Work for 2015 – Originally bid on 2/27/14

Insituform Technologies USA, LLC. (Contractor) will provide services to complete the following Insituform® additional work on the above referenced project:

Scope of Work:

Description	Quantity	Unit	Unit Price	Total
CIPP 8"	4415	LF	\$ 25.58	\$ 112,935.70
Lateral Reinstatement Sanitary	84	LF	\$ 63.39	\$ 5,324.76
			Total \$	118,260.46

By others: Provide access to hydrants on job site.

All other terms and conditions of the existing contract will apply.

Very Truly Yours,
INSITUFORM TECHNOLOGIES USA, LLC.

Kevin Coburn, Business Development Manager Cell – 630-842-8539

Company: _____

Signed: _____

Printed Name/Title: _____

Date: _____



Insituform Technologies USA, LLC is a subsidiary of Aegion Corporation

11351 W. 183rd St.
Orland Park, IL 60467
www.insituform.com

Phone: 708-326-5028
Fax: 708-478-4871

Thomas A. Burbank
tburbank@insituform.com

March, 23rd 2015

To: Susan Chen, Village of Winnetka, IL.

From: Tom Burbank, InsituformTechnologies USA, LLC.

Re: Village of Winnetka 2014 Sanitary Sewer Lining Project. P.O. #2014-00000117

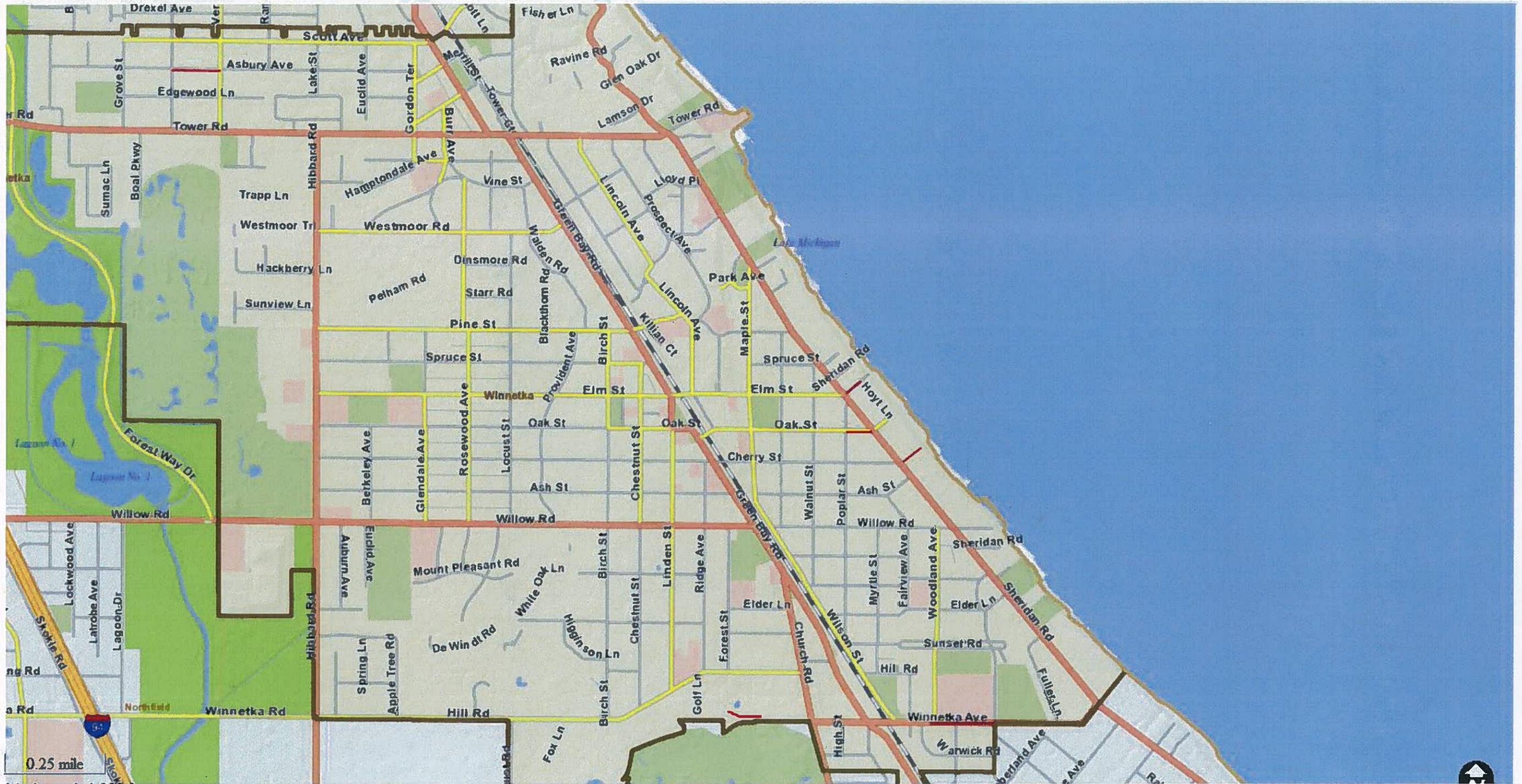
Dear Susan,

Insituform Technologies USA LLC is respectfully requesting a time extension of our 2014 Sanitary Sewer Lining project. Weather in the 4th quarter of 2014 as well as 1st quarter of 2015 have negatively impacted our schedules to the point of pushing several projects past what we would normally see. We have now successfully cleaned and inspected all of the sewer lines associated with the 2014 work and have the lining scheduled to start on either the 26th or 27th of March. All Lines associated with the 2014 work will be completed by end of April, '14.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Thomas A. Burbank". The signature is fluid and cursive, with the first name being the most prominent.

Thomas A. Burbank
Project Manager
Insituform Technologies, USA LLC.



1 inch equals 121 feet

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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.



1 inch equals 133 feet

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Agenda Item Executive Summary

Title: FPCC South of Tower Road Pond Stabilization Project

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

Agenda Date: 04/09/2015

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 NW Winnetka Storm water improvement, the Cook County Forest Preserve has required that the Village restore and re-grade the east bank of the pond, to reduce erosion potential on the bank, and to re-landscape District property by planting native plants to replace the turf grass currently being maintained by private property owners at that location. To implement this requirement, the Village released for bid the "FPCC South of Tower Road Pond Stabilization" on February 9, 2015. Project improvements include pond stabilization, emergent/native vegetation planting, and site restoration of the existing pond south Tower Road.

Executive Summary:

Bids were opened in a public forum on May 5, 2015; the Village only received one bid from Copenhagen Construction for the amount of \$399,610, which exceeds the original Engineers Estimate for the proposed work. Several contractors obtained bidding documents, but elected not to submit a bid for the project. Follow-up discussions with the planholders indicated that the bid requirement that required contractors to be IDOT pre-qualified was a factor in their choice not to bid.

IDOT pre-qualification is intended to grant a firm permission to bid on construction contracts, including local agency projects. While a prequalification rating grants neither a license to do business nor a right to bid on or to be awarded a Department contract, it is a preliminary determination of the responsibility of a bidder complete the project. Upon reviewing the project scope, staff believes that removing the pre-qualification requirement will not negatively affect project quality and that more contractors will be submitting bids. For these reasons, staff is recommending that the Council reject the bid received and direct staff to re-bid the contract without the clause requiring mandatory IDOT pre-qualification.

Recommendation:

Consider rejecting the all bids for the FPCC South of Tower Road Pond Stabilization Project and authorizing staff to re-bid the project.

Attachments:

Letter of rejection from CBBEL



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

March 24, 2015

Village of Winnetka
1390 Willow Road
Winnetka, Illinois 60093

Attention: Steve Saunders

Subject: FPCC South of Tower Road Pond Stabilization
Bid Results – Rejection Letter
(CBBEL Project No. 12-0462A)

Dear Mr. Saunders:

On Thursday, March 5th, 2015 at 10:30 a.m. bids were received and opened for the aforementioned project. One bid was received and has been summarized below.

Company	Base Bid
Engineer's Estimate	\$360,990.00
Copenhaver Construction	\$399,610.30

Due to the high cost of the bid received and further discussions with the Village, CBBEL recommends that the bid be rejected and rebid.

Attached please find a copy of the bid tabulation for your records.

If you have any further questions, please do not hesitate to contact me at (847) 823-0500.

Sincerely,

Lee. M. Fell, PE
Senior Project Manager

cc: James Bernahl – Village of Winnetka (w/ enclosed)
James Johnson – Village of Winnetka (w/ enclosed)

N:\WINNETKA\120462-AAAdmin\L1.BidResults_Rejection.032415doc.doc

Christopher B. Burke Engineering Ltd.
 9575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 CBBEL Project No. 12-0462A
 Date: 3/5/2015

VILLAGE OF WINNETKA
 BID TAB
 FPCC SOUTH OF TOWER ROAD POND STABILIZATION

ITEM NUMBER	ITEM	UNIT	QUANTITY	ENGINEER'S ESTIMATE		COPENHAVER CONSTRUCTION	
				UNIT PRICE	COST	UNIT PRICE	COST
20100210	TREE REMOVAL (OVER 15 UNITS DIAMETER)	UNIT	500	\$ 60.00	\$ 30,000.00	\$ 30.00	\$ 15,000.00
20101700	SUPPLEMENTAL WATERING	UNIT	30	\$ 50.00	\$ 1,500.00	\$ 0.01	\$ 0.30
20200100	EARTH EXCAVATION	CU YD	922	\$ 40.00	\$ 36,880.00	\$ 46.00	\$ 42,412.00
21101615	TOPSOIL, FURNISH AND PLACE, 4"	SQ YD	14,800	\$ 5.00	\$ 74,000.00	\$ 5.00	\$ 74,000.00
*25000115	SEEDING, CLASS 1B	SQ YD	1,330	\$ 2.00	\$ 2,660.00	\$ 1.50	\$ 1,995.00
*25003312	SEEDING, CLASS 4A	SQ YD	14,678	\$ 2.00	\$ 29,356.00	\$ 1.50	\$ 22,017.00
*25003314	SEEDING, CLASS 4B	SQ YD	2,084	\$ 2.00	\$ 4,168.00	\$ 2.00	\$ 4,168.00
*25100630	EROSION CONTROL BLANKET	SQ YD	14,800	\$ 5.00	\$ 74,000.00	\$ 3.00	\$ 44,400.00
28000400	PERIMETER EROSION BARRIER	FOOT	950	\$ 5.00	\$ 4,750.00	\$ 3.00	\$ 2,850.00
70106800	CHANGEABLE MESSAGE SIGN	MONTH	1	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00
A2006416	TREE, QUERCUS ALBA (WHITE OAK), 2" CALIPER, BALLED AND BURLAPPED	EACH	8	\$ 450.00	\$ 3,600.00	\$ 410.00	\$ 3,280.00
A2006516	TREE, QUERCUS BICOLOR (SWAMP WHITE OAK), 2" CALIPER, BALLED AND BURLAPPED	EACH	5	\$ 400.00	\$ 2,000.00	\$ 420.00	\$ 2,100.00
*X7010216	TRAFFIC CONTROL AND PROTECTION, SPECIAL	L. SUM	1	\$ 10,000.00	\$ 10,000.00	\$ 49,000.00	\$ 49,000.00
*Z0013797	STABILIZED CONSTRUCTION ENTRANCE	SQ YD	1,350	\$ 15.00	\$ 20,250.00	\$ 23.00	\$ 31,050.00
*Z0013798	CONSTRUCTION LAYOUT	L. SUM	1	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
*NA	AS-BUILT DRAWINGS	L. SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 100.00	\$ 100.00
*NA	COIR FIBER LOG	FOOT	720	\$ 30.00	\$ 21,600.00	\$ 30.00	\$ 21,600.00
*NA	EMERGENT LIVE PLANTS	SQ FT	2,160	\$ 5.00	\$ 10,800.00	\$ 10.00	\$ 21,600.00
*NA	SHORT GRASS BUFFER (SPECIAL)	SQ YD	4,173	\$ 2.00	\$ 8,346.00	\$ 6.00	\$ 25,038.00
*NA	SILT CURTAIN	FOOT	840	\$ 12.00	\$ 10,080.00	\$ 25.00	\$ 21,000.00
				TOTAL = \$ 360,990.00		TOTAL = \$ 399,610.30	

*INDICATES SPECIAL PROVISION



Agenda Item Executive Summary

Title: Bid #015-016, Water Plant, Sediment Removal and Valve Replacement

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 04/09/2015

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

Consent: YES NO

Item History:

A small building located along the east side of the Water Plant contains screens, valves, and pumps used to move untreated Lake Michigan water into the Water Plant for treatment. Prior diving inspections of the low lift pumps identified an accumulation of sediment in the wet well. In addition, three underwater valves in the wet well are either inoperable or fail to close completely. These valves are used to control the flow of raw water in the wet well. As part of the 2015 budget, funds were requested to remove the sediment and replace the problematic valves.

Executive Summary:

Bid #015-016 was issued on February 20, 2015 for the removal of sediment and replacement of three problematic valves in the Water Plant's raw water wet well. The bid notice was published in the Winnetka Talk and posted to the on-line bidding service Demand Star. The Village received three bids. The bids are summarized as follows:

- Northern Divers USA: \$88,788.00
- Global Infrastructure LLC: \$108,853.54
- Ballard Marine Construction Inc.: \$110,400.00

Northern Divers USA has previously performed diving services for the Water Plant. The work was performed in a satisfactory manner. As such, staff is recommending acceptance of their low bid.

The FY 2015 Budget for the Water Fund contains \$93,000 for this work. Of these funds, \$23,000 was allocated toward sediment removal (account: 520.61.40-567) and \$70,000 was allocated for the replacement of the valves (account: 520.61.40-620).

Recommendation:

Consider authorizing the Village Manager to award a contract to Northern Divers USA in the amount of \$88,788 for sediment removal and replacement of valves in the Water Plant's raw water wet well in accordance with the terms and conditions of Bid #015-016.

Attachments:

None



Agenda Item Executive Summary

Title: Annual Outdoor Seating Permit: Once Upon A Bagel

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 04/09/2015

Consent: YES NO

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

Item History:

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

Executive Summary:

The Village received a late application for an outdoor seating permit from Once Upon a Bagel, at 1050 Gage Street. This applicant was issued an outdoor seating permit in 2013 and 2014. The required layout sketch and certificate of insurance have both been submitted and approved by the Village. Staff will work with the applicant to assure appropriate passage of pedestrians.

Recommendation:

Consider approval of the 2015 Outdoor Seating Permit application for Once Upon a Bagel.

Attachments:

None.



Agenda Item Executive Summary

Title: 2014-15 Salt Purchase: Additional Order

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

Agenda Date: 04/09/2015

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 September 16, 2014 the Village Council agreed to execute its option for a one-year renewal of the contract purchase price of rock salt for \$51.69 per ton. This option was the final year in a multi-year State-bid bulk rock salt purchase agreement that was administered by the Illinois Department of Central Management Services (CMS).

Executive Summary:

In an effort to ensure that the Village is purchasing rock salt in the most fiscally conservative manner staff pursued conversations with our provider to see if additional salt could be purchased at the current rate of \$51.69 per ton. Morton Salt has graciously afforded the Village the opportunity to purchase an additional 400 tons at the current rate, assuming the Village would accept shipment within the next few months.

Based on current market values ranging between \$67 to \$75 a ton, staff believes that the ability to purchase the additional salt at this time will provide the Village with a significant cost savings and allow the Village to get a jump on preparations for the next winter season. The Village has space to accept the material at this time, and the additional purchase would be accomplished within the current fiscal year budget for rock salt. For this reason, staff recommends increasing the current purchase order with Morton Salt for the purchase of an additional 400 tons at the rate of \$51.69, for an additional amount not to exceed \$26,676.

Recommendation:

Consider approving the staff request to increase the current purchase order with Morton Salt for the purchase of an additional 400 tons of salt at the agreed to unit price of \$51.69, for an amount not to exceed \$26,676.

Attachments:

State of Illinois 2014-15 Contract Award



September 1, 2014

Dear Joint Purchasing Participant:

Subject: 2014-2015 Rock Salt, Bulk Contract Information

In completing the 2014 – 2015 Rock Salt season contract re-procurement, the State of Illinois did encounter the types of supply-related issues experienced in previous seasons. We made every effort to secure Road Salt at the best available price for participants in our contract solicitation, and sadly report that the State was not able to obtain an offer for every location within the State’s procurement efforts.

We again recommend that participating agencies and governmental entities examine their application rates and roadway priorities in order to minimize next season’s maintenance program cost while also ensuring the safety of the public.

In accordance with your response on “Table B: Complete to have the State RENEW for your governmental entity” from the seasonal participation survey, we have secured your revised REQUISITION QUANTITY with the previous season’s contract vendor.

Contract: PSD 4017548-01
Morton Salt Inc.
123 N. Wacker Drive
Chicago, IL 60606
Phone 800-433-7258

Term: September 2014 – August 2015
FEIN Number: 27-3146174
Order Phone 855-665-4540
Contact: Government Services

Contract Line No: 109 / Renewal Price per ton F.O.B. destination, is \$ 51.69
Emergency pickup of salt from vendor’s warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors is \$ **6.00** per ton. Contact vendor for availability in your area and scheduling deliveries.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. ***You are strongly encouraged to order and store as much salt as possible in order to help prevent potential salt shortages this winter.*** Also, you must place orders in full truckload (typically 22-25 tons) delivery quantities or multiples of such.



Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2015. The vendor is required to furnish not less than 120 percent (if needed) of the contract quantity by March 1, 2015. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2014 through April 1, 2015 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2014 and April 1, 2015, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain \$.20 per ton per working-day as liquidated damages on the undelivered portion of the order. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20.% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20.% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20.% guideline. For example, if an agency orders 25.% of their awarded total 100 ton, delivery of the first 20 ton (20.%) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.



Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

In December 2014, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2015 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced Rock Salt 2014 - 2015 season availability:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and availability was not provided for by this vendor in this season's procurement process.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Ilsley, CPPB, Buyer
Bureau of Strategic Sourcing

GovSalt.doc



Agenda Item Executive Summary

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

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 04/09/2015

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
 March 17, 2015 Council Meeting, Agenda pp. 25-85

Executive Summary:

Discussions concerning the streamlining of the Special Use Permit (SUP) process initially took place at the December 9, 2014 Council meeting. 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 (including 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.

The Ordinance was considered for introduction at the March 17, 2015 Council meeting. As result of those discussions, the Council recommended eight changes be made to the Ordinance. These changes ranged from maintaining the requirement that both the Plan Commission and ZBA continue to review all SUP applications outside of the Overlay District, to increasing the mailed public notice distance from 250 feet to 500 feet for SUP applications in the Overlay District, and to changing the term "interested parties" to "interested persons".

In drafting the amendments, the intent of the Village Attorney and Community Development was to shorten the time it takes to obtain a SUP in the Overlay District. This can be accomplished by amending the Village Code to accomplish the following: (1) establish having only one advisory body, the Plan Commission, review SUP applications; (2) shorten the notification process by eliminating the newspaper notification requirement for a SUP in the Overlay District; and, (3) implement other modifications, such as establishing time frames for items such as submittal of findings, minutes and recommendations from advisory bodies to the Village Council.

In order to achieve the goal of streamlining the SUP process, amendments to six 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 6 weeks.

Recommendation:

1. Consider amendments to Ordinance No. MC-3-2015.
2. Consider adoption of Ordinance No. MC-3-2015.

Attachments:

Agenda Report
 Attachment A – Ordinance No. MC-3-2015
 Attachment B – Standards for SUP
 Attachment C – SUP Process Gantt Chart

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 31, 2015

REF: November 6, 2014 Council Mtg. pp.47-124
December 9, 2014 Council Mtg. pp. 19-51
March 10, 2015 Study Session pp. 236-283
March 17, 2015 Council Mtg. pp.29-85

Introduction

Discussions concerning the streamlining of the Special Use Permit (SUP) process initially took place at the December 9, 2014 Council meeting. At the conclusion of discussions on Dec. 9, the Council directed staff to propose draft amendments to the zoning ordinance that would streamline the approval process. Staff, including Community Development and the Village Attorney, drafted a number of amendments which are contained in Ordinance MC-3-2015 (Attachment A).

At the March 17, 2014 Council meeting, Ordinance MC-3-2015 was up for introduction. In considering the ordinance, the Council suggested several changes to the ordinance and subsequently voted to introduce the Ordinance MC-3-2015.

Village Council Amendments

In its consideration of introduction of Ordinance MC-3-2015, the Council recommended the following eight changes be made:

1. With the exception of SUP applications in the Overlay District, which will only require review by the Plan Commission, all other SUP applications will be reviewed by the ZBA and the Plan Commission.
2. Mailed notices of public hearings for SUP applications in the Overlay District will be increased from 250 feet of the subject site, to 500 feet.
3. The written protest language (Section 17.56.050) will remain, and not eliminated as initially proposed in Ord. MC-3-2015.
4. The Council recommended that the Plan Commission should establish a set of rules for consideration of Overlay District SUP applications.
5. In the Evidentiary Hearing section of the code (Section 17.56.060.B) and proposed Section 17.56.065.B), the Council asked that the term "interested parties" be amended to include all "persons", rather than only those who are entitled to receive a mail notice.

6. In the Findings and Recommendations section of the code (Section 17.56.060.C and proposed Section 17.56.065.C), the Council requested that “minutes” be included.
7. The Council in agreeing with the elimination of the newspaper notice requirement suggested that SUP application notices be posted on the Village website.
8. All Standards for Granting SUP remain as is; Ord. MC-3-2015 recommended eliminating the standards identified in Section 17.44.020.B.2.b.

All these recommended changes have been incorporated into the version of Ord. MC-3-2015 which is up for consideration for adoption.

Streamlining the Special Use Process

In drafting the amendments, the intent of the Village Attorney and Community Development was to shorten the time it takes to obtain a SUP in the Overlay District. This can be accomplished by amending the Village Code to accomplish the following: (1) establish having only one advisory body, the Plan Commission, review SUP applications; (2) shorten the notification process by eliminating the newspaper notification requirement for a SUP in the Overlay District; and (3) implement other modifications, such as establishing time frames for items such as submittal of findings, minutes and recommendations from advisory bodies.

Following is a summary of the proposed amendments, including the changes identified by the Council at its March 17 meeting. 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 hold the public hearing for a SUP application. As is identified in subsequent amendments, the Plan Commission will be responsible for reviewing SUP applications in the Overlay District; all other SUP applications outside the Overlay District will be considered by both the ZBA and the Plan Commission, with the ZBA being the body designated to hold the formal public hearing.

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.

- C. Mailed Notice. Concurrently with the filing of an application, the applicant shall furnish the Village with a list of the names and addresses of all persons to whom the latest general real estate tax bills were sent for all property situated within: *(1) two hundred fifty (250) feet of the property which is the subject of the proposed special use, if the subject property is located within a zoning district other than the C-2 Retail Overlay District; or (2) five hundred (500) feet of the property which is the subject of the proposed special use, if the subject property is located within the C-2 Retail Overlay District.* Written notice of the time and place of such public hearing shall be sent by the Village by first class mail, postage *pre-paid*, to each person whose name appears on such list, at the address shown, not less than ten (10) days prior to the date of such public hearing. The failure of any person to receive the written notice issued pursuant to this paragraph shall not affect the jurisdiction of any body authorized to conduct a hearing or otherwise consider the application for special use. Nor shall the failure of such person to receive such written notice invalidate, impair or otherwise affect the

subsequent grant or denial of any special use permit following such public hearing.

D. Website Notice. The Village must, not more than thirty (30) nor less than fifteen (15) days before any public hearing on an application for a special use permit for a property located within the C-2 Retail Overlay District, post on the Village website notice of the time and place of the public hearing; provided, however, that this Section 17.56.040.D does not apply to applications 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. The notice posted on the Village website must contain the same information that must be included in published notices pursuant to Section 17.56.040.A of this Zoning Ordinance.”

Rationale – These amendments result in the following: (1) eliminate the requirement that a legal notice be published in a newspaper for SUP applications for properties in the Overlay District; (2) require mailed notices to property owners within 500 feet of a property which is subject of a SUP application in the Overlay District. Finally, Public notice of a SUP for a property in the Overlay District must be posted on the Village website.

3. 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.

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

C. 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, minutes, 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.

Rationale – This amendment addresses several items. First, it requires that the ZBA conduct public hearings for all SUP applications, with the exception of those in the Overlay District (Section A). Second, it changes the term “interested parties” to “interested persons”. Third, it identifies that the ZBA minutes will be forwarded to the Village Council along with its findings and recommendations.

4. 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 received by the Village and shall have exclusive jurisdiction to conduct public hearings regarding special use applications received by the Village for properties located within the C-2 Retail Overlay District. No board or commission of the Village other than the Plan Commission shall, before the Village Council’s review and decision in accordance with Section 17.56.070 of this Zoning Ordinance, conduct a public hearing, hold a meeting, or otherwise review special use applications for properties located within the C-2 Retail Overlay District; 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, whether or not the proposed planned development is located within the C-2 Retail Overlay District.

B. Evidentiary Hearing. The Plan Commission shall receive evidence and sworn testimony on behalf of the applicant and any other interested persons, in the manner provided by rules of the Plan Commission. For purposes of this subsection, interested persons 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 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, minutes, and recommendation to the Village Council for consideration by 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, minutes and recommendations to the Council, by the second meeting following close of its public hearing.
- Requires that the Plan Commission can only recommend approval of a SUP if it conforms to the standards established in Sections 17.44.020.B.2.b and 17.56.120 of the Zoning Ordinance.

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

5. 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, minutes, and recommendation of the Board of Appeals and the Plan Commission, in accordance with their respective jurisdictions 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, in accordance with their respective jurisdictions 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.

6. 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. Additional Standards for Granting Special Uses for Properties Located within the C-2 Retail Overlay District. In addition to the standards set forth in Section 17.56.120.A of this Zoning Ordinance, 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.”

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 identified in the Special Use District regulations (Section 17.56.120.A.1 thru A.5. and identifies the standards to be applied to any SUP, regardless of location. An excerpt of both sets of standards is listed in Attachment B.

Conclusion

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. 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. Consider amendments to Ordinance MC-3-2015.
2. Consider adoption of Ordinance MC-3-2015.

Attachments

Attachment A – Ord. MC-3-2015

Attachment B – Standards for SUP

Attachment C – SUP Process Gantt Chart

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 by the Village of, special use permits; 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 the Board of Appeals and the Plan Commission, in accordance with their respective jurisdictions 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.

* * *

- C. Mailed Notice. Concurrently with the filing of an application, the applicant shall furnish the Village with a list of the names and addresses of all persons to whom the latest general real estate tax bills were sent for all property situated within: (1) two hundred fifty (250) feet of the property which is the subject of the proposed special use, if the subject property is located within a zoning district other than the C-2 Retail Overlay District; or (2) five hundred (500) feet of the property which is the subject of the proposed special use, if the subject property is located within the C-2 Retail Overlay District. Written notice of the time and place of such public hearing shall be sent by the Village by first class mail, postage pre-paid, to each person whose name appears on such list, at the address shown, not less than ten (10) days prior to the date of such public hearing. The failure of any person to receive the written notice issued pursuant to this paragraph shall not affect the jurisdiction of any body authorized to conduct a hearing or otherwise consider the application for special use. Nor shall the failure of such person to receive such written notice invalidate, impair or otherwise affect the subsequent grant or denial of any special use permit following such public hearing.

- D. Website Notice. The Village must, not more than thirty (30) nor less than fifteen (15) days before any public hearing on an application for a special use permit for a property located within the C-2 Retail Overlay District, post on the Village website notice of the time and place of the public hearing; provided, however, that this Section 17.56.040.D does not apply to applications 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. The notice posted on the Village website must contain the same information that must be included in published notices pursuant to Section 17.56.040.A of this Zoning Ordinance.”

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.A of this Zoning Ordinance, the Zoning Board of Appeals shall conduct public hearings regarding all special use applications received by the Village.

AB. Evidentiary Hearing. The Board of Appeals shall receive evidence and sworn testimony on behalf of the applicant and any other interested ~~parties~~persons, in the manner provided by rules of the Board. For purposes of this subsection, interested ~~parties~~persons 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, minutes, 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.

- ~~D~~E. Applications for WTSP. Any recommendation of the Board that an application for a special use for a WTSP 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 WTSP.”

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 received by the Village and shall have exclusive jurisdiction to conduct public hearings regarding special use applications received by the Village for properties located within the C-2 Retail Overlay District. No board or commission of the Village other than the Plan Commission shall, before the Village Council’s review and decision in accordance with Section 17.56.070 of this Zoning Ordinance, conduct a public hearing, hold a meeting, or otherwise review special use applications for properties located within the C-2 Retail Overlay District; 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, whether or not the proposed planned development is located within the C-2 Retail Overlay District.
- B. Evidentiary Hearing. The Plan Commission shall receive evidence and sworn testimony on behalf of the applicant and any other interested persons, in the manner provided by rules of the Plan Commission. For purposes of this subsection, interested persons 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 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, minutes, and recommendation to the Village Council for consideration by 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, minutes, and recommendation of the Board of Appeals ~~and all other boards or commissions with authority to consider the application~~ and the Plan Commission, in accordance with their respective jurisdictions 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, in accordance with their respective jurisdictions 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.

* * *

D. Additional Standards for Granting Special Uses for Properties Located within the C-2 Retail Overlay District. In addition to the standards set forth in Section 17.56.120.A of this Zoning Ordinance, 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.”

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.

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

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.



Agenda Item Executive Summary

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

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 04/09/2015

Consent: YES NO

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

Item History:

March 17, 2015 Council Meeting, Agenda pp. 86-193

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, and 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 on 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 on January 12, 2015. The five members present voted unanimously to recommend approval.

The Council considered the SUP application for introduction at its meeting on March 17, 2015. As part of its discussions, the Council requested that the Park District consider several modifications to the proposed plan and included the following: (1) relocating the proposed playground to the north side of the park, (2) consider architectural revisions to the proposed shelter building, and (3) address parking related issues.

Recommendation:

Consider adoption 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: Park District Response to Village Council Inquiries

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 31, 2015

REF: March 17, 2015 Council Mtg. pp. 86-193

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.

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.

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.

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. 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.

Village Council Action

The Council considered the SUP application for introduction at its March 17, 2015 meeting. As part of its discussions, the Council requested that the Park District consider

several modifications to the proposed plan and included the following: (1) relocating the proposed playground to the north side of the park; (2) consider architectural revisions to the proposed shelter building; and (3) address parking related issues. Attachment C is a letter from Robert Smith, Executive Director of the Park District responding to the requested modifications.

In addition to the Park District's response, specific to parking related issues, Village staff has begun discussing how parking along Gage Street might be adjusted to accommodate the existing businesses. To date, I have met with representatives from three businesses – Greener Cleaner, Excellent Cleaners and Bellows – to determine their concerns and intend to contact the remaining three retail businesses by the end of this week. Once the input from the businesses is received, staff will develop a revised parking plan adjusting the length of time for on-street parking along Gage Street.

Recommendation

Consider adoption 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: Park District Response to Village Council Inquiries

ATTACHMENT A

Ordinance M-5-2015

ORDINANCE NO. M-5-2015

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

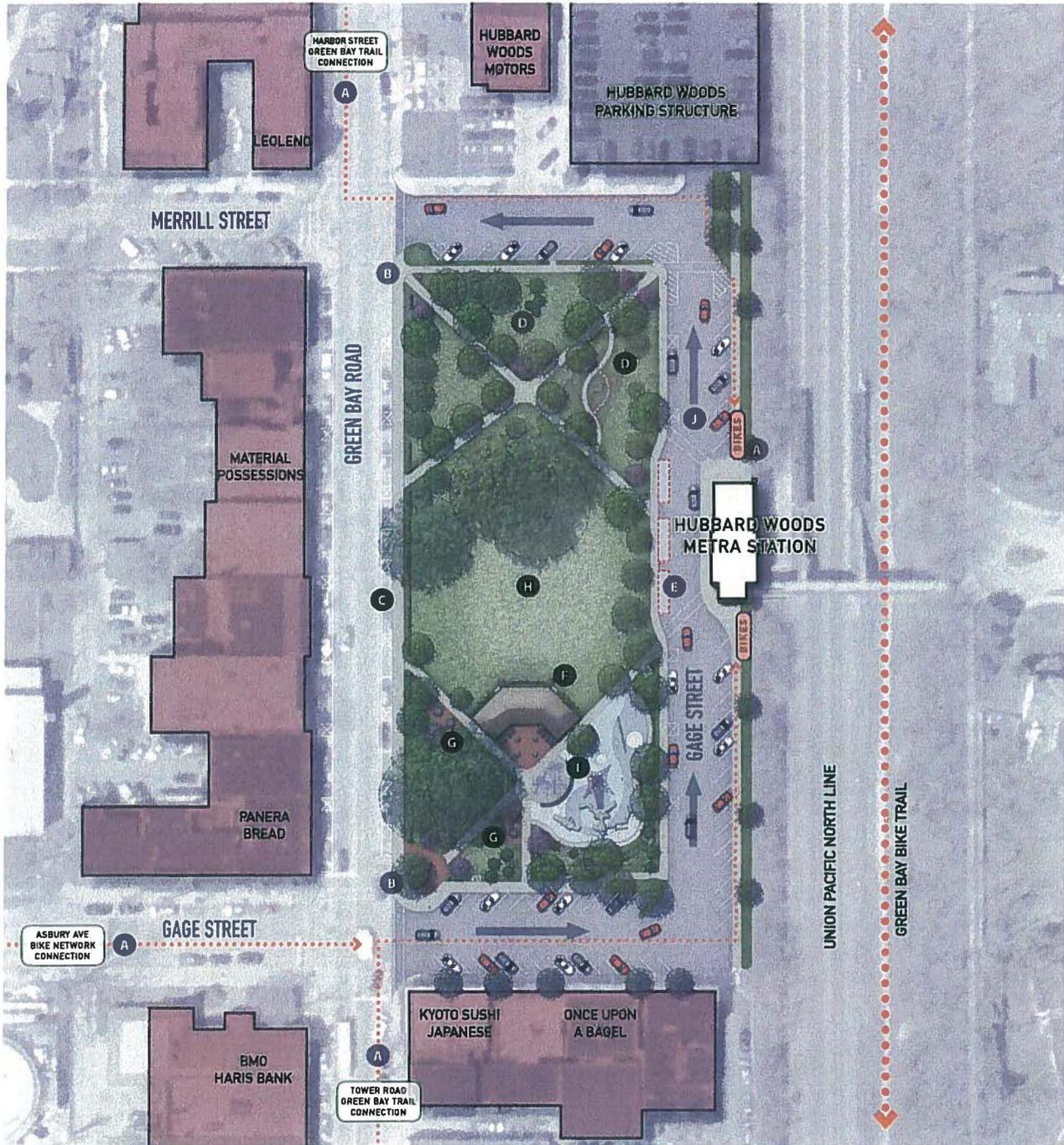
NEAR TERM SITE PLAN

(SEE ATTACHED EXHIBIT C)

EXHIBIT C

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN NEAR TERM SITE PLAN



CONCEPT IDEAS

- A** **GREEN BAY ROAD FRONTAGE ENHANCEMENTS**
 - Decorative Landscaping, Streetscape Furnishings, Signage and Branding Elements
- B** **GREEN BAY ROAD FRONTAGE ENHANCEMENTS**
 - Decorative Landscaping, Streetscape Furnishings, Signage and Branding Elements
- 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** **ACTIVITY AREAS**
 - Dedicated Space for Amenities and Activities
 - Community Butterfly & Sculpture Garden
- F** **NEW SHELTER**
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavilion 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** **RELOCATE PLAYGROUND**
 - Move Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad

EXHIBIT D

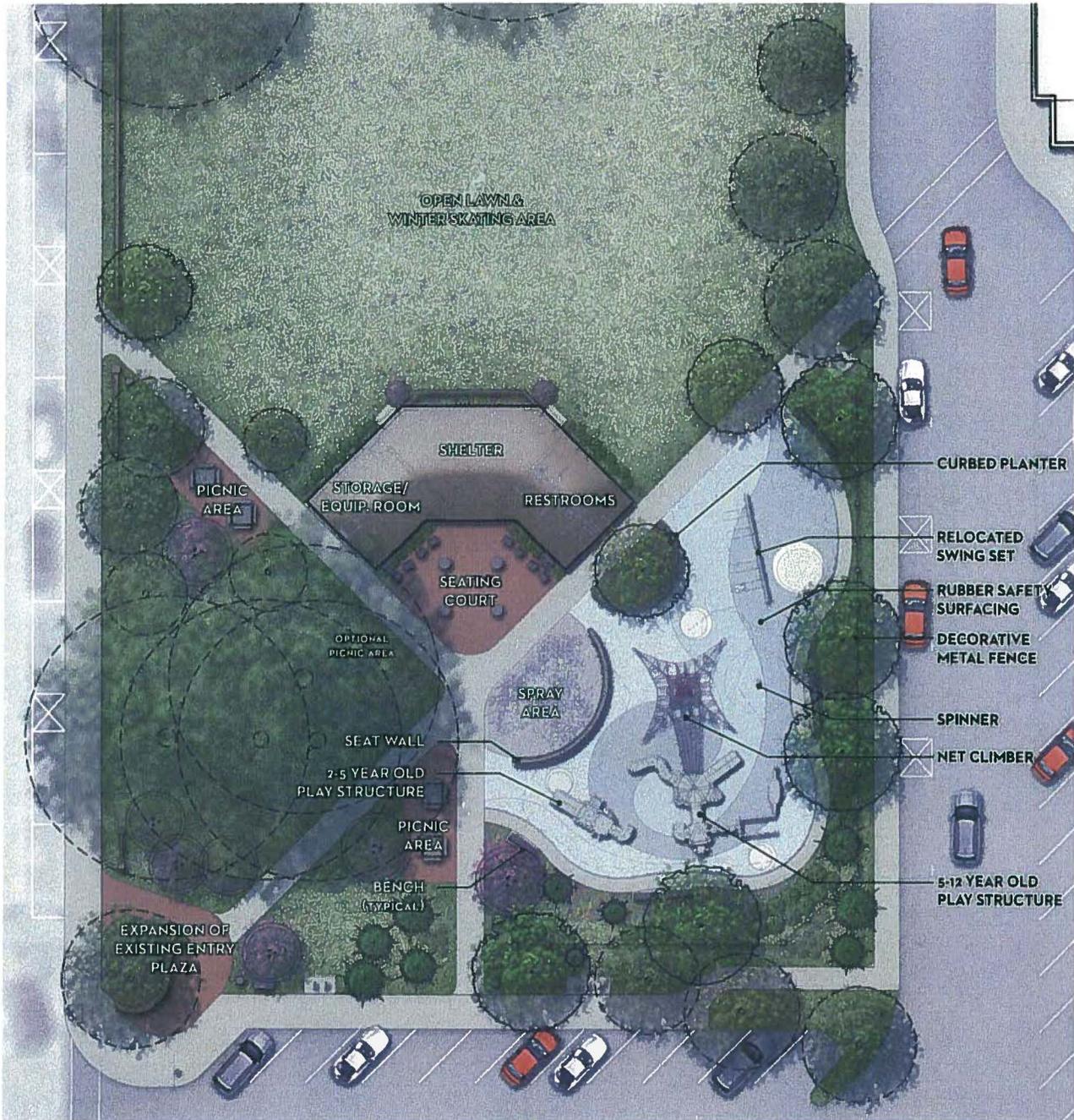
PLAYGROUND AREA PLAN

(SEE ATTACHED EXHIBIT D)

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

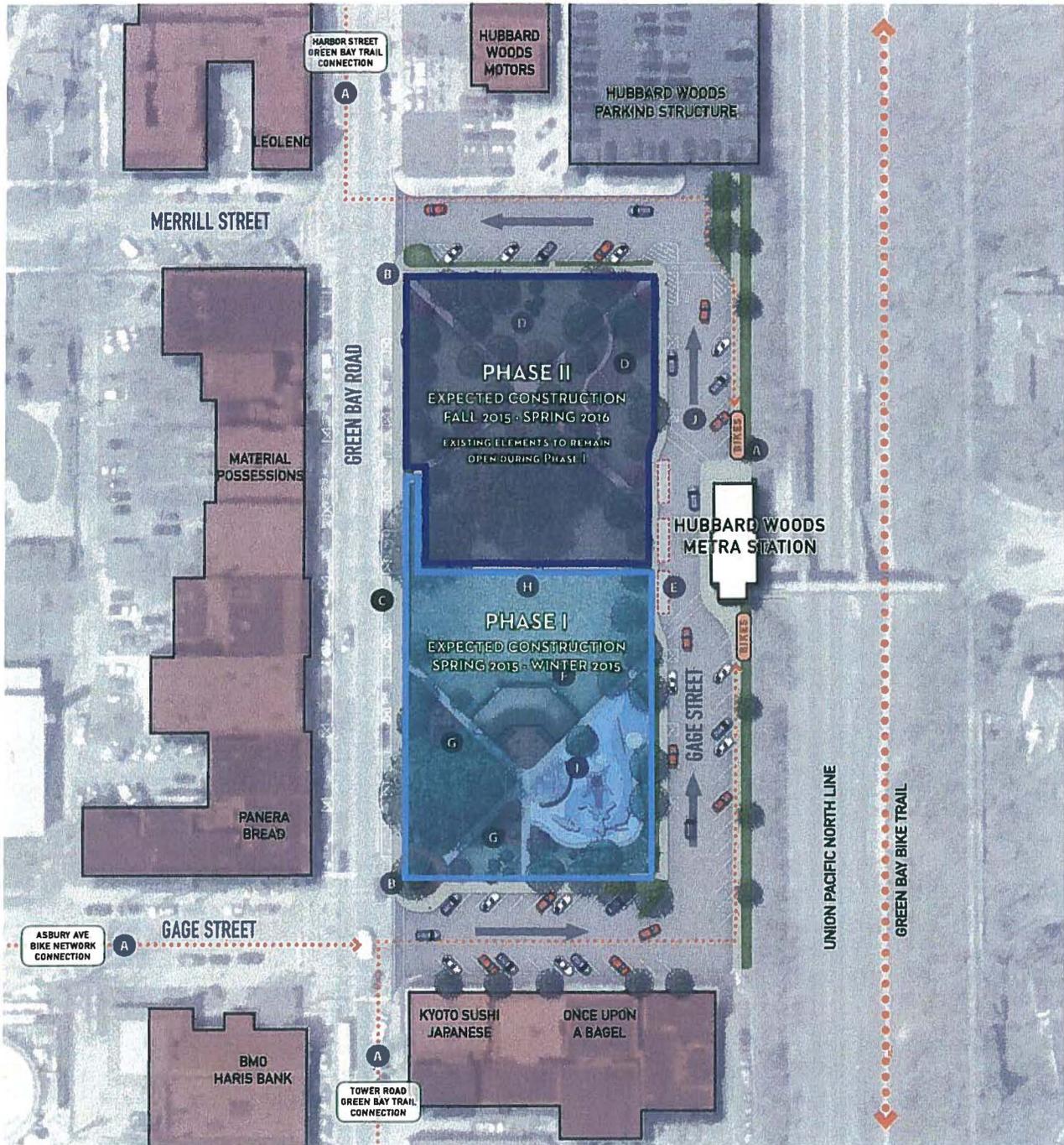
CONSTRUCTION PHASING

(SEE ATTACHED EXHIBIT E)

EXHIBIT E

HUBBARD WOODS MASTER PLAN

PARK MASTER PLAN CONSTRUCTION PHASING



CONCEPT IDEAS

- A** PHASE II TOWER ROAD IMPROVEMENTS
 - Landscaping Improvements (Decorative Paving)
 - Hubbard Woods Signage (Green Bay Trail and Asbury Ave Bike Network)
 - Public Artwork (Sculpture)
- B** PLAYGROUND RELOCATION, PARK UPGRADES
 - Relocate Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad
- 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** RELOCATED SHELTER
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavilion Relocated to a Different Park
 - Integrated Seating Court & Performance Pedestal
- F** NEW SHELTER
 - Semi-Enclosed Structure with Restroom Facilities
 - Pavilion Relocated to a Different Park
 - Integrated Seating Court & Performance Pedestal
- G** PICNIC AREAS
 - Dedicated Seating Areas with Decorative Paving

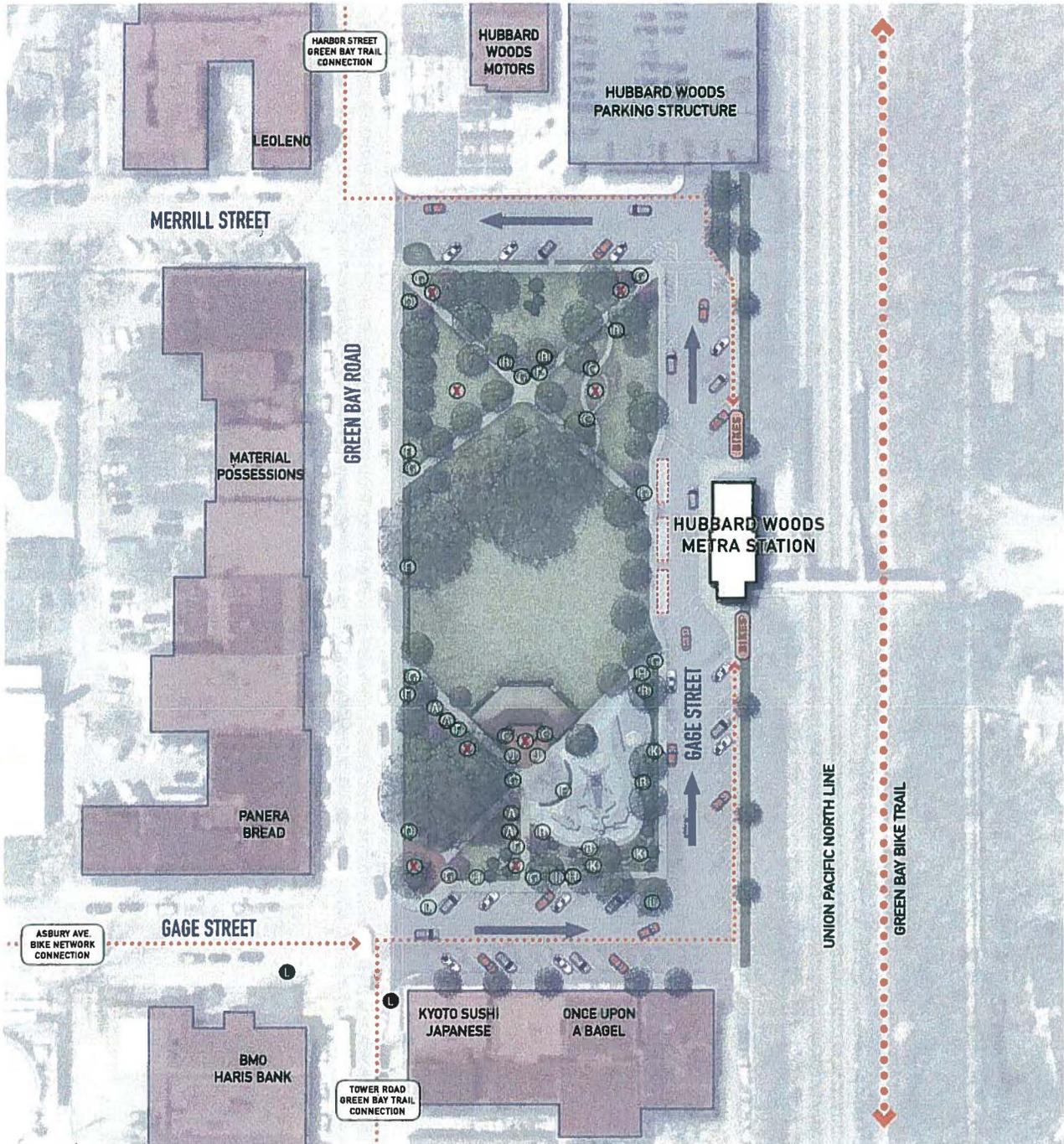
- H** OPEN LAWN AREA
 - Preserve Existing Open Lawn and Mature Trees
 - Maintain Space for Events & Programming
- I** RELOCATE PLAYGROUND
 - Move Playground away from Green Bay Road
 - Update/Replace Existing Equipment as Needed
 - Integrated Splash Pad

EXHIBIT F
SITE ELEMENTS PLAN
(SEE ATTACHED EXHIBIT F)

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)

EXHIBIT G
HUBBARD WOODS MASTER PLAN
PARK MASTER PLAN SITE ELEMENTS

A. PICNIC SEATING



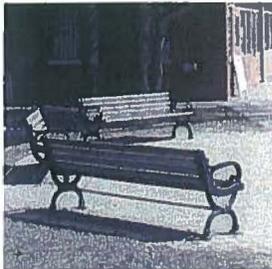
THOMAS STEELE - WALDEN TABLE (FIXED LOCATION)

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)

EXHIBIT H
HUBBARD WOODS MASTER PLAN
PARK MASTER PLAN PLAYGROUND EQUIPMENT



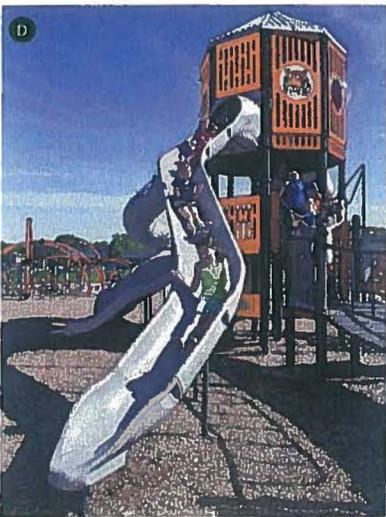
A
TRADITIONAL SWINGS WITH ONE MOLDED CHILD SEAT



B
LUNAR BURST CLIMBING STRUCTURE



C
SPACELINK CLIMBER



D
SLIDEWINDER, VIBE ROOF TOWER AND DECK LINK BRIDGE



E
DISC CHALLENGE BRIDGE



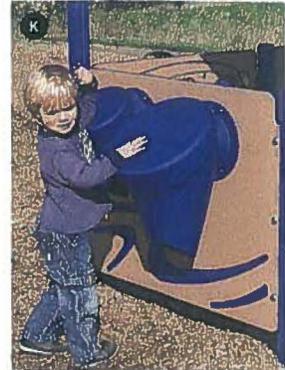
2 - 5 YEAR OLD PLAY STRUCTURE



I
DOUBLE POLY SLIDE



J
SQUARE PEAK AND LOOP LADDER



K
BONGO REACH PANEL



F
CLIMBING WALL



G
BOOGIE BOARD



H
SIT AND SPIN

EXHIBIT I

PLAYGROUND CHARACTER

(SEE ATTACHED EXHIBIT I)

EXHIBIT I

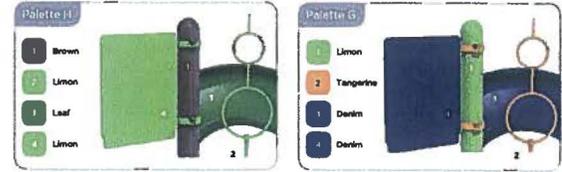
HUBBARD WOODS MASTER PLAN PARK MASTER PLAN PLAYGROUND CHARACTER

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



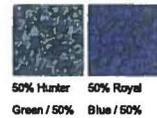
EXAMPLE OF APPLICATION



Gold Beige Teal Sky Blue Royal Blue



Pearl Eggshell Brown Light Gray Dark Gray



50% Hunter Green / 50% Blue / 50%
50% Royal Blue / 50%

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

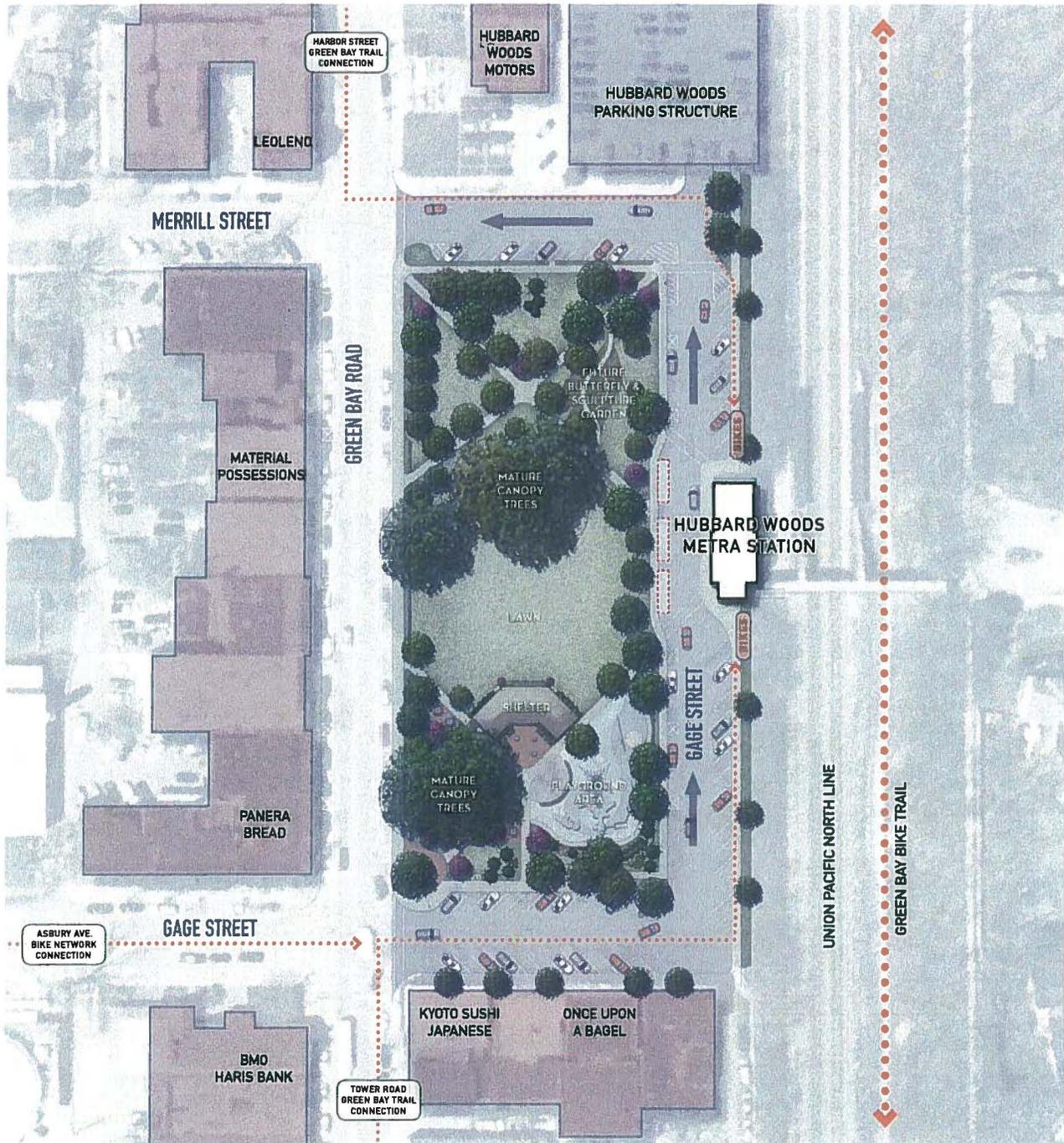
LANDSCAPE PLAN

(SEE ATTACHED EXHIBIT J)

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 apeloocroides '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)

EXHIBIT K
HUBBARD WOODS MASTER PLAN
PARK MASTER PLAN RECOMMENDED PLANT PALETTE

CANOPY TREES



Red Oak



Elm



Red Maple



Sugar Maple



Honey Locust



Linden

MIDSIZE TREES



Ginkgo



Pear 'Aristocrat'



Black Locust



Hawthorn



Alder



Pear 'Chanticleer'

ORNAMENTAL TREES



Hornbeam



River Birch



Lilac



Crabapple



Redbud



Service Berry

SHRUBS



Hydrangea



Miss Kim Lilac



Chokeberry

Burning Bush



Kellay'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

Astibe



Prairie Drop Seed



Dwarf Fountain Grass



Purple Coneflower



Lilyturf



Russian Sage



Karl Foerster



Blackeyed Susan

Lambs Ear

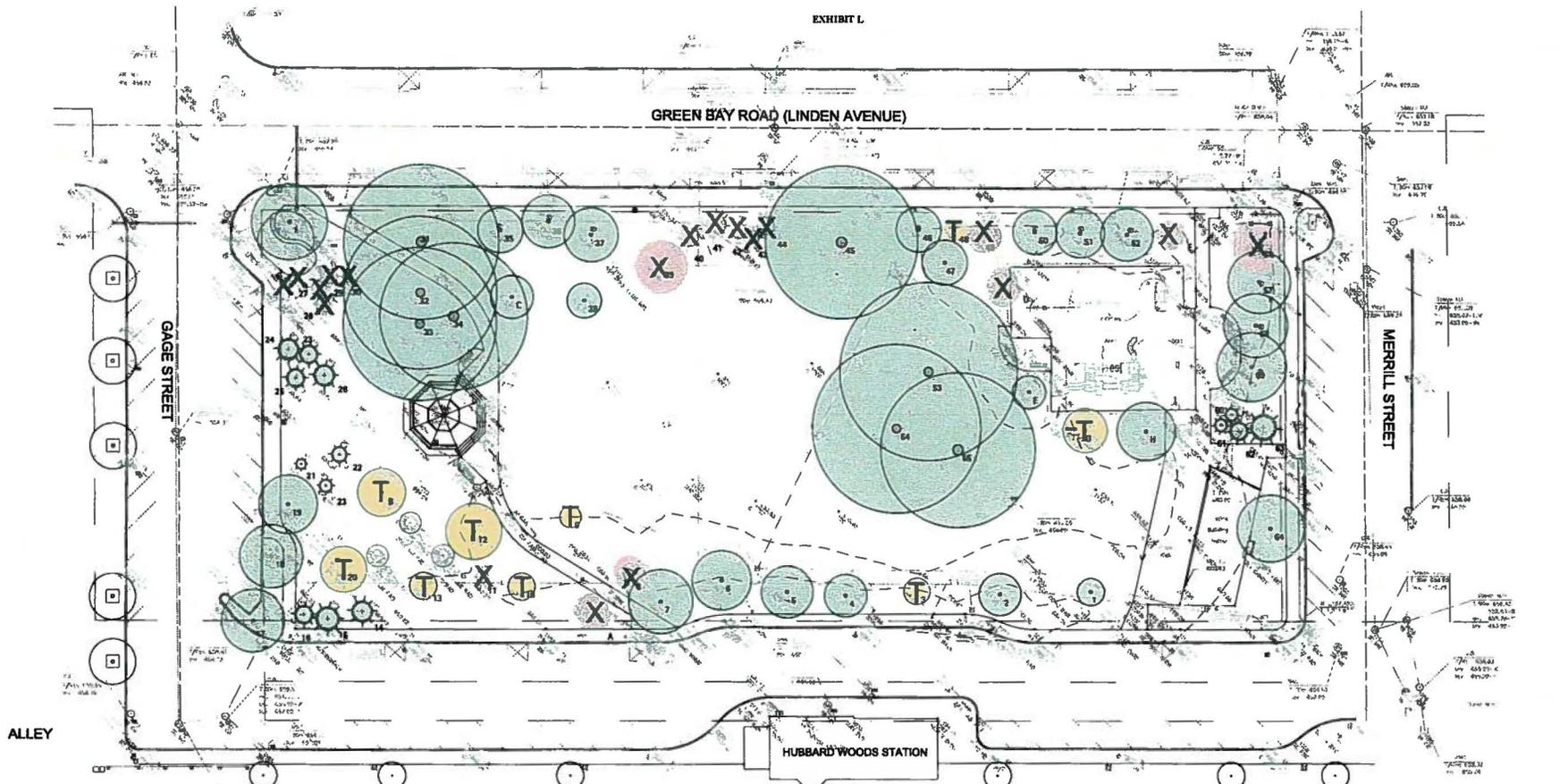
EXHIBIT L

TREE PRESERVATION PLAN

(SEE ATTACHED EXHIBIT L)

EXHIBIT L

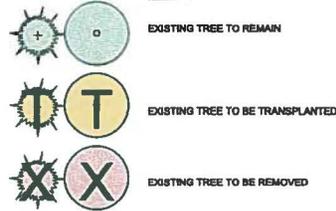
GREEN BAY ROAD (LINDEN AVENUE)



ALLEY

HUBBARD WOODS STATION

LEGEND



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

38	Swamp White Oak	6	To Remove	
39	Sugar Maple	18	Remove	Dead
40	Pine Tree	18	Remove	Construction
41	Pine Tree	18	Remove	Construction
42	Pine Tree	18	Remove	Construction
43	Pine Tree	12	Remove	Construction
44	Pine Tree	18	Remove	Construction
45	Red Oak	48	To Remove	
46	Red Oak	18	To Remove	
47	Red Oak	12	To Remove	
D	Cherry (Missed on Survey)	6	Remove	Construction
48	Club Apple	4	Transplant	Construction
49	Black Tree	6	Remove	Dead
E	Black Tree (Missed on Survey)	9	Remove	Dead
50	American Linden	9	To Remove	
51	American Linden	12	To Remove	
52	American Linden	12	To Remove	
53	White Oak	42	To Remove	
54	White Oak	36	To Remove	
55	White Oak	48	To Remove	
F	Maple (Missed on Survey)	6	To Remove	
G	Maple (Missed on Survey)	8	Transplant	Construction
H	Linden (Missed on Survey)	12	To Remove	
56	American Linden	12	Remove	Construction
57	American Linden	16	To Remove	
58	American Linden	12	To Remove	
59	American Linden	16	To Remove	
60	Pine Tree	24	To Remove	
61	Pine Tree	12	To Remove	
62	Pine Tree	8	To Remove	
63	Pine Tree	18	To Remove	
64	Northern	16	To Remove	

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

LAKOTA
THE LAKOTA GROUP INC
212 West Kinzie Street, 3rd Floor
Chicago, Illinois 60610
p 312.467.8445
f 312.467.5484
info@thelakotagroup.com

Planning
Urban Design
Landscape Architecture
Community Relations

HUBBARD WOODS PARK
WINNETKA PARK DISTRICT
HUBBARD WOODS, IL

TREE PRESERVATION PLAN

Revised:
1. 09/22/2014
2. 09/22/2014
3. 09/22/2014

Date: 09/22/2014
Drawn by: J.A.
Checked by: J.A.



L-03

Appendix Packet P. 138

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: _____

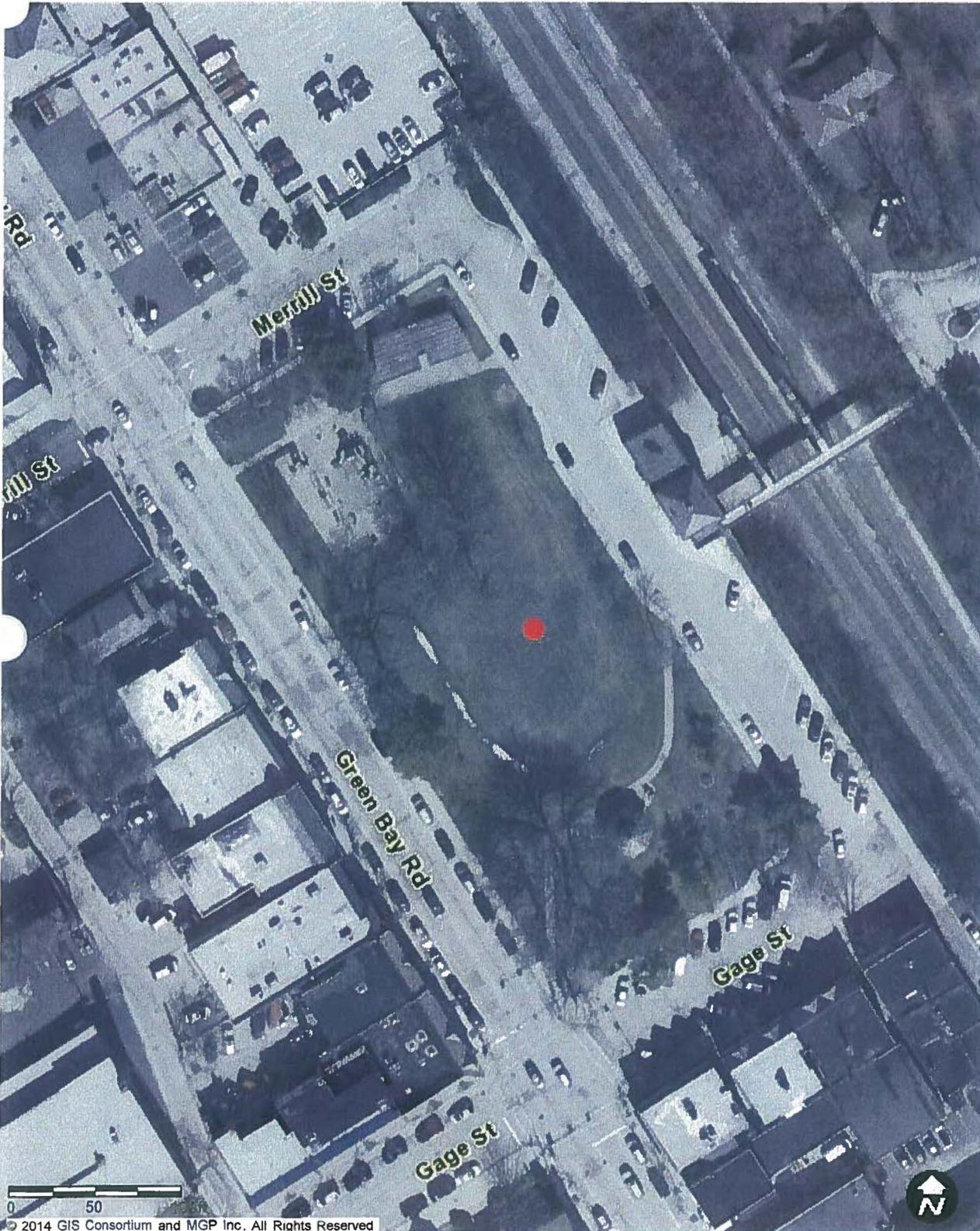
ATTACHMENT B

GIS Aerial Map

ATTACHMENT B



MapOffice™ 939 Green Bay Rd.



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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

Park District Response to Village Inquiries

ATTACHMENT C



March 31, 2015

Michael D'Onofrio
Village of Winnetka
510 Green Bay Road
Winnetka IL. 60093

Re: Village Council Inquiries – Hubbard Woods Park Master Plan

Dear Mr. D'Onofrio

At the March 17 Village Council meeting which introduced our application for a Special Use Permit, the Winnetka Park District detailed the master plan concept for Hubbard Woods Park. At that hearing, several inquiries were made which the Council asked to be addressed prior to the final review of our permit. Please see our response to the individual inquires below.

Playground Location: Consideration to maintain the play activity in the current location.

Throughout the entire planning process and engagement of residents, it was overwhelming favored to remove this element from the frontage exposure along Green Bay Road and relocate it to the proposed location. This had several compelling advantages.

1. Safer location. Nearby traffic is slower and offers a greater level of protection with fencing and landscape barriers.
2. Closer to controlled access: Relocation of this element to the south property line allows users to cross Green Bay Road at a controlled intersection.
3. Adjacency to other elements: The relation of restrooms, drinking fountain, picnic area and covered pavilion is logical.
4. Economy: Maintaining the current location separate from supporting infrastructure (pavilion) is not practical. Additional cost for electrical, plumbing and sewer support for the splash pad will need to transvers the entire park site which will drive the build out cost higher.

Based on these factors, the Winnetka Park District reiterates the recommendation to move the playground as proposed.



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Village of Winnetka
Special Use Permit Inquiries
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Parking: Adverse impact on parking along Gage Street.

Related to the perceived or anticipated increased use of the new relocated playground discussed above, two business owners expressed concern that additional park activity on the south property line of Hubbard Woods Park will have a detrimental effect on parking for their business patrons. Based upon the parking study conducted in November 2014, the study shows an excess capacity of parking within the area surrounding the park site. The report recommended that way finding signage be installed to guide all patrons of the area to available parking at the Village parking structure which is underutilized. This report was reviewed by Village staff which concurred with the findings and recommendation of that report. However, it is understandable that some storefront operators might be impacted from business and park patrons with long visit timelines. It was suggested by Village staff that 15 minute parking spaces might be able to accommodate some businesses which patrons visit for short durations. It is our understanding that Village Staff will study this option and formulate a proposed solution.

Based on the parking study and the option of time restricted parking spaces, the concerns of some business owners could be alleviated.

Pavilion Design: Consider architectural elevation revisions of the proposed pavilion.

Comments on this plan element expressed concerns that the proposed architectural design of the pavilion was not reflective of the character of the community and did not impress as a significant entryway into the community. The pavilion was one of the most studied and revised elements of the plan. Among the many discussions which included the programming of space, location and massing of the structure and the architectural fit within the business district, the proposed building design was ultimately agreed on and approved. Final approval was given by not only the Board of the Winnetka Park District but, the Village Design Review Board as well after extensive deliberations.

Given the extensive study and revisions made to the pavilion design throughout the planning process, the Winnetka Park District and the planning team concur on the proposed design.

If you have any questions or need any additional information for the Village Council, please call me on my direct line at (847) 501-2070.

Sincerely,



Robert Smith
Executive Director



Agenda Item Executive Summary

Title: Village Hall Standby Generator, Installaton

Presenter: Brian Keys, Director of Water & Electric

Agenda Date:

04/09/2015

Consent:

YES

NO

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Item History:

In 2014, the Village initiated a project to install a standby generator at Village Hall to insure that Village Hall remains open to the public during larger emergency events and to insure that the phone system and computer network remain functional. Both systems reside in the building and have limited battery backup capability. Although Village Hall is equipped with an external electrical plug for connection to a portable generator, the Village owns a single portable generator that may be required at three additional locations during wide spread electrical outages and the unit is too small to service the entire building. In the event of a power outage, the proposed natural gas generator and associated transfer switch will automatically provide emergency power to Village Hall.

Executive Summary:

Bid #015-013 was issued on February 13, 2015 for the installation work required to install the generator and associated equipment. Bid #015-013 was published in the Winnetka Talk and posted to the on-line bidding service Demand Star. The Village received bids from five contractors. The lowest qualified bidder was Adlite Electric Co. Inc. with a bid of \$101,600.

The FY 2015 Budget contains \$150,000 (Village Facilities Fund 410.15.01.558). Beyond the installation, staff anticipates expenditure of an additional \$25,000 in costs to relocate a section of underground phone line that is conflict with the equipment pad, start-up services for the generator manufacturer and professional services from Clark Dietz.

Recommendation:

Consider authorizing the Village Manager to award a contract to Adlite Electric Co. Inc., in the amount of \$101,660 for the installation of the generator, automatic transfer switch and associated equipment in accordance with the terms and conditions in Bid #015-013.

Attachments:

Agenda Report dated March 27, 2015

AGENDA REPORT

SUBJECT: Village Hall Standby Generator, Installation
Bid #015-013

PREPARED BY: Brian Keys, Director Water & Electric

REF: October 27, 2014 Public Works Budget Review Meeting
June 3, 2014 Village Council Meeting, pp.24-26

DATE: March 27, 2015

In 2014, the Village initiated a project to install a standby generator at Village Hall to insure that Village Hall remains open to the public during larger emergency events and to insure that the phone system and computer network remain functional. Both systems reside in the building and have limited battery backup capability. Although Village Hall is equipped with an external electrical plug for connection to a portable generator, the Village owns a single portable generator that may be required at three additional locations during wide spread electrical outages and the unit is too small to service the entire building. In the event of a power outage, the proposed natural gas generator and associated transfer switch will automatically provide emergency power to Village Hall.

At the June 2014, Village Council Meeting, the Village Manager was authorized to issue a purchase order for the 150 kW engine generator, related accessories, enclosure and the automatic transfer switch based on Bid #014-007. Construction services for the installation of the generator were to be secured through a separate bid. Subsequently, Bid #014-018 was issued for the construction services. Although advertised, only a single bid was received and the bid amount (\$167,000) was significantly higher than the allocated budget. The bid was rejected and staff revisited some of the design elements. Due to the pending winter weather, the installation work was delayed and the project was re-budgeted for FY 2015.

Bid #015-013 was issued on February 13, 2015 for the installation work required to install the generator and associated equipment. Bid #015-013 was published in the Winnetka Talk and posted to the on-line bidding service Demand Star. The Village received bids from five contractors. The bids are summarized as follows:

Company	Total Bid Amount
Adlite Electric Co. Inc.	\$101,660
Pieper Electric Inc.	\$105,000
Camosy Incorporated	\$125,500
B-Max Inc.	\$130,000
Schaeffges Brothers Inc.	\$137,700

Clark Dietz, the engineering firm providing engineering services for the project and staff have reviewed the bids. Adlite Electric Company has not previously completed a project with the Village. The contractor submitted project references which included other governmental entities

and a hospital. No negative feedback or concerns were identified regarding the work performed by Adlite Electric. As such, staff is recommending acceptance of the low qualified bid submitted by Adlite Electric Co. Inc.

The FY 2015 Budget contains \$150,000 (Village Facilities Fund 410.15.01.558). Beyond the installation, staff anticipates expenditure of an additional \$25,000 in costs to relocate a section of underground phone line that is conflict with the equipment pad, start-up services for the generator manufacturer and professional services from Clark Dietz.

Recommendation:

Consider authorizing the Village Manager to award a contract to Adlite Electric Co. Inc., in the amount of \$101,660 for the installation of the generator, automatic transfer switch and associated equipment in accordance with the terms and conditions in Bid #015-013.