

**Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, August 18, 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) September 1, 2015 Regular Meeting
 - b) September 8, 2015 Study Session
 - c) September 15, 2015 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) August 4, 2015 Regular Meeting3
 - b) Approval of Warrant List dated July 31 – August 13, 20156
 - c) Change Order for Secondary Cable, Wesco7
 - d) Village Green Flag Request8
- 6) Stormwater Monthly Summary Report.....10
- 7) Ordinances and Resolutions
 - a) Ordinance No. M-16-2015: Request for Village to Vacate Alley Right-of-Way Adjacent to 319 Fairview Avenue (Introduction)36
 - b) Ordinance No. M-17-2015: Special Use Permit for Yoga and Fitness Studio in C-2 Retail Overlay District, 549 Lincoln Avenue (Introduction)47
- 8) Public Comment
- 9) Old Business: None.
- 10) New Business: None.
- 11) Appointments
- 12) Reports

13) Executive Session

14) Adjournment

NOTICE

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

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

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

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
August 4, 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, August 4, 2015, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:01 p.m. Present: Trustees Andrew Cripe, Carol Fessler, William Krucks, Stuart McCrary, Scott Myers, and Marilyn Prodromos. Absent: None. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Peter M. Friedman, Fire Chief Alan Berkowsky, Deputy Fire Chief John Ripka, Director of Community Development Mike D’Onofrio, Water & Electric Director Brian Keys, and approximately 4 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) **August 11, 2015 Study Session – Cancelled**
 - b) August 18, 2015 Regular Meeting. All of the Council members present indicated they expect to attend.
 - c) September 1, 2015 Regular Meeting. All of the Council members present indicated they expect to attend.
 - d) September 8, 2015 Study Session. All of the Council members present indicated they expect to attend.
- 4) Approval of the Agenda. Trustee McCrary, seconded by Trustee Fessler, moved to approve the Agenda. By voice vote, the motion carried.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) July 14, 2015 Study Session.
 - ii) July 21, 2015 Regular Meeting.
 - b) Warrant List. Approving the Warrant List dated July 17-July 30, 2015 in the amount of \$484,642.13.
 - c) Ordinance No. MC-5-2015: Foreign Fire Insurance Board Receipt & Disbursement of Funds—Adoption.
 - d) Resolution No. R-25-2015: Approving 2015-2018 Agreement between the Village of Winnetka and the International Association of Firefighters—Adoption.

- e) Change Order, Sternberg Lighting: Bid Number #015-001.

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

- 6) Ordinances and Resolutions.

- a) Ordinance No. M-15-2015: 693 Sheridan Road Variation for the Construction and Use of a Pool—Waiver of Introduction & Adoption.

Community Development Director Mike D’Onofrio addressed the Council giving the history of the request for variation. Because the subject lot is bound by streets on three sides, the easement is defined as a private street and therefore requires a front yard setback. Having addressed the matter at two previous meetings, the variation was recommended for waiver of introduction and adoption.

Trustee McCrary, seconded by Trustee Krucks moved to waive introduction of Ordinance No. M-15-2015. By roll call vote, the motion carried. Ayes: Trustees Cripe, Fessler, Krucks, McCrary, Myers, and Prodromos. Nays: None. Absent: None.

Trustee Fessler, seconded by Trustee McCrary moved to adopt Ordinance No. M-15-2015. By roll call vote, the motion carried. Ayes: Trustees Cripe, Fessler, Krucks, McCrary, Myers, and Prodromos. Nays: None. Absent: None.

- 7) Public Comment. Trustees McCrary and Myers asked Water & Electric Director Brian Keys to comment on new federal regulations concerning air quality. Mr. Keys noted the Village is a member of Illinois Municipal Electric Agency (IMEA), and that no member agencies of IMEA own coal plants. He continued that the consortium has only a minority interest in two coal plants and that it is premature at this time to determine how any changes may impact Winnetka. Information from the State will likely be forthcoming as a result of the Federal standards.

- 8) Old Business: None.

- 9) New Business.

- a) Kenilworth Interconnect Study, RFP #015-011.

Mr. Keys addressed the Council regarding this request. He said Kenilworth is considering purchasing water from Winnetka and in turn, closing their existing water treatment plant. He noted Kenilworth plans to continue their own water delivery service. This feasibility study is to assess if Winnetka can technically meet Kenilworth’s water requirements and also address how it may impact the Village itself. The outcome of the study would be an analysis of the infrastructure requirements and an opinion of probable costs for an interconnect between the Villages.

The Council discussed Kenilworth’s use of Strand and Associates in 2004 related to upgrading its water treatment plant, as well as prior studies on an interconnect to Wilmette, and how those projects might impact their independence on this study. Trustee Cripe noted his support for this study, pending confirmation that Kenilworth found the 2004 analysis conducted by Strand to be sufficient and that Strand does not feel engaging

in this capacity to be a conflict of interest. Further, the Council and Mr. Keys reviewed the Village's current water sales to the Village of Northfield and the terms of that agreement.

Trustee McCrary, seconded by Trustee Fessler, moved to authorize the Village Manager to award a contract to Strand Associates in the amount of \$37,675 to study the feasibility of providing the Village of Kenilworth with wholesale water. By roll call vote, the motion carried. Ayes: Trustees Cripe, Fessler, Krucks, McCrary, Myers, and Prodromos. Nays: None. Absent: None.

11) Appointments. None.

12) Reports. None

a) Village President. None

b) Trustees.

Trustee McCrary noted he and Trustee Myers attended a Park District meeting concerning bicycle traffic. He reported that 'sharrows', arrows painted on the road in bike lanes, will be added to the bike plan to improve cyclist visibility. He also noted he attended the last concert at Hubbard Woods gazebo prior to demolition for the upcoming park improvements.

Trustee Fessler noted the Plan Commission convened in July to continue the discussion on One Winnetka and she was impressed by the interest and comments of those in attendance.

c) Attorney. None.

d) Manager. None.

13) Executive Session. None

14) Adjournment. Trustee Fessler, seconded by Trustee Prodromos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:21 p.m.

Deputy Clerk



Agenda Item Executive Summary

Title: Approval of Warrant List Dated July 31- August 13, 2015

Presenter: Robert M. Bahan, Village Manager

Agenda Date:

08/18/2015

Consent:

YES

NO

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Item History:

None.

Executive Summary:

The Warrant List dated July 31 - August 13, 2015 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated July 31 - August 13, 2015.

Attachments:

None.



Agenda Item Executive Summary

Title: Change Order for Secondary Cable, Wesco

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 08/18/2015

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:

At the December 16, 2014 Village Council Meeting, Wesco was awarded Bid #014-023 for 600 volt (secondary) cable required during the period of January 1, 2015 through December 31, 2015. An initial order of 600 volt cable was placed in December 2014 and received in early 2015. In July 2015, staff received approval to order an additional quantity of one secondary conductor size. As the cable inventory is utilized, staff requests approval to purchase additional cable footages under the awarded bid.

Executive Summary:

Staff is requesting authorization to purchase an additional 1,000 feet of 4-1/c 500 mcm copper cable. This cable is used for large three phase electrical services. The requested change order amount is \$38,171.

As previously reported, the Electric Fund budget for cable will be exceeded in FY 2015 as result of the cable required for the New Trier project. At the time the budget was created, the high school's referendum had not been passed and design information on the electric service requirements was still under development. No (cable) funds were allocated for the project. As specified in the Intergovernmental Agreement, New Trier will be responsible for the majority of these costs.

The FY 2015 Electric Fund budget contains \$450,100 (account #500.42.31-660) for the purchase of cable. To date, the Electric Fund has expended \$615,033 toward the purchase of cable. Of this amount, \$208,807 is associated with the New Trier renovation project that will be reimbursed to Water & Electric. Without this project, the cable expenditure for FY 2015 would be \$406,226.

Recommendation:

Consider authorizing the Village Manager to award a change order to Wesco in the amount of \$38,171 for the purchase of 600 volt, 500 mcm copper cable at the unit prices bid, subject to the terms and conditions of Bid #014-023.

Attachments:

None.



Agenda Item Executive Summary

Title: Village Green Flag Request

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/18/2015

Consent: YES NO

Ordinance
 Resolution
 Bid Authorization/Award
 Policy Direction
 Informational Only

Item History:

August 20, 2013: Council Agenda Packet "Village Green Flag Request"
August 19, 2014: Council Agenda Packet "Village Green Flag Request"

Executive Summary:

In 2008, a tradition began: planting 2,977 American flags on the Village Green to remember the victims of the September 11, 2011 terrorist attacks.

Attached is a letter from resident Jackson Tucker who is the student lead coordinating the continuation of this tradition. The Village has previously granted this same request since 2008. The flags will be planted on September 10 and removed on September 11, 2015 as described in the letter.

Recommendation:

Consider the request.

Attachments:

1) July 24, 2015 letter, "September 11, 2001 Observance- Village Green Flag Planting Request"

From: Jackson Tucker
Date: July 24, 2015
To: rbahan@winnetka.org
Subject: September 11, 2001 Observance - Village Green Flag-Planting Request.

Dear Village President Greable, Village Trustees and Village Manager Bahan,

In continuing the flag-planting tradition begun by Genevieve Nielsen in 2008, I am seeking permission to again plant American flags on the Village Green at the base of the Cenotaph to pay tribute to the 2,977 victims of the September 11, 2001 terrorist attacks on American soil. The flags would be planted beginning at 4:30p.m., the afternoon of Thursday, September 10, 2015, and removed around sunset on Friday, September 11, 2015. I am honored to coordinate this student-lead event.

I would also like to thank in advance, Fire Chief Berkowsky and the Winnetka Fire Department, and Police Chief Kreis and the Winnetka Police Department for assisting each year with the layout and supplying tools to help plant the flags in the ground.

This Winnetka tradition where all are welcome, is an annual, community-wide gathering of parents, children, seniors, veterans, first responders and more. We all gather to plant flags to remember loved ones, friends, co-workers, and fellow human beings who lost their lives, to remember the public safety officers who selflessly risked their lives to help others, and to remember the heroism, bravery and generosity of Americans that day that exemplifies our great nation.

Thank you for your consideration.

Sincerely,

Jackson Tucker,
Winnetka resident and New Trier High School student,
and his family and friends



Agenda Item Executive Summary

Title: Stormwater Monthly Summary Report

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

Agenda Date: 08/18/2015

Consent: YES NO

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

Item History:

Monthly Report

Executive Summary:

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

Summary Agenda Report

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

Program Budget (Attachment #1)

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

Program Organization Chart (Attachment #2)

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

Proposed Sampling Program (Attachment #3)

Recommendation:

1. Informational Report
2. Consider authorizing staff to expend up to \$100,000 with MWH to complete additional stormwater monitoring work as described in Attachment #3.

Attachments:

Project Summary Report

1. Program Budget
2. Program Organization Chart
3. Proposed Sampling Program

Agenda Report

Subject: Stormwater Update – August 2015

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

Date: August 11, 2015

Active Projects

NW Winnetka (Greenwood/Forest Glen)

Activity Summary The construction contract was awarded to A Lamp, in the amount of \$6,117,230, on November 6, 2014. Storm sewer construction started in March, and A Lamp has completed storm sewer construction on Tower Road and is proceeding with storm sewer construction on Grove Street, Edgewood Lane, and Greenwood Avenue. Tower Road will be opened completely to traffic by August 14. The Village Council has also awarded a construction contract to Kovilic Construction Company for \$342,800 for restoration and erosion control on the east side of the Forest Preserve pond south of Tower Road. This work was required by the Forest Preserve as a condition of receiving approval to improve the stormwater discharge to their pond and construction is underway.

Budget Summary The total net cost estimate for the project, including engineering and pond restoration, is now \$4,822,640. The Village has expended \$320,137 on design and construction engineering, and \$3,008,694 on construction to date. The Metropolitan Water Reclamation District (MWRD) is funding \$2,000,000 of this project.

6-Month Look Ahead The project team will:

1. Complete the project

Willow Road Stormwater Tunnel and Area Drainage Improvements (STADI)

Activity Summary In June, 2014, the Council authorized MWH to proceed with preliminary engineering to complete 30% drawings, perform additional water-quality sampling and analysis, complete preliminary design for the outlet structure at Lake Michigan, and develop an updated, more detailed cost estimate. MWH was also authorized to develop a stormwater quality management and treatment plan, and to prepare draft permit applications for the required joint permit for the project. MWH presented Project Review Point #2 on April 28, 2015. The project was further discussed on May 12, 2015. In light of significant increases in the estimated project cost, from \$34.4 million to \$58.5 million, the Village Council awarded a \$122,004 contract to V3 Companies to complete an independent cost evaluation and a value engineering review of the project. The cost review work is underway and will be reported back to the Council at the September 1 Council meeting.

Pursuant to Council direction, staff has also published a Request for Proposals (RFP) for engineering services to re-visit the feasibility and cost estimates of the previously reviewed and dismissed separate, non-STADI options, which have not been updated since 2011. The RFP also includes a re-evaluation the Village's western drainage basins for creative, cost-effective non-STADI improvements for storms ranging from the 10-year to the 100-year event, taking into account the Village's flood-control goals and objectives. The RFP desires a holistic approach to this project, to include consideration of grey and green infrastructure approaches, conveyance, detention, retention, infiltration, property buyout or individual protection retrofit programs, and a host of other traditional and emerging stormwater management technologies. Proposals were received from 14 firms on August 7, 2015. Review is underway and a recommendation will be presented to the Village Council in September.

At the July 21, 2015 meeting the Village Council discussed a potential sampling plan for 2015, to gather additional stormwater quality data. Sampling was performed in Fall of 2014 and Spring of 2015, in response to indications from the Illinois EPA about the type of stormwater quality information they would be expecting in any future permit submittals for the project. The water quality information that has been obtained to date includes sampling for all of the requested parameters, at select locations in the STADI project area. The sampling that was performed in Fall of 2014 includes a time characterization to identify variances in constituent concentrations from the beginning to the end of the storm, and is consistent with the comments provided from the Illinois EPA on the type of sampling data they expected to see.

This sampling effort required an expenditure of about \$125,000 to accomplish. No follow-up sampling was budgeted for 2015. Staff has worked with MWH to obtain pricing for installation of sampling equipment (owned by the Village), rental and installation of the necessary rain gauges and flow meters required to trigger the automated samplers, labor for sample collection, and anticipated laboratory costs for analyzing the samples, for an approximate period of 12 weeks and uses the identical monitoring points as the 2014 program. An allowance is included for collecting grab samples at an additional point, the Cherry Street outlet.

After some investigation, MWH does not recommend that analysis of rainfall for low level mercury be included in the program. Given the sensitivity of this analysis, specialized equipment and sampling protocols are needed to achieve a reasonable level of confidence in the data. As a substitute, MWH has identified a source of ongoing analysis of rainfall in our region for mercury levels. The National Atmospheric Deposition Program has Mercury Deposition Sampling Sites at Lake Geneva, Milwaukee, and Gary. This data set includes hundreds of observations from 1997 through 2015 that are from a program specifically established to gather data on mercury in rainfall in our region. We can still consider collection and analysis of several rainfall samples, but MWH recommends that limiting the parameters for which the rainfall samples are analyzed to a few general parameters that are less sensitive to sampling techniques/protocols.

The anticipated cost is approximately \$99,228. The proposed monitoring program is summarized in **Attachment #3**.

Budget Summary The Village Council has authorized \$2,145,218 for engineering on this project, and the Village has expended \$877,929 to date. The total estimated project cost is now \$58,473,467. The Village has also authorized an additional \$122,004 for the cost estimate review and value engineering services.

6-Month Look Ahead The project team will:

1. Complete the cost estimate review
2. Complete the value engineering process
3. Award a contract to develop non-tunnel alternatives
4. Submit permit applications
5. Meet with regulatory agencies
6. Report back to the Village Council

Sanitary Sewer Evaluation

Activity Summary The Village has awarded contracts for sewer lining and manhole lining to address sanitary sewer deficiencies identified during the evaluation. Construction is underway.

Budget Summary The Village has expended \$428,276.

6-Month Look Ahead The project team will:

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

Public Outreach

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

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

6-Month Look Ahead The project team will continue to update the website. Additional outreach and engagement activities are associated with the Northwest Winnetka and Willow Road projects as these projects progress. The Village Council will be discussing potential additional outreach and engagement activities this summer.

Ravine/Sheridan Road Improvements

Activity Summary IDOT is planning pavement and drainage improvements for the area. The project has been bid, and a contract award is pending. Construction is expected in late 2015.

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

6-Month Look Ahead The project team will:

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

Ash Street Pump Station

Activity Summary Construction has been completed except for restoration and punch list items, and the station is operational.

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

6-Month Look Ahead The project team will:

1. Complete restoration and punch list items and close the contract.

Completed Projects

Stormwater Master Plan (SMP)

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

Spruce Outlet (Lloyd)

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

Spruce Outlet (Tower)

The project is complete and operational. The Village expended \$1,269,716.

Winnetka Avenue Pump Station

Construction of the Pump Station is complete and the station is operational and the Village expended \$1,071,706.

Stormwater Utility Implementation

The utility was implemented effective July 1 and the project team is responding to resident inquiries as needed. MFSG's contract for staffing the customer support line

ended, and Public Works staff has taken the lead in phone and email communications. The Village has expended \$179,516.

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

Recommendation:

1. Informational report.
2. Consider authorizing staff to expend up to \$100,000 with MWH to complete additional stormwater monitoring work as described in **Attachment #3**.

Attachments:

1. Program Budget
2. Program Organization Chart
3. Proposed water quality monitoring program

**ATTACHMENT #1
PROGRAM BUDGET**

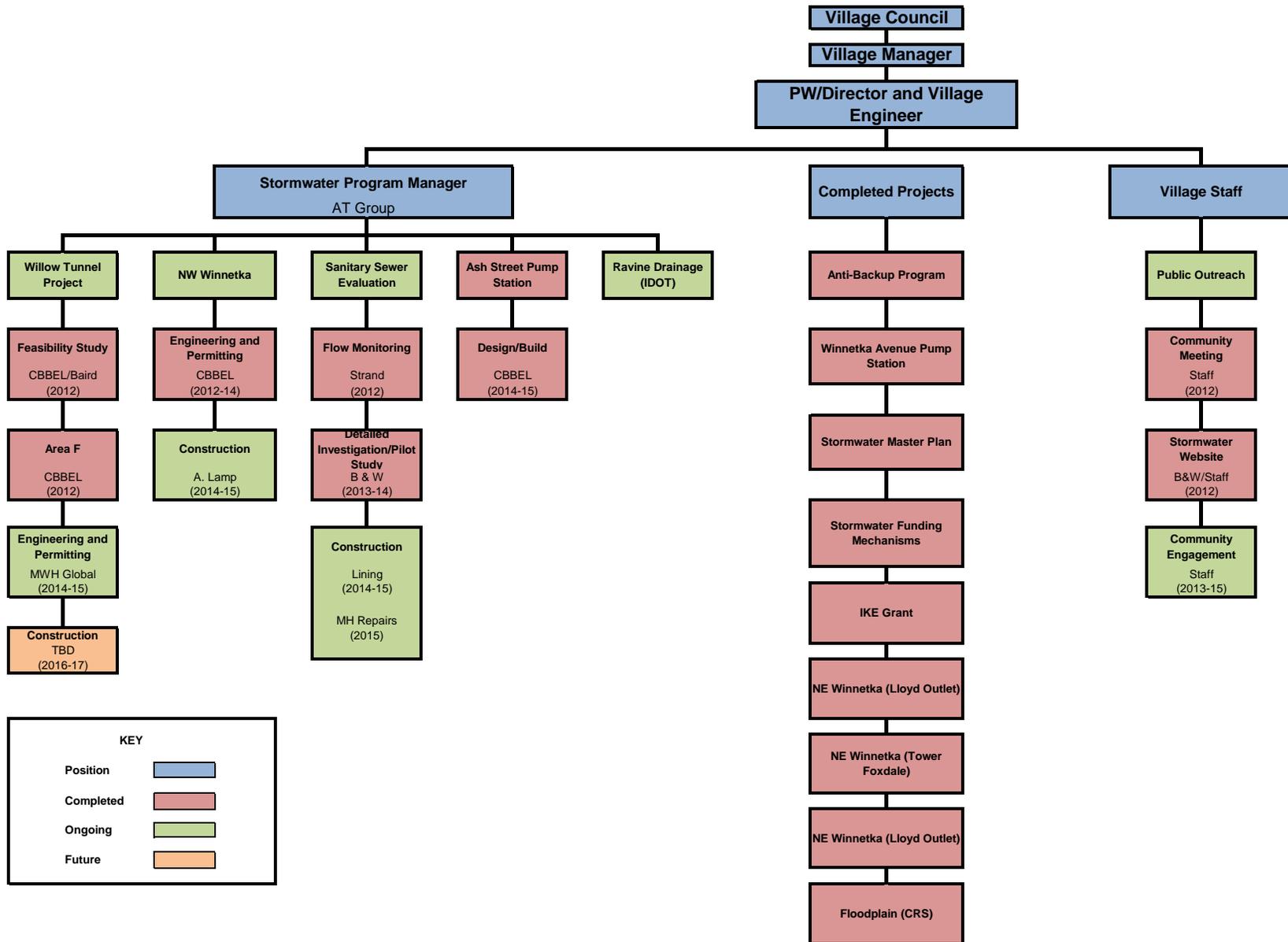
Village of Winnetka
Stormwater Management Program Budget

| Project | Initial Estimated Project Costs (2011) | Estimated Program Costs August 2013 | Current Estimated Project Costs | Council Authorized | Spent | Comments |
|--|--|-------------------------------------|---------------------------------|---------------------|---------------------|---|
| Stormwater Fund | | | | | | |
| 58.75.640.601 | | | | | | |
| Winnetka Ave. pump station | \$ 750,000 | \$ 1,002,300 | \$ 1,071,706 | \$ 1,073,581 | \$ 1,071,706 | Complete. Initial cost estimate \$750k from 2009 study. |
| Design Engineering | | | \$ 29,300 | \$ 29,300 | \$ 29,300 | |
| Construction | | | \$ 1,019,781 | \$ 1,019,781 | \$ 1,019,781 | |
| Construction Observation/Engineering | | | \$ 24,500 | \$ 24,500 | \$ 22,625 | |
| Tower Road/Foxdale | \$ 1,394,244 | \$ 1,162,853 | \$ 1,269,716 | \$ 1,269,716 | \$ 1,269,716 | Complete |
| Design Engineering | | | \$ 111,429 | \$ 111,429 | \$ 111,429 | |
| Construction | | | \$ 1,158,287 | \$ 1,158,287 | \$ 1,158,287 | |
| Construction Observation/Engineering | | | \$ - | \$ - | \$ - | Performed In-house |
| Lloyd Park/Spruce Street | \$ 475,510 | \$ 398,786 | \$ 296,299 | \$ 296,299 | \$ 296,299 | Complete |
| Design Engineering | | | \$ 37,143 | \$ 37,143 | \$ 37,143 | |
| Construction | | | \$ 259,156 | \$ 259,156 | \$ 259,156 | |
| Construction Observation/Engineering | | | \$ - | \$ - | \$ - | Performed In-house |
| Stormwater rate study | \$ 50,000 | \$ 161,866 | \$ 179,516 | \$ 179,516 | \$ 179,516 | Complete - includes customer support services |
| Utility Feasibility Study | | | \$ 77,500 | \$ 77,500 | \$ 77,500 | |
| Utility Implementation Assistance | | | \$ 102,016 | \$ 102,016 | \$ 102,016 | |
| Stormwater master plan | \$ 50,000 | \$ 101,220 | \$ 100,932 | \$ 100,932 | \$ 100,932 | Complete |
| NW Winnetka Greenwood/Forest Glen | \$ 2,880,887 | \$ 4,266,924 | \$ 4,822,640 | \$ 4,822,640 | \$ 3,328,831 | Added Forest Glen area, FPD pond restoration, and complete roadway reconstruction to project. |
| Design Engineering | | | \$ 226,874 | \$ 226,874 | \$ 226,874 | Complete |
| Sewer Construction | | | \$ 6,117,230 | \$ 6,117,230 | \$ 3,008,694 | Payments to date |
| Pond Engineering | | | \$ 19,686 | \$ 19,686 | \$ 19,686 | Additional design required for FPD pond work |
| Pond Construction | | | \$ 342,800 | \$ 342,800 | \$ - | Contract awarded May 19 |
| Construction Observation/Engineering | | | \$ 116,050 | \$ 116,050 | \$ 73,577 | Payments to date |
| MWRD Phase II Stormwater Funding | | | \$ (2,000,000) | \$ (2,000,000) | \$ - | Reimbursement from MWRD |
| Ash Street Pump Station | \$ - | \$ - | \$ 267,676 | \$ 267,226 | \$ 33,995 | |
| Design Engineering | | | \$ 7,676 | \$ 7,676 | \$ 7,676 | Complete |
| Construction | | | \$ 260,000 | \$ 259,550 | \$ 26,319 | Payments to date |
| Construction Observation/Engineering | | | \$ - | \$ - | \$ - | Performed In-house |
| Willow Rd STADI | \$ 32,498,697 | \$ 34,369,048 | \$ 58,473,467 | \$ 2,182,968 | \$ 915,634 | April 2015 MWH cost estimate for project |
| Feasibility Study | | | \$ 37,750 | \$ 37,750 | \$ 37,705 | Complete |
| Permitting and Design | | | \$ 2,829,245 | \$ 2,145,218 | \$ 877,929 | MWH Global \$2,094,318; purchase of sampling equipment \$50,900 |
| Construction | | | \$ 52,426,000 | \$ - | \$ - | |
| Construction Observation/Engineering | | | \$ 2,359,104 | \$ - | \$ - | |
| Materials Testing | | | \$ 35,000 | \$ - | \$ - | |
| Project Management | | | \$ 786,368 | \$ - | \$ - | |
| STADI Cost Evaluation and Value Engineering | \$ - | \$ - | \$ 122,004 | \$ 122,004 | \$ 33,708 | Contract awarded June 2, 2015 |
| Total Stormwater Program Costs | \$ 38,099,338 | \$ 41,462,997 | \$ 66,214,276 | \$ 9,925,652 | \$ 7,196,342 | |
| Sanitary Sewer Fund | | | | | | |
| 54.70.640.201 | | | | | | |
| Sanitary Sewer Studies/Engineering | \$ 150,000 | \$ 150,000 | \$ 187,247 | \$ 187,247 | \$ 184,008 | Complete. Includes initial system evaluation, smoke and dyed-water testing, and engineering |
| System I & I repairs | \$ 1,000,000 | \$ 1,000,000 | \$ 960,000 | \$ 443,135 | \$ 244,268 | Council awarded manhole and sewer lining contracts in 2014, construction underway |
| Total Sanitary Sewer Costs | \$ 1,150,000 | \$ 1,150,000 | \$ 1,147,247 | \$ 630,382 | \$ 428,276 | |



ATTACHMENT #2
PROGRAM ORGANIZATION CHART

Village of Winnetka
 Stormwater Management Program
 Organizational Chart



| KEY | |
|-----------|---|
| Position | |
| Completed | |
| Ongoing | |
| Future | |

ATTACHMENT #3
PROPOSED SAMPLING PROGRAM

Attachment C

**CHANGE ORDER 3
WILLOW ROAD STORMWATER TUNNEL AND AREA DRAINAGE IMPROVEMENTS
WATER QUALITY MONITORING - 2015**

Contract No. 2014-00000059
Change Order No. 03
Effective Date _____

In accordance with Article 7 of the Consulting Services Agreement (Lump Sum) dated January 21, 2014 (“Agreement”) between the Village of Winnetka, Illinois (“CLIENT”) and MWH AMERICAS, INC. (“CONSULTANT”), this Change Order modifies the Agreement as follows:

1. **Change in Services:**

CONSULTANT shall adapt the 2014 sampling plan prepared for the CLIENT and reviewed with IEPA to gather flow and water quality data at four locations in the Village of Winnetka’s separate storm sewer system during the late summer/fall of 2015. Results from the water quality monitoring program will be used to supplement data gathered in 2014 for the development of the water quality management plan for the Willow Road Stormwater Tunnel and Area Drainage Improvements (STADI) Project. Specific tasks to be performed by the CONSULTANT are described below:

Program Coordination. CONSULTANT will adapt the Water Quality Monitoring Plan developed for the 2014 sampling program for use in the collection of supplemental data during the second half of 2015. CONSULTANT will assist the CLIENT in procuring temporary flow monitoring services at one or two locations as required to support the water quality sampling program. CONSULTANT will prepare a scope of services for the flow monitoring, obtain pricing for this work, and transmit the vendor proposal to the Village. The Village will issue a purchase order directly to the selected vendor for the procurement of the flow monitoring services.

CONSULTANT will coordinate with CLIENT to access the Village-owned sampling equipment and coordinate activities related to installation and maintenance of the equipment during the sampling period.

Sampling/Monitoring Support Services. CONSULTANT will provide up to 12 weeks of field support services during the installation and removal of the sampling and flow monitoring equipment and collection of water quality samples and flow metering data. CONSULTANT shall be responsible for observation of equipment installation by the flow monitoring vendor, operation of the automated samplers during the monitoring period, collection of samples from the sampling devices, and preparation and transmittal of samples to the laboratory. CONSULTANT shall establish and transmit to the laboratory an appropriate chain of custody form for samples.

The goal of the program is to obtain 3-4 sets of samples for wet weather events (greater than 0.25 inches of total rainfall) during the late summer/fall of 2015. Samples will be taken from the four locations used for the 2014 sampling program. To the degree practical, grab samples will also be collected from a manhole just upstream of the Cherry Street outfall in conjunction with the collection of other samples. Depending upon weather conditions, CONSULTANT will also collect one set of snow melt samples from the four locations during the sampling period. Dry weather samples will not be collected as part of this program.

CONSULTANT will make up to 8 site visits (one for equipment installation, one for equipment removal, six for biweekly maintenance of equipment) during the twelve week monitoring period to attempt to obtain the desired samples. CONSULTANT will not be responsible for additional site visits or extension of the field program if weather conditions do not provide the desired number/type of rainfall events.

During each site visit, CONSULTANT will visit each monitoring location, collect the required samples in accordance with the water quality monitoring plan, and reset the sampling device for a subsequent event. CONSULTANT will document conditions at the site in brief field notes, prepare samples as required for the selected analyses, and transmit the samples to the laboratories with the appropriate chain of custody documentation.

CONSULTANT will contract with qualified laboratories to perform analyses of the collected samples and provide written results. Details of the water quality tests to be performed will be documented in the Water Quality Sampling Plan. A tentative list of the analyses to be performed is provided in the attached Table 2. An allowance of \$20,000 is made for analytical testing and reporting. Billings to the client will be based on the actual costs of the laboratory analysis (up to the maximum of \$20,000) plus a 10% mark-up for administration of the testing contracts by CONSULTANT.

Upon completion of the monitoring program, CONSULTANT will observe the removal of the sampling and flow monitoring equipment by the flow monitoring vendor, and confirm that CLIENT purchased equipment is returned to the CLIENT.

Data Analysis and Reporting. CONSULTANT will compile results from the flow monitoring vendor and the laboratories and prepare a technical memorandum documenting the results of the 2015 water quality monitoring program. CONSULTANT will submit an electronic copy of a draft memorandum to the CLIENT for review. Upon receipt of comments, MWH will prepare a final version of the memorandum and transmit three (3) printed copies and one electronic copy to the CLIENT. One hard copy and one electronic copy of the laboratory results and flow monitoring data summaries will be provided as an appendix to the memorandum.

2. **Change in time of Performance** (attach schedule if appropriate):

Services related to the 2015 water quality monitoring program will be completed between August 3, 2015 and December 31, 2015.

3. **Change in CONSULTANT's Compensation:**

The lump sum contract amount contained in the agreement is hereby increased from \$2,094,318 to **\$2,164,818**. Payment to the CONSULTANT shall be made based on the lump sum amounts for Phase 1, Phase 2, and 2015 Water Quality Sampling services. Monthly Progress Payments shall be based on the following revised Schedule of values for tasks and subtasks. Billings for laboratory services will be based on the actual amount of the laboratory allowance used for analytical testing. This table shall supersede previous Schedule of Values contained in the Agreement or prior Amendments.

All other terms and conditions remain unchanged.

CLIENT

CONSULTANT

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Date

Date

DRAFT

**Revised Schedule of Values – Change Order 3
Willow Road Stormwater Tunnel and Area Drainage Improvements
July 31, 2015**

| Phase 1/Task/Subtask Description | Current Task Value | Adjusted Task Value | Status |
|--|---------------------------|----------------------------|-------------------------|
| Phase 1 – Preliminary Design and Permitting | | | |
| Tasks 1.1 through 1.3 | \$815,098 | \$815,098 | Authorized and Complete |
| Task 1.4 – Construction Management Selection Process | \$54,220 | \$54,220 | Not Authorized |
| Phase 1 Total | \$869,318 | \$869,318 | |

| Phase 2/Task/Subtask Description | Current Task Value | Adjusted Task Value | Status |
|--|---------------------------|----------------------------|----------------|
| Phase 2 – Engineering | | | |
| Task 2.1 – Phase 2 Engineering | \$1,107,133 | | |
| Permitting Activities (June – Dec 2015) | | \$63,690 | Authorized |
| Add'l Modeling/Process Development | | \$25,325 | Not Authorized |
| Remaining Phase 2 Engineering | | \$1,018,118 | Not Authorized |
| Task 2.2 – Phase 2 Project Management | \$73,992 | | |
| Phase 2 Project Management (June – Dec 2015) | | \$21,865 | Authorized |
| Remaining Phase 2 Project Management | | \$52,127 | Not Authorized |
| Task 2.3 – Phase 2 Outreach | \$43,875 | \$43,875 | Not Authorized |
| Phase 2 Total | \$1,225,000 | \$1,225,000 | |

| 2015 Water Quality Sampling | Current Task Value | Adjusted Task Value | Status |
|--|---------------------------|----------------------------|----------------|
| 2015 Water Quality Sampling | | | |
| Coordination/Sampling/Analysis/Reporting | \$0 | \$48,500 | Change Order 3 |
| Laboratory Analysis | \$0 | \$22,000 | Change Order 3 |
| 2015 Water Quality Sampling Total | \$0 | \$70,500 | |

| Total Contract Amount | Current Value | Adjusted Value | |
|------------------------------|----------------------|-----------------------|--|
| Total Contract Amount | \$2,094,318 | \$2,164,818 | |

Table 2 –List of Water Quality Parameters to be Analyzed: 2015 Water Quality Sampling

| STORET Code | Description | Category | MRL per IEPA* | Method | Lab MRL | Sample Type |
|-------------|---|----------|---------------|---------------|-------------------|----------------|
| 00061 | Flow, Stream, Instantaneous | PHY | - | NA | NA | <i>In situ</i> |
| 00154 | Sulfate (as S) Whole Water | ION | - | SM 4500 SO4-E | 5.0 mg/L | ISCO |
| 00310 | BOD, 5-day, 20 deg (Biochemical Oxygen Demand) | PHY | - | SM 5210-B | 2.0 mg/L | ISCO |
| 00400 | pH (standard units) | PHY | - | multimeter | - | <i>In situ</i> |
| 00556 | Oil & Grease (Freon Extr.-Grav Meth Tot, Rec) | PHY | 5.0 mg/L | EPA 1664-B | 5.0 mg/L | Grab |
| 00610 | Nitrogen, Ammonia, Total (as N) | NUT | - | SM 4500-NH3-G | 0.2 mg/L | ISCO |
| 00620 | Nitrate Nitrogen Total (as N) | NUT | - | SM 4500 NO3-F | 0.1 mg/L | ISCO |
| 00665 | Phosphorus, Total (as P) | ION | - | SM 4500 P E | 0.05 mg/L | ISCO |
| 00718 | Cyanide, Weak Acid Dissociable | ION | 0.005 mg/L | SM 4500 CN I | 0.005 mg/L | Grab |
| 00722 | Cyanide, Free (Amenable to Chlorination) | ION | 0.005 mg/L | SM 4500 CN-G | 0.005 mg/L | Grab |
| 00900 | Hardness, Total (as CaCO3) | ION | - | SM 2340-B | 1.32 mg/L | ISCO |
| 00940 | Chloride, Total in Water | ION | - | SM 4500 CL-E | 2.0 mg/L | ISCO |
| 00951 | Fluoride, Total (as F) | ION | 0.1 mg/L | SM 4500 F C | 0.1 mg/L | ISCO |
| 01002 | Arsenic, Total (as As) | MET | 0.05 mg/L | SM 200.8 | 0.001 mg/L | ISCO |
| 01007 | Barium, Total (as Ba) | MET | 0.5 mg/L | SM 200.8 | 0.0025 mg/L | ISCO |
| 01027 | Cadmium, Total (as Cd) | MET | 0.001 mg/L | SM 200.8 | 0.0005 mg/L | ISCO |
| 01032 | Chromium, Hexavalent (as Cr)(grab) | MET | 0.01 mg/L | SM 3500 Cr-B | 0.01 mg/L | Grab |
| 01034 | Chromium, Total (as Cr) | MET | 0.05 mg/L | SM 200.8 | 0.005 mg/L | ISCO |
| 01042 | Copper, Total (as Cu) | MET | 0.005 mg/L | SM 200.8 | 0.002 mg/L | ISCO |
| 01045 | Iron, Total (as Fe) | MET | 0.5 mg/L | SM 200.8 | 0.1 mg/L | ISCO |
| 01046 | Iron, Dissolved (as Fe) | MET | 0.5 mg/L | SM 200.8 | 0.1 mg/L | ISCO |
| 01051 | Lead, Total (as Pb) | MET | 0.05 mg/L | SM 200.8 | 0.0005 mg/L | ISCO |
| 01055 | Manganese, Total (as Mn) | MET | 0.5 mg/L | SM 200.8 | 0.0025 mg/L | ISCO |
| 01067 | Nickel, Total (as Ni) | MET | 0.005 mg/L | SM 200.8 | 0.002 mg/L | ISCO |
| 01077 | Silver, Total (as Ag) | MET | 0.003 mg/L | SM 200.8 | 0.0005 mg/L | ISCO |
| 01092 | Zinc, Total (as Zn) | MET | 0.025 mg/L | SM 200.8 | 0.020 mg/L | ISCO |
| 01147 | Selenium, Total (as Se) | MET | 0.005 mg/L | SM 200.8 | 0.0025 mg/L | ISCO |
| 31625 | Fecal Coliform, MF, M-FC, 0.7 µm | BAC | - | Colilert-18 | 1 MPN/100mL | Grab |
| 32730 | Phenolics, Total Recoverable (grab) | VOC | 0.005 mg/L | EPA 420.4 | 0.005 mg/L | Grab |
| 71900 | Mercury, Total (as Hg) (using USEPA Method 1631 or equivalent) (grab) | MET | 1.0 ng/L | EPA 1631E | 0.5 ng/L | Grab |
| 85801 | TSS, Total Suspended Solids in Water | OTH | - | SM 2540-D | 5.0 mg/L | ISCO |
| 99906 | Escherichia Coliform (E. Coli) | BAC | - | Colilert-18 | 1 MPN/100mL | Grab |
| 00089 | Chemical Oxygen Demand | OTH | - | SM 5220C | 10.0 mg/L | ISCO |
| 00094 | Specific Conductance | PHY | - | multimeter | TBD | <i>In situ</i> |
| 00010 | Temperature | PHY | - | multimeter | - | <i>In situ</i> |
| 70301 | Total Dissolved Solids | OTH | - | SM 2540C | 10.0 mg/L | ISCO |
| NA | Polycyclic Aromatic Hydrocarbons (PAHs) | VOC | - | SM 8270D | 16 com- pounds | ISCO |

* personal communication with Bob Mosher of IEPA (March 2014)

**WATER QUALITY MONITORING AMENDMENT (Change Order 3)
PRELIMINARY BUDGET
WILLOW ROAD STORMWATER TUNNEL AND AREA DRAINAGE IMPROVEMENTS**

MWH Americas, Inc.
July 31, 2015

| | | 2014 Water Quality Monitoring | | 2015 Water Quality Monitoring | | Comments |
|---|--------------------------------------|-------------------------------|----------------|-------------------------------|---------------|---|
| | | Village Expenses | MWH Billings | Village Expenses | MWH Billings | |
| Water Quality Sampling Equipment (purchase by Village) | | | | | | |
| | Gasvoda - Equipment Purchase | \$ 21,001 | | \$ - | | City owns samplers. Minor allowance for purchase of new tubing or other accessories that may be required. |
| | Allowance for Additional Items | \$ 1,999 | | \$ 1,000 | | |
| | MWH Mark-up on Subcontracts, Directs | \$ - | | \$ - | | |
| | Subtotal | \$ 23,000 | | \$ 1,000 | | |
| Flow Monitoring Lease/Equipment Installation (Village PO) | | | | | | |
| | Gasvoda - Flow Monitoring Services | \$ 29,900 | | \$ 27,728 | | Waiting on quote. Expect cost for installation of samplers and rental of 1-2 meters to be between \$10,000 and \$20,000. Should have firm quote by Tuesday 8/4/15. |
| | Contingency for Additional Effort | \$ 1,600 | | \$ - | | |
| | MWH Mark-up on Subcontracts, Directs | \$ - | | \$ - | | |
| | Subtotal | \$ 31,500 | | \$ 27,728 | | |
| Analytical Services | | | | | | |
| | Laboratory Services - TestAmerica | | \$ 16,500 | | \$ 20,000 | Laboratories have agreed to hold to analysis costs from previous work. Budget includes analysis for samples from 3-4 events, first flush samples from two locations, grab samples from the Cherry St. outfall, and various blanks and duplicates. |
| | Laboratory Services - STAT | | \$ 1,600 | | | |
| | Laboratory Services - Contingency | | \$ 1,900 | | | |
| | MWH Mark-up on Subcontracts, Directs | | \$ 2,000 | \$ 2,000 | | |
| | Subtotal | | \$ 22,000 | \$ 22,000 | | |
| Consulting Services | | | | | | |
| | Program Planning/Coordination | | \$ 9,850 | \$ 4,925 | \$ 31,375 | 2014 Sampling Plan to be re-used with minor modifications. Dry weather sampling replaced with additional grabs at Cherry. Overall program period is extended from 8-12 weeks. |
| | Sampling/Monitoring Services | | \$ 26,450 | \$ 12,200 | | |
| | Data Analysis and Reporting | | \$ 12,200 | \$ 12,200 | | |
| | Subtotal | | \$ 48,500 | \$ 48,500 | | |
| Subtotals | | \$ 54,500 | \$ 70,500 | \$ 28,728 | \$ 70,500 | |
| Total Sampling Program Costs | | \$ | 125,000 | \$ | 99,228 | |

2015 Water Quality Sampling Program - MWH Level of Effort and Labor Billings

Village of Winnetka, IL

| | Company Officer | Lead | Senior | Professional | Admin | Labor Total | Directs (w/ markup) | Task Total |
|-----------------------------|-----------------|--------|--------|--------------|--------|--------------|---------------------|--------------|
| Billing Rate (\$/hr) | \$ 240 | \$ 175 | \$ 140 | \$ 120 | \$ 100 | | | |
| Level of Effort | | | | | | | | |
| Planning/Coordination | 4 | 0 | 10 | 0 | 4 | \$ 2,760.00 | \$ 2,165.00 | \$ 4,925.00 |
| Sampling/Monitoring | 2 | 0 | 122 | 98 | 4 | \$ 29,720.00 | \$ 1,655.00 | \$ 31,375.00 |
| Analysis/Reporting | 6 | 4 | 36 | 38 | 4 | \$ 12,140.00 | \$ 60.00 | \$ 12,200.00 |
| Total | 12 | 4 | 168 | 136 | 12 | \$ 44,620.00 | \$ 3,880.00 | \$ 48,500.00 |

Note: Planning/Coordination Directs includes allowance for purchase of water quality multi-meter



WILLOW ROAD STORMWATER TUNNEL
AND AREA DRAINAGE IMPROVEMENTS (STADI)

SCOPE OF WORK FOR
FLOW MONITORING AND ASSISTANCE WITH
AUTOMATIC WATER QUALITY SAMPLING

JULY 29, 2015

1. FLOW MONITORING AND ASSISTANCE WITH AUTOMATIC WATER QUALITY SAMPLING

1.1. Water Quality Sample Locations

Automatic water quality samplers will be installed at 4 locations in the Village of Winnetka, IL (Figure 1).

- Elder Lane Park
- Hibbard Road Box Culvert
- Birch Street Box Culvert
- Provident Avenue and Willow Road

1.1.1. Elder Lane Park - Outfall to Lake Michigan

| | |
|------------------------------------|---|
| Sampling Location | Manhole in Elder Park (see photo below) |
| Depth to Storm Sewer Invert (feet) | ~15 |
| Storm Sewer Diameter (inches) | 24 |
| Sampler Type | ISCO 6712 |
| Flow Monitoring Equipment | Area Velocity with mounting band |
| Trigger for WQ Sampling | Flow Meter |
| Equipment Security | Isco Pro-Hanger |
| Strainer Type | Low-flow stainless steel |



1.1.2. Hibbard Road Box Culvert - Outfall to Skokie River

| | |
|------------------------------------|--|
| Sampling Location | Box culvert at open channel west of Hibbard Road (see photo below) |
| Depth to Storm Sewer Invert (feet) | NA |
| Storm Sewer Diameter (inches) | 96 x 72 |
| Sampler Type | ISCO 6712 |
| Flow Monitoring Equipment | None (Option = Ultrasonic + Laser) |
| Trigger for WQ Sampling | Rain gauge |
| Equipment Security | Locking harness |
| Strainer Type | Standard weighted polypropylene |



1.1.3. Birch Street Box Culvert

| | |
|------------------------------------|---|
| Sampling Location | Box culvert at Birch Street, one block north of Winnetka Ave. (see photo below) |
| Depth to Storm Sewer Invert (feet) | NA |
| Storm Sewer Diameter (inches) | 36 x 48 |
| Sampler Type | ISCO GLS |
| Flow Monitoring Equipment | None |
| Trigger for WQ Sampling | Rain gauge |
| Equipment Security | Locking harness |
| Strainer Type | Low-flow stainless steel |
| Weir | Custom made straight plywood weir (max. height 6" above existing silt invert) |



1.1.4. Provident Avenue and Willow Road

| | |
|------------------------------------|--|
| Sampling Location | Northwest corner of Provident Avenue and Willow Road (see photo below) |
| Depth to Storm Sewer Invert (feet) | ~10 |
| Storm Sewer Diameter (inches) | 48 |
| Sampler Type | ISCO GLS |
| Flow Monitoring Equipment | None |
| Trigger for WQ Sampling | Rain gauge |
| Equipment Security | Isco Pro-Hanger |
| Strainer Type | Standard weighted polypropylene |



1.2. Sampling Schedule

- Summer/Fall 2015 (mid-August to mid-November) – The goal is to capture data for 3 significant rainfall events with automated samplers within a 3 month period.

1.3. WQ Equipment Setup and Flow Monitoring Scope of Work

The subcontractor shall perform the following tasks for MWH:

1.3.1. Installation and Setup

- **Elder Lane Park Flow Meter.** Subcontractor shall install flow meter, data logger, battery, and appurtenant equipment to monitor flows at the Elder Lane Park sampling location shown in Figure 1. The subcontractor shall provide a mounting band, clamps, and/or other appurtenant equipment required for the installation and operation of the flow meter.
- **Install Water Quality Samplers.** Subcontractor shall install the automatic water quality sampling equipment, including automatic sampler, suction tubing, mounting equipment, batteries, and appurtenant equipment at each of the 4 sites. Tubing and strainer shall be securely fastened to remain in place during full sewer flows.
- **Birch Street Weir.** Subcontractor shall fabricate and install a straight-top plywood weir at the Birch Street box culvert sampling location. The top of the weir shall not exceed 6 inches above the existing silt level in the box culvert.
- **Install Rain Gauges.** Subcontractor shall install 3 rain gauges (Hibbard, Birch, and Provident/Willow), connected to automatic samplers to trigger sampling events (using actuators boxes for the GLS model samplers). At the Elder Lane Park stie, the automatic sampler shall be triggered by the flow meter.
- **Initial Set Up of Water Quality Samplers.** Subcontractor shall perform initial set-up of all water quality automatic sampling equipment. MWH personnel will join subcontractor in the field for one day to review the automatic water quality sampling equipment set-up and operation protocols. Flow meter sampling interval shall be 1 minute.

1.3.2. Bi-Weekly Monitoring and Maintenance

- Subcontractor shall make trips **every 2 weeks** to each of the flow monitoring locations to upload flow meter data and reset equipment. Raw data from the flow meters and from the rain guage at Hibbard Road shall be emailed to MWH in spreadsheet or comma delimited format within 48 hours of data upload.
- While uploading data, Subcontractor shall inspect and maintain flow meter equipment. The subcontractor shall verify connections, debris and siltation at strainer, mounting status, battery charge, data logger function, and other tasks to confirm flow meter system functionality.

1.3.3. Equipment Removal

- At the end of the sampling program, when requested by MWH, subcontractor shall remove all equipment and shall deliver equipment owned by the Village of Winnetka to the Department of Public Works.

1.3.4. Equipment Rental

- Costs for renting flow meters with appurtenant flow equipment shall be listed separately.

1.3.5. Fiberglass Enclosure

- Costs for purchasing fiberglass enclosures for the automatic water quality samplers shall be listed separately, and shall include assembly, delivery, taxes, and all associated charges.

1.3.6. Rent Software

- Rent software and cables to MWH so that MWH can:
 - a. Reset the flow meter trigger at Elder Lane Park and
 - b. Upload Hibbar Road Box Culvert rainfall data from 6712 Automatic Water Quality Sampler.

1.3.7. OPTIONAL ITEMS

- If selected, the Subcontractor shall install and maintain a flow meter at the Hibbard Road Box Culvert site.
 - a. Install and setup an Ultrasonic and Laser Flow Meter System.
 - b. Perform bi-weekly monitoring and maintenance on the Hibbard flow meter.
 - c. Rent the Ultrasonic and Laser Flow Meter equipment.
- If selected, the Subcontractor shall rent fiberglass enclosures in lieu of purchasing enclosures.

1.4. Provided by Others

- The Village will install 3 posts for the rain gauges.
- The Village will provide chains and locks to secure automatic samplers with locking harnesses to nearby trees or structures.
- The Village will maintain the automatic water quality samplers during the study (e.g., by supplying fresh batteries, collecting samples, switching out bottles).
- The Village will have the automatic sampling equipment used last year available at the Village of Winnetka Department of Public Works garage for pickup prior to installation.

2. COST PROPOSAL

| ID | Task | Unit | Quantity | Equipment No. | Unit Cost | Total Cost |
|--------------|--|-------|----------|---------------|-----------|------------|
| 1 | Installation and Setup 1 area velocity flow meter, 4 automatic water quality samplers, 3 rain gauges, and appurtenant equipment | LS | 1 | | \$6,400 | \$6,400 |
| 2 | Bi-Weekly Monitoring and Maintenance | Month | 3 | | \$3,120 | \$9,360 |
| 3 | Equipment Removal | LS | 1 | | \$2,200 | \$2,200 |
| 4 | Equipment Rental – Area Velocity Flow Meter | Month | 3 | Model 2150 | \$1,400 | \$4,200 |
| 5 | Fiberglass Enclosure (Purchase) | EA | 2 | Storm Box | \$2,100 | \$4,200 |
| 6 | Rent Software | Month | 3 | Flowlink | \$456 | \$1,368 |
| TOTAL | | | | | | \$27,728 |

| | OPTIONAL Task | Unit | Quantity | Equipment No. | Unit Cost | Total Cost |
|----|---|-------|----------|---------------|-----------|------------|
| A | Fiberglass Enclosure (Rentals) 1 for Birch and 1 for Elder | Month | 6 | Storm Box "L" | \$500 | \$3,000 |
| B | Ultrasonic and Laser Flow Meter at Hibbard Road Box Culvert | | | | | |
| B1 | Equipment Rental | Month | 3 | Model 2160 | \$1,800 | \$5,400 |
| B2 | Install and Setup | LS | 1 | | \$520 | \$520 |
| B3 | Biweekly Monitoring and Maintenance | Month | 3 | | \$260 | \$780 |

Hourly labor rate for additional effort beyond scope of work

\$ 130/hr/man + travel time and mileage



Agenda Item Executive Summary

Title: Ordinance No. M-16-2015: Request for Village to Vacate Alley Right-of-Way Adjacent to 319 Fairview Avenue (Introduction)

Presenter: Mike D'Onofrio, Director of Community Development

Agenda Date: 08/18/2015

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

Consent: YES NO

Item History:

July 7, 2015 Council Meeting, Agenda Packet pp. 185-215

Executive Summary:

The owners of 319 Fairview Avenue have expressed interest in acquiring a portion of an unused alley adjacent to their rear lot line. The area in question measures 10' x 50', measured to the centerline of the unimproved alley.

The alley in question has never been improved with pavement, and all homes on the block have been developed with front driveways rather than use the alley in question. As a result, the Village has previously sold portions of the same alley to four (4) nearby property owners, between 1997 and 2001.

Prior sales have been subject to (a) payment of established fair market value for the land, (b) provision of utility easements for existing and future Village utilities, and (c) payment of other fees such as appraisal, document preparation and recording fees. Specific to this request, an appraisal of the property conducted by Realvaluation Services, established a market value of \$16,500. Additionally, other expenses associated with the vacation total \$2,750 and include document preparation (ordinance, plats of vacation and consolidation) and recording fees. Combined, the remuneration which the Village would receive for vacation of the 500 s.f. of the unimproved alley would be \$19,250.

Recommendation:

Consider a motion to introduce Ordinance No. M-16-2015, authorizing staff to execute and record the Plat of Vacation and Plat of Consolidation subject to receipt of payment totaling \$19,250.

Attachments:

- 1) Agenda Report
- 2) Attachment A – Ordinance No. M-16-2015

AGENDA REPORT

SUBJECT: Ordinance M-16-2015: Vacating and sale of public alley, 319 Fairview Avenue

PREPARED BY: Brian Norkus, Assistant Director of Community Development

REF: July 7, 2015 Council agenda, pp: 185 - 215

DATE: August 12, 2015

The owners of 319 Fairview Avenue have expressed interest in acquiring a 10' x 50' area of an unimproved, unused alley adjacent to their rear lot line. The Village has previously approved the vacation and sale of similarly configured alley areas in four (4) prior instances on the same block.

On July 7, 2015 the Village Council gave favorable policy direction on the requested sale, authorizing staff to prepare documents for the sale of the property at the appraised value of \$16,500. Additional fees totaling \$2,750 are to be paid by the purchaser, including the full cost of property appraisal, preparation of plats, recording fees, and Ordinance preparation.

Ordinance M-16-2015 (Attachment A) grants final approval of the sale, and authorizes the Village President to execute the Plat of Vacation and Plat of Consolidation. Upon receipt of funds in the amount of \$19,250, the plats will be executed and filed by the Village with the Cook County Recorder of Deeds.

The Plat of Consolidation grants an easement to the Village for public utilities across the east five (5) feet of the consolidated lot, as required by the Village Water and Electric Department. Both plats have been reviewed and approved by all appropriate Village Departments.

Recommendation

Consider a motion to introduce Ordinance M-16-2015, authorizing staff to execute and record the Plat of Vacation and Plat of Consolidation subject to receipt of payment totaling \$19,250.

Attachments

Attachment A – Ordinance M-16-2015

ATTACHMENT A

ORDINANCE NO. M-16-2015

**AN ORDINANCE VACATING A PORTION OF PUBLIC ALLEY RIGHT-OF-WAY
AND APPROVING A PLAT OF CONSOLIDATION
(319 Fairview Avenue)**

WHEREAS, the Village 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, the Village has the power to vacate alleys pursuant to Section 11-91-1 of the Illinois Municipal Code, 65 ILCS 5/11-91-1, and its home rule powers; and

WHEREAS, the Village owns the unimproved public alley right-of-way generally located between and parallel to Fairview Avenue and Woodland Avenue and between and perpendicular to Willow Road and Hawthorn Lane in the Village ("**Right-of-Way**"); and

WHEREAS, Wesley Ward and Laura Kenneally (collectively, "**Receiving Property Owners**") are the record owners of the property commonly known as 319 Fairview Avenue in the Village and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Receiving Property**"); and

WHEREAS, the Receiving Property Owners have requested: (i) the vacation of a portion of the Right-of-Way located adjacent to, and to the east of, the Receiving Property ("**Vacated Parcel**"), which Vacated Parcel is legally described in, and depicted on, the Plat of Vacation prepared by Thomas R. Krohn, consisting of one sheet, and dated July 29, 2015, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B** ("**Plat of Vacation**"); and (ii) the consolidation of the Vacated Parcel into the Receiving Property; and

WHEREAS, the subdivision and consolidation procedures set forth in Section 16.08.010 of the Village Code of the Village of Winnetka do not apply to the voluntary consolidation of property located in any single-family zoning district of the Village; and

WHEREAS, the Receiving Parcel and the Vacated Parcel are located in the R-5 Single-Family Residential District of the Village; and

WHEREAS, the Village Council has determined that it is in the best interest of the Village and its residents to vacate the Vacated Parcel and to consolidate the Vacated Parcel into the Receiving Property;

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

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

SECTION 2: DETERMINATION OF PUBLIC BENEFIT. The Village Council hereby finds and determines that the Village's continued ownership of the Vacated Parcel does not benefit the public and is no longer necessary or useful to, or in the best interests of, the Village.

SECTION 3: CERTIFICATION. The Village Council hereby certifies that the Vacated Parcel is located entirely within the corporate limits and is subject to the jurisdiction of the Village of Winnetka.

SECTION 4: VACATION. Subject to and contingent upon the satisfaction of the condition set forth in Section 5 of this Ordinance, the Village Council hereby approves the vacation of the Vacated Parcel in accordance with the following provisions:

A. **Approval of Plat of Vacation.** The Plat of Vacation is approved in substantially the form attached to this Ordinance as Exhibit B and in a final form approved by the Village Attorney.

B. **Authorization.** The Village President, Village Engineer, and Village Collector are authorized and directed to execute, and the Village Clerk is authorized and directed to attest, on behalf of the Village, the final Plat of Vacation.

C. **Approval of Vacation.** The Vacated Parcel will be vacated and closed to public use, and title to the Vacated Parcel will be transferred to the Receiving Property Owners, upon the effective date of this Ordinance.

SECTION 5: CONDITION OF VACATION. The vacation of the Vacated Parcel provided for in Section 4 of this Ordinance is subject to and contingent upon payment by the Receiving Property Owners to the Village of the amount of \$19,250.00, which amount is equal to the costs and expenses incurred by the Village related to the vacation of the Vacated Parcel, including, without limitation, compensation in an amount equal to the fair market value of the Vacated Parcel.

SECTION 6: CONSOLIDATION. Subject to and contingent upon the vacation of the Vacated Parcel pursuant to, and in accordance with, Sections 4 and 5 of this Ordinance, the Village Council hereby approves the consolidation of the Vacated Parcel into the Receiving Property in accordance with the following provisions:

A. **Approval of Plat of Consolidation.** The Final Plat of Ward Consolidation prepared by Thomas R. Krohn, consisting of one sheet, and dated July 29, 2015, is hereby approved in substantially the form attached to and, by this reference, made a part of this Ordinance as **Exhibit C** ("***Plat of Consolidation***") and in a final form approved by the Village Attorney.

B. **Authorization.** The Village President, Village Water and Electric Director, Village Community Development Director, Village Engineer, and Village Collector are authorized and directed to execute, and the Village Clerk is authorized to attest, on behalf of the

Village, the final Plat of Consolidation, subject to certification by the Office of the Cook County Clerk that there are no property tax delinquencies related to the Receiving Property, as well as all other certifications that are necessary.

C. Approval of Consolidation. The Vacated Parcel will be consolidated into the Receiving Property upon the effective date of this Ordinance.

SECTION 7: EASEMENTS RESERVED. Perpetual easements are hereby reserved for public and municipal utility purposes, including, without limitation, water, sanitary sewer, storm sewer, electric, natural gas, cable television, and telephone, and including the right to survey, construct, operate, use, maintain, own, test, inspect, repair, renew, alter, remove, replace, or abandon in place: (a) such public and municipal utilities and appurtenances thereto across, through, and under the Vacated Parcel as are existing as of the effective date of this Ordinance; and (b) such public and municipal utilities and appurtenances thereto that may be constructed or installed after the effective date of this Ordinance across, through, and under the east five feet of the Vacated Parcel, as depicted on the Plat of Dedication; provided, however, that no public utility may exercise its rights under this reservation of easement rights without the prior written consent of the Village Engineer.

SECTION 8: RECORDATION. After satisfaction of all of the conditions and requirements set forth in Sections 1 through 7 of this Ordinance, the Village Manager is authorized and directed to cause a certified copy of this Ordinance, together with the executed Plat of Vacation and Plat of Dedication, to be recorded with the Cook County Recorder of Deeds.

SECTION 9: EFFECTIVE DATE.

A. This Ordinance shall take effect only after the occurrence of each and all of the following conditions:

1. The passage and approval of this Ordinance by the affirmative vote of three-fourths of the Village Trustees now holding office;
2. The satisfaction of the condition of vacation set forth in Section 5 of this Ordinance;
3. Publication of this Ordinance in pamphlet form in the manner required by law; and
4. The recordation of this Ordinance together with the executed Plat of Vacation and Plat of Dedication with the office of the Cook County Recorder of Deeds

B. In the event that the Receiving Property Owners do not comply with the condition of vacation set forth in Section 5 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 and effect.

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

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2015.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees
of the Village of Winnetka,
Illinois, this ____ day of _____,
2015.

Introduced: August 18, 2015

Passed and Approved: _____, 2015

EXHIBIT A

LEGAL DESCRIPTION OF RECEIVING PROPERTY

Lot 14 in Block 3 in Dale's Addition to the Village of Winnetka, said Addition being a subdivision of the North 7.50 chains of the Southeast Fractional Quarter of Section 21, Township 42 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as: 319 Fairview Avenue, Winnetka, Illinois.

EXHIBIT B
PLAT OF VACATION

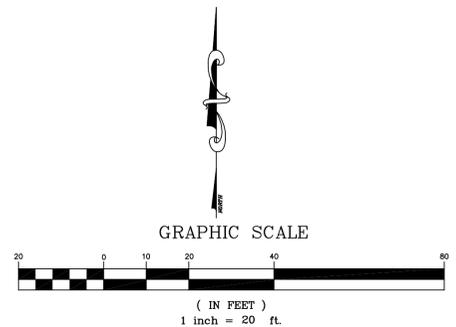
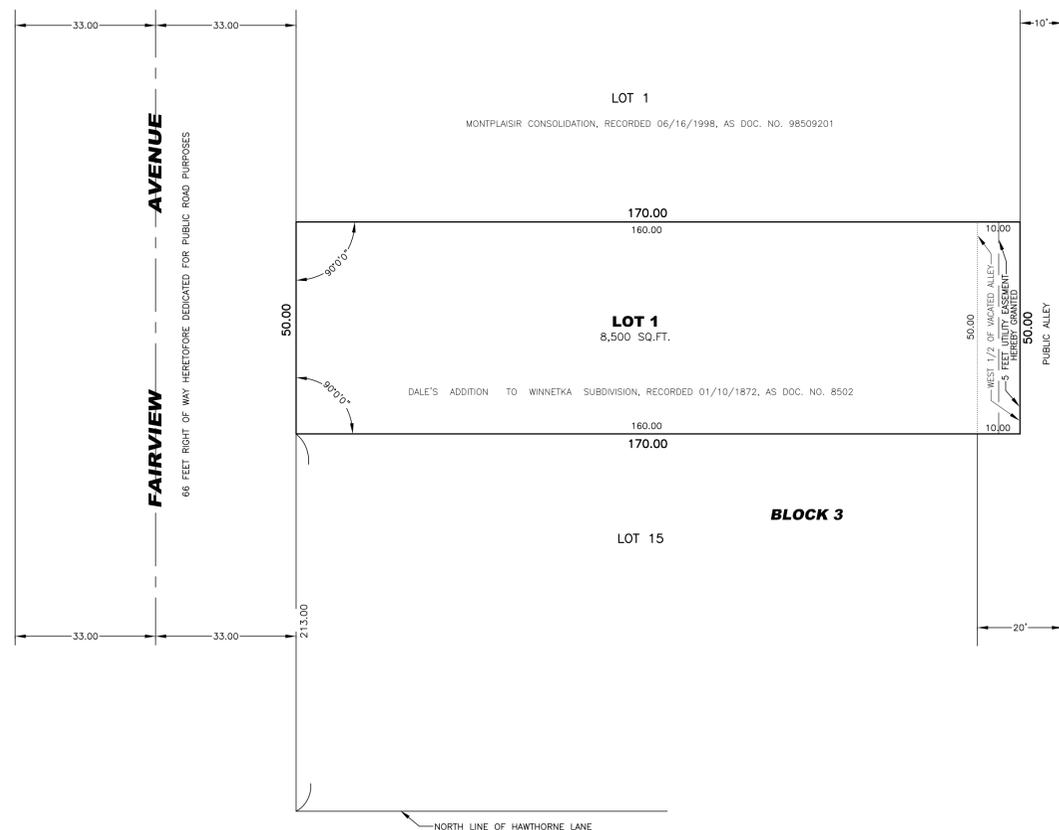
(SEE ATTACHED EXHIBIT B)

EXHIBIT C
PLAT OF CONSOLIDATION

(SEE ATTACHED EXHIBIT C)

FINAL PLAT OF WARD CONSOLIDATION

OF LOT 14 AND THE WEST HALF OF THE VACATED ALLEY LYING EAST OF AND ADJACENT TO SAID LOT 14 IN BLOCK 3 IN DALE'S ADDITION TO WINNETKA, A SUBDIVISION OF THE NORTH 7.50 CHAINS OF THE SOUTHEAST FRACTIONAL QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



This plat submitted for recording by:
 Name: VILLAGE OF WINNETKA
 Address: 510 GREEN BAY ROAD
 City: WINNETKA
 State: ILLINOIS Zip 60093

PERMANENT INDEX NUMBER: 05-21-401-009-0000

TAX BILL RECIPIENT:
 WESLEY WARD & LAURA KENNEALLY
 319 FAIRVIEW AVENUE
 WINNETKA, ILLINOIS 60093

OWNER'S CERTIFICATE:

State of Illinois }
 County of Cook } s.s.

We, Wesley Ward & Laura Kenneally, do hereby certify that we are the owners of the property described hereon and that we have caused the said property to be surveyed and resubdivided as shown hereon as the Ward Consolidation and legally described on the plat of the same name.

Dated this ____ day of _____, A.D. 20__.

 Owner's Signature

 Owner's Signature

NOTARY CERTIFICATE:

State of Illinois }
 County of Cook } s.s.

I, _____ a Notary Public in and for said County in the State

aforsaid do hereby certify that _____ personally known to me to be the same persons whose names are subscribed to the foregoing instrument as owners of the property described hereon, appeared before me this day in person and acknowledged that they signed and delivered this plat as their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, A.D. 20__.

 Notary Public

MORTGAGE CERTIFICATE:

State of _____ }
 County of _____ } s.s.

U.S. Bank Home Mortgage
 P.O. Box 21948
 Eagan, MN 55121

This is to certify that _____ U.S. Bank Home Mortgage as mortgagee under the provisions of that certain mortgage and assignments of rents dated _____ recorded in the public records of _____ County, _____ on _____ as Document No. _____ is the mortgage of the property described on the plat of subdivision and does hereby consent to and acknowledge and adopt said plat.

Dated this ____ day of _____, A.D. 20__.

By: _____
 (Vice) President

Attest: _____
 Secretary

NOTARY CERTIFICATE:

State of _____ }
 County of _____ } s.s.

I, _____ a Notary Public in and for said County in the State

aforsaid do hereby certify that _____ personally known to me to be the same persons whose names are subscribed to the foregoing instrument as owners of the property described hereon, appeared before me this day in person and acknowledged that they signed and delivered this plat as their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, A.D. 20__.

 Notary Public

MORTGAGE CERTIFICATE:

State of _____ }
 County of _____ } s.s.

TCF National Bank
 101 E. 5th Street, Suite 101
 St. Paul, MN 55101

This is to certify that _____ TCF National Bank as mortgagee under the provisions of that certain mortgage and assignments of rents dated _____ recorded in the public records of _____ County, _____ on _____ as Document No. _____ is the mortgage of the property described on the plat of subdivision and does hereby consent to and acknowledge and adopt said plat.

Dated this ____ day of _____, A.D. 20__.

By: _____
 (Vice) President

Attest: _____
 Secretary

NOTARY CERTIFICATE:

State of _____ }
 County of _____ } s.s.

I, _____ a Notary Public in and for said County in the State

aforsaid do hereby certify that _____ personally known to me to be the same persons whose names are subscribed to the foregoing instrument as owners of the property described hereon, appeared before me this day in person and acknowledged that they signed and delivered this plat as their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, A.D. 20__.

 Notary Public

SURVEYOR'S CERTIFICATE:

State of Illinois }
 County of Cook } s.s.

I, Thomas R. Krohn an Illinois licensed land surveyor do hereby certify that I have surveyed and subdivided the following described property: LOT 14 AND THE WEST HALF OF THE VACATED ALLEY LYING EAST OF AND ADJACENT TO SAID LOT 14 IN BLOCK 3 IN DALE'S ADDITION TO WINNETKA, A SUBDIVISION OF THE NORTH 7.50 CHAINS OF THE SOUTHEAST FRACTIONAL QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

All dimension are in feet and decimal parts thereof. I further certify that the property shown hereon is identified as Zone "X" (Unshaded), areas determined to be outside the 0.2% annual chance floodplain and is not situated in a special flood hazard area, by the Federal Emergency Management Agency, as per The Flood Insurance Rate Map, Village of Winnetka Community Number 170176, Map 233 of 832, Panel No. 17031C0251 J, effective date August 19, 2008.

I further certify that the property shown hereon is situated within the corporate limits of the Village of Winnetka, Illinois.

Dated this 29th day of July, 2015.

 Thomas R. Krohn
 Illinois Licensed Land Surveyor No. 3000



State of Illinois
 County of Cook SS

Approved this ____ day of _____, 20__ by the VILLAGE PRESIDENT AND BOARD OF TRUSTEES of the Village of Winnetka, Cook County, Illinois.

 Village President

 Village Clerk

State of Illinois
 County of Cook SS

Approved this ____ day of _____, 20__ by the DIRECTOR OF THE WATER AND ELECTRIC DEPARTMENT of the Village of Winnetka, Cook County, Illinois.

 Water and Electric Director

State of Illinois
 County of Cook SS

Approved this ____ day of _____, 20__ by the DIRECTOR OF THE COMMUNITY DEVELOPMENT DEPARTMENT of the Village of Winnetka, Cook County, Illinois.

 Community Development Director

State of Illinois
 County of Cook SS

Approved this ____ day of _____, 20__ by the VILLAGE ENGINEER of the Village of Winnetka, Cook County, Illinois.

 Village Engineer

State of Illinois
 County of Cook SS

I, _____ Village Collector of the Village of Winnetka, Illinois, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments, or any deferred installments thereon that have been apportioned against the tract of land included in this plat of consolidation

Dated this ____ day of _____, 20__.

 Village Collector

GEODETIC SURVEY, LTD.
 PROFESSIONAL DESIGN FIRM NO. 184-003942
 1121 DEPOT STREET, GLENVIEW IL 60025
 TEL. (847) 904-7690; FAX (847) 904-7691

| REVISIONS | DATE |
|-----------|------|
| | |
| | |
| | |
| | |
| | |

FILE NO. 15-255
 DATE: 07/29/2015



Agenda Item Executive Summary

Title: Ordinance No. M-17-2015: Special Use Permit for Yoga and Fitness Studio in C-2 Retail Overlay District, 549 Lincoln Avenue (Introduction)

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 08/18/2015

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

Consent: YES NO

Item History:

No previous history.

Executive Summary:

The petitioners, Joann Noche and Jessica Gonzales (d/b/a Yogi Barre LLC), applied for a Special Use Permit for a boutique fitness studio at 549 Lincoln Avenue. Under the C-2 General Retail Commercial Zoning District, the proposed use is permitted as a "Health Club" for its similarity to that permitted use. Health Clubs, and by extension the proposed use, are subject to review and approval under the Village's Special Use Permit process.

Yogi Barre would include in-store classes together with the retail sale of fitness apparel and accessories. The facility would be open from 6:45 AM to 8:45 PM on weekdays and between 9:15 AM and 12:00 PM on weekends. The petitioners anticipate that there would be an average of eight students per class, and classes are an average of 50 minutes long. The petitioners indicate that they have built their class schedule to accommodate Metra commuters, and hope that a significant number of their clients will be walking from the train station, rather than driving. Class offerings would include instruction in yoga, barre and aerial fitness. In addition to classes, fitness apparel and accessories will be available for sale. These retail offerings would be located at the front of the store.

On site parking is not available at this location; however there is a public parking lot north of the site on Lincoln Avenue in addition to the on-street parking. KLOA conducted a parking study as part of the application and concluded that there would be minimal impact on parking due to the small class size and peak hours of operation. Village Engineer Saunders has reviewed the KLOA study and agrees with its conclusion.

In April 2015, the Village Council adopted Ordinance MC-3-2015, which amended the Village Zoning Code to streamline the zoning approval process for Special Use Permits within C2 Retail Overlay District. Under revised procedures, such requests no longer require an appearance before both the ZBA and Plan Commission, with such requests resting solely with the Plan Commission.

On July 22, 2015, the Plan Commission voted unanimously to find the application consistent with the eleven (11) standards for approval of such uses, as outlined in meeting minutes (Attachment B). The Plan Commission found it noteworthy that the applicant proposes a significant line of retail apparel and related accessories consistent with the intent of the retail overlay district.

Recommendation:

Consider a motion to introduce Ordinance No. M-17-2015 granting a Special Use Permit for Yogi Barre to locate within the C-2 Retail Overlay District at 549 Lincoln Avenue.

Attachments:

- Agenda Report
- Attachment A – Ordinance No. M-17-2015
- Attachment B – Draft Minutes – July 22, 2015 Plan Commission meeting
- Attachment C – Application materials
- Attachment D - Public comment received

AGENDA REPORT

SUBJECT: Ordinance M-17-2015: Special Use Permit for yoga and fitness studio to located within C-2 Retail Overlay District, 549 Lincoln Avenue

PREPARED BY: Brian Norkus, Assistant Director of Community Development

DATE: August 12, 2015

Ordinance M-17-2015 grants a Special Use Permit to allow the establishment of a yoga and fitness studio within the C-2 Retail Overlay District at 549 Lincoln Avenue.

The attached application (Attachment C) describes the proposed use as a boutique fitness studio that conducts in-store classes together with the sale of fitness apparel and accessories. Under the *C-2 General Retail Commercial Zoning District*, the proposed use is permitted as a “Health Club” for its similarity to that permitted use. Health Clubs, and by extension the proposed use, are subject to review and approval under the Village’s Special Use Permit process.

As described in the petitioner’s application, the studio will be open from 6:30 AM to 8:45 PM on weekdays and between 9:15 AM and 12:00 PM on weekends. The petitioner anticipates that there would be an average of 8 students per class, and classes are an average of 50 minutes long. The petitioner indicates that they have built their class schedule to accommodate Metra commuters, and hope that a significant number of their class clients will be walking in from the train station, rather than driving and using up parking in the district.

In addition to classes, the facility would sell high quality fitness apparel and accessories and will offer in-store group fitness classes with instruction in yoga, barre and aerial fitness. Retail offerings would be located in proximity to the retail storefront window.

On-site parking is not available at this location; however, there is a public parking lot north of the site on Lincoln Ave in addition to the on-street spaces.

The applicants have supplied a parking study, included as part of this agenda packet. The parking study concludes that there will be a minimal impact on parking due to the small class size and peak hours of operation. Village Engineer Steve Saunders has reviewed the parking study and agrees with its conclusions.

Recommendation of Advisory Board

In April 2015 the Village Council adopted Ordinance MC-3-2015, which amended the Village Zoning Code to streamline the zoning approval process for Special Use Permits within C2 Retail Overlay District. Under revised procedures, such requests no longer require an appearance before both the ZBA and Plan Commission, with such requests resting solely with the Plan Commission.

On July 22, 2015, the Plan Commission voted unanimously to find the application consistent with the eleven (11) standards for approval of such uses, as outlined in meeting minutes (Attachment B). The Plan Commission found it noteworthy that the applicant proposes a significant line of retail apparel and related accessories consistent with the intent of the retail overlay district.

Recommendation:

Consider a motion to introduce Ordinance M-17-2015 granting a Special Use Permit for Yogi Barre to locate within the C2 Retail Overlay District at 549 Lincoln Avenue.

Exhibits

Attachment A – Ordinance M-17-2015

Attachment B – Draft Minutes – July 22, 2015 Plan Commission meeting

Attachment C – Application materials

Attachment D - Public comment received

ATTACHMENT A

ORDINANCE NO. M-17-2015

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
FOR THE OPERATION OF A YOGA AND FITNESS STUDIO
WITHIN THE C-2 RETAIL OVERLAY DISTRICT OF THE VILLAGE
(549 Lincoln Avenue)**

WHEREAS, Yogi Barre, LLC ("*Applicant*"), is the lessee of the property commonly known as 549 Lincoln Avenue, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("*Subject Property*"); and

WHEREAS, Winnetka III, LLC ("*Owner*"), is the record title owner of the Subject Property; and

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

WHEREAS, the Applicant desires to operate a yoga and fitness studio at the Subject Property; and

WHEREAS, pursuant to Section 17.44.020 and the table of uses set forth in Section 17.46.010 of the Winnetka Zoning Ordinance ("*Zoning Ordinance*"), the operation of a yoga and fitness studio is not permitted within the C-2 Retail Overlay District without a special use permit; and

WHEREAS, on June 26, 2015, the Applicant filed an application for a special use permit pursuant to Section 17.44.020.B and Chapter 17.56 of the of the Zoning Ordinance to allow the operation of a yoga and fitness studio at the Subject Property ("*Special Use Permit*"); and

WHEREAS, the Owner of the Subject Property has consented to the application for the Special Use Permit filed by the Applicant; and

WHEREAS, on July 22, 2015, after due notice thereof, the Plan Commission conducted a public hearing on the proposed Special Use Permit and, by the unanimous vote of the eight 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 for the operation of a yoga and fitness studio at the Subject Property satisfies the standards for the approval of special use permits within the C-2 Retail Overlay District set forth in Chapter 17.56 and Section 17.44.020.B of the Zoning Ordinance and 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 Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: SPECIAL USE PERMIT. Subject to, and contingent upon, the terms and conditions 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.B of the Zoning Ordinance and the home rule powers of the Village, to allow the establishment and operation of a yoga and fitness studio by the Applicant at the Subject Property within the C-2 Retail Overlay 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 Operation. The Applicant must commence operation of the proposed yoga and fitness studio no later than 12 months after the effective date of this Ordinance.
- B. Compliance with Regulations. The development, use, and maintenance of 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 yoga and fitness studio at the Subject Property must be in strict accordance with the Floor Plan submitted by the Applicant, consisting of one sheet, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B**, except for minor changes and site work approved by the Director of Community Development (within his permitting authority) in accordance with all applicable Village codes, ordinances, and standards.

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

SECTION 5: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant or the Owner 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 Special Use Permit 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 Special Use Permit 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 be amended from time to time. 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 Special Use Permit 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: 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 and the Owner with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit C** 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 7.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: August 18, 2015

Passed and Approved: _____, 2015

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot 1 (except therefrom the east 72 feet) and Lot 2 (except therefrom the east 67 feet), and also except therefrom that part of Lot 2 aforesaid described as follows: Beginning at a point on the south line of Lot 2 aforesaid 67 feet west of the east line of said lot; thence north 30 feet; thence west 5 feet; thence south 30 feet to the south line of said lot, thence east along the south line of said lot, 5 feet to the point of beginning) in McGuire and Orr's Arbor Vitae Road Subdivision of Block 4 and that part of Block 5 lying east of the east line of Lincoln Avenue in Winnetka in Section 20, Township 42 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as 549 Lincoln Avenue, Winnetka, Illinois.

EXHIBIT B
FLOOR PLAN
(SEE ATTACHED EXHIBIT B)

EXHIBIT B

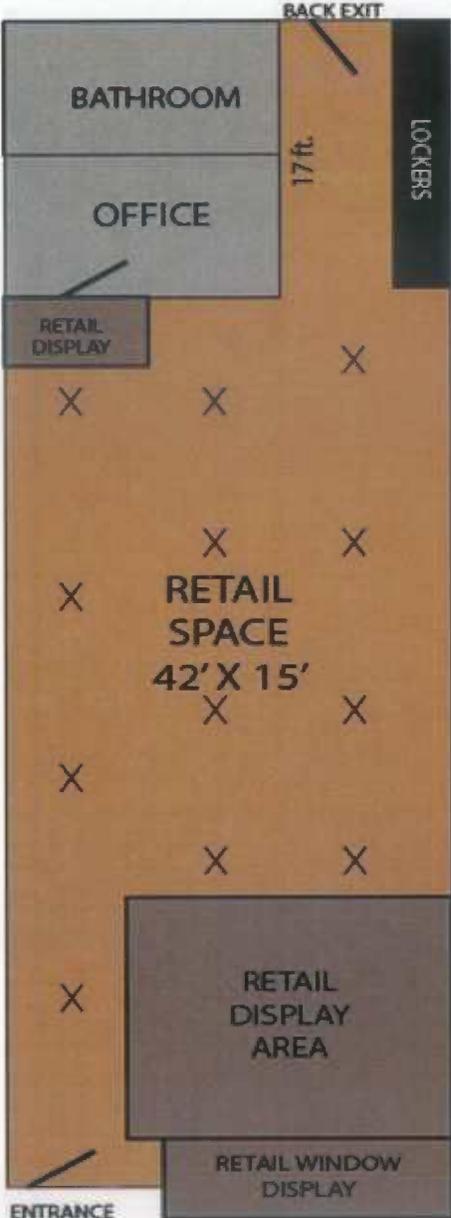


EXHIBIT C

UNCONDITIONAL AGREEMENT AND CONSENT

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

WHEREAS, Yogi Barre, LLC ("*Applicant*"), desires to operate a yoga and fitness studio located at 549 Lincoln Avenue in the Village ("*Subject Property*"); and

WHEREAS, Winnetka III, LLC ("*Owner*"), is the record title owner of the Subject Property and consents to the operation of a yoga and fitness studio by Applicant at the Subject Property; and

WHEREAS, Ordinance No. M-17-2015, adopted by the Village Council on _____, 2015 ("*Ordinance*"), grants a special use permit to the Applicant for the operation of a yoga and fitness studio at the Subject Property within the C-2 Retail Overlay District of the Village; and

WHEREAS, Section 7 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant and the Owner have filed, within 60 days following the passage of the Ordinance, their 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 and the Owner do hereby agree and covenant as follows:

1. The Applicant and the Owner do 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 and the Owner acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The Applicant and the Owner acknowledge and agree 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 or the Owner against damage or injury of any kind and at any time.

4. The Applicant and the Owner do 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 and the Owner hereby agree 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: **YOGI BARRE, LLC**

By: _____ By: _____
Its: _____ Its: _____

ATTEST **WINNETKA III, LLC**

By: _____ By: _____
Its: _____ Its: _____

ATTACHMENT B

WINNETKA PLAN COMMISSION MEETING MINUTES JULY 22, 2015

Members Present:

Tina Dalman, Chairperson
Caryn Rosen Adelman
Jan Bawden
Jack Coladarci
Dana Fattore Crumley
Paul Dunn
Carol Fessler
Louise Holland
John Thomas

Non-voting Members Present:

Chris Blum

Members Absent:

John Golan
Keta McCarthy
Jeanne Morette

Village Attorney:

Peter Friedman

Village Staff:

Brian Norkus, Assistant Director of Community
Development

Call to Order:

The meeting was called to order by Chairperson Dalman at 7:00 p.m.

* * *

**Case Number 15-18-SU: Consideration of Special Use Permit for Yoga and
Fitness Studio to Locate Within the Retail Overlay District at 549 Lincoln Avenue**

Chairperson Dalman asked Mr. Norkus to do a Village staff presentation of the application.

Mr. Coladarci arrived at the meeting at this time.

Mr. Norkus stated that he would provide a brief introduction to Case No. 15-18 as mentioned which is a special use permit application to establish a yoga and fitness studio within the C-2 commercial overlay district at 549 Lincoln Avenue. He stated that the application materials described the proposed boutique fitness studio which conducts yoga and related classes together with the incidental sale of fitness apparel and accessories.

Mr. Norkus stated that the use is permitted in the C-2 overlay district due to its similarity to a

health club under the zoning regulations on permitted uses in the C-2 district and that the proposed use would be permitted as a special use. He stated that the application also describes the anticipated operation of a business which would open at 6:45 a.m. on weekdays and at 9:15 a.m. on the weekend. Mr. Norkus stated that the classes would average 8 students per class lasting 50 minutes. Mr. Norkus also stated that there would be retail fitness and accessory sales which are described in the plan and shown on the floor plan located approximate to the front entrance and which would be visible through the storefront window. He described the location as the former dining room of Vee's (sp?) Hotdogs which was formerly located on that block. Mr. Norkus informed the Commission that they would occupy the southerly half of the former restaurant.

Mr. Norkus then stated that the applicants did a parking study as is required under the special use process. He stated that the conclusion was that there would be a minimal impact on parking due to the small class size as well as the hours of operation. Mr. Norkus informed the Commission that engineering reviewed the materials and the parking study which is included as a memorandum in the packet of materials in that they are in agreement with the parking study and conclusions of minimal impact.

Mr. Norkus stated that the application materials submitted address the application's meeting of the 11 standards of the granting of a special use which are listed on page 3 of the agenda report. He then stated that as a side note, he informed the Commission that this application is the first one within the retail overlay district under the recently streamlined review process for non-retail uses in the overlay district. Mr. Norkus stated that the Commission's recommendation would go directly to the Village Council and that the ZBA is no longer required to review a special use application in the overlay district in order to streamline the approval process for uses like this. He then stated that the applicants can walk the Commission through the application and that he can answer any questions the Commission may have.

Chairperson Dalman stated that anyone who planned to speak to the matter is to be sworn in and that they would swear in those speaking on the One Winnetka matter separately.

Joann Noche and her partner, Jessica Gonzales, introduced themselves to the Commission.

Ms. Noche stated that they would like a special use permit application to be approved for parking. She stated that that in the memorandum, the major concern related to parking on Lincoln and Elm. Ms. Noche informed the Commission that she resided in Lincoln Park and grew up in Lincolnwood. She also stated that she has worked in marketing management in Elmhurst and that fitness has always been a major passion for her. Ms. Noche then stated that she taught for 4 years and would like to see her clients have the same benefits as those which were gotten in the city. She stated that she has helped many people outside of the studio and that as they have more confidence, they feel like the studio would bring the community together.

Ms. Noche informed the Commission that they looked at different towns and described Winnetka as a great place. She noted that she spent a lot of time over the months in Winnetka and commented that the people are warm and supportive. Ms. Noche stated that they have both been working on this for the past two years and that they like everything about Winnetka. She then

stated that she can answer any questions or any doubts the Commission may have with their planning.

Jessica Gonzalez informed the Commission that she also lives in Chicago and taught in various studios in Chicago. She stated that she has background with yoga and that Ms. Noche has background with barre. Ms. Gonzales also stated that she taught aerial fitness and that they planned to bring that component as well as the retail component to the studio. She then distributed handouts to the Commission to provide a visual to see the studio and what they want to implement.

Ms. Gonzales then stated that with regard to her background, she has three children and worked full time as an IT Project Manager. She stated that she has a lot of organizational, financial and business skills and that Ms. Noche has a marketing background. Ms. Gonzales then stated that there would be a strong business background backed by a varied fitness program. She also stated that in going through the documentation, the Commission can see the visuals as well as the retail component. Ms. Gonzales informed the Commission that they would operate primarily as retail before 9:00 a.m. classes for the Metra riders and that starting at 9:15 a.m., the classes would benefit stay at home moms, etc. and that there would be a lunch time hour class as well as in the evening. She noted that there would be no disruption in the parking situation. Ms. Gonzales also stated that they planned to partner with the other fitness studios in the area and that it is their hope to have one-stop membership service with all of the members. She stated that they are committed to implement wellness, fitness and building the community. Ms. Gonzales added that they have spent a lot of time with people they have talked to in the area who felt that they are lacking and it is their hope to push that out there. she concluded by stating that they are very excited and asked the Commission if they had any questions.

Chairperson Dalman asked if they have an existing studio in the city.

Ms. Noche and Ms. Gonzales responded that they did not.

Chairperson Dalman asked if there were any other questions.

Ms. Fessler referred to the floor plan and asked if the front would be retail.

Ms. Noche and Ms. Gonzales confirmed that is correct.

Ms. Fessler then asked if there would be classes in the back.

Ms. Noche and Ms. Gonzales confirmed that is correct.

Ms. Noche added that you would be able to see the retail and that the front desk would be barrier-like with the back area containing the fitness studio. She stated that they would primarily act as a retail component.

Chairperson Dalman asked if there were any other questions.

Ms. Bawden indicated that it appears that right on the street, there are three other fitness facilities. She asked what would make them different from them and whether they think that one more is needed or would possibly be viable.

Ms. Gonzales stated that the other fitness centers offer personal training centers and that they offer fitness classes and retail. She stated that they would be a boutique fitness center selling high end fitness apparel and accessories.

Ms. Bawden asked if they had contracts with apparel vendors.

Ms. Gonzales confirmed that is correct.

Ms. Bawden then asked what is aerial fitness.

Ms. Gonzales stated that there would be silk hammocks suspended from the ceiling.

Ms. Bawden asked if there is anything like that on the North Shore.

Ms. Noche responded in Wilmette. She added that while there are other barre and yoga studios, Wilmette has the only aerial component.

Ms. Fessler asked if there is insurance specific to cover aerial fitness.

Ms. Gonzales responded that it is covered by business insurance which is specific to the business they are running.

Ms. Noche informed the Commission that the hammocks would not be located high off of the ground. She also stated that they both teach aerial fitness in the Chicagoland area.

Ms. Gonzales added that it is safe.

Chairperson Dalman referred to showers and whether you would be able to see the lockers. She asked if it is intended to have no showering in the facility.

Ms. Gonzales responded not when they first open.

Ms. Noche stated that there would be a bathroom. She added that the classes would last 50 minutes.

Mr. Blum asked if the class schedule would match retail hours.

Ms. Gonzales stated that they would be open selling retail when there are no classes.

Chairperson Dalman stated that she assumed that with the client class, she would be able to buy grippy socks before class. She then asked if there were any other questions. No additional questions were raised by the Commission at this time. She then asked if there were any

questions from the audience.

S. Kaveh Mirani (?), 1022 Dinsmore Road, asked what percentage of the total revenue did they expect to be retail sales.

Ms. Gonzales responded that most of the revenue would be from memberships and that it is their hope that it would be 50% retail since they would offer higher end apparel lines.

Mr. Mirani commented that his concern is not about this business, but about the generosity of the Village to grant special use permits. He stated that the C-2 business district and requirements are there for a reason since they do not want to spoil the retail areas in Winnetka by letting realtors, banks, construction people and others occupy what is supposed to be retail space. Mr. Mirani then stated that there has been a loophole if an applicant has certain merchandise, they can get away and pertain for it to be a retail store. He referred to the construction establishment in Hubbard Woods and that he doubted that they sold any retail. Mr. Mirani stated that they want to know when there is a lot of empty space in the Village, for landlords and the Village, the incentive is easy on new commerce. He urged the Commission to think about the long term consequences of having a business other than retail and reiterated that his comments did not relate to this particular business.

Chairperson Dalman asked if there were any other questions. No additional comments were made by the audience at this time. She then asked the Commission if they had any questions. No questions were raised by the Commission at this time. Chairperson Dalman stated that the Commission would deliberate at this time.

Chairperson Dalman then stated that the Commission has received the Village staff report giving the Commission the context for special use approval criteria and asked Mr. Norkus if the C-2 overlay district was recently amended with standards to permit these types of uses.

Mr. Norkus responded yes and no. He then stated that the 11 standards in the packet are new to the Commission. Mr. Norkus stated that it has been in place since the creation of the overlay district in the late 1980's. He then stated that the 11 standards customarily have been the province of the ZBA and that when the Village Council adopted the ordinance amending the process, the 11 standards stand as the criteria for special use approval. Mr. Norkus noted that the Commission reviewed special use applications in the context of conformity with the Comprehensive Plan. He also stated that the 11 standards overlap with the Comprehensive Plan and that as was previously stated, the general intent remained the same.

Chairperson Dalman stated that for clarification, she referred to the criteria no. 10 which related to the minimum frontage for each retail use adjacent would be 20 feet with the minimum GFA and stated that this is not 20 feet.

Mr. Norkus confirmed that it is not and that it speaks to the precise goal of certain non-retail uses where a mix is contemplated of retail and non-retail uses and that the goal is to have the concentration of retail activity at the street. He also stated that the precise calculation is taken more as a guideline as opposed to a specific requirement. Mr. Norkus added that it not a

variation.

Chairperson Dalman asked if there were any other questions. No additional questions were raised by the Commission at this time. She then asked for the Commission's comments.

Ms. Holland began by stating that she is a great proponent of the retail overlay district. She then stated that when going over this application and other special uses given in the overlay district, it appeared to her as more of an advantage to have a business which would be selling high quality equipment and clothing as opposed to nail polish. Ms. Holland stated that she saw no problem with the application. She then suggested that in the special use, there be some consideration to say that the retail items should be fairly generous in number so that they do not have an inventory of one t-shirt, one pair of socks and one mat and that there really be a retail selection. Ms. Holland indicated that the Commission can do that within their recommendation and she concluded by stating that she is in favor of the use.

Mr. Blum stated that he agreed with Ms. Holland's comments in that he is a big fan of the retail overlay district. He commented that it is a very well put together application. Mr. Blum indicated that it seemed as though the applicants are committed to retail and that it is early and without a business in play now, it sounded as though they would be committed to it. He also stated that this would be great and that with regard to other things which have gone through, this use seemed to fit the bill more than other things that have gone through. He then stated that with regard to hours of operation, sometimes these places have limited hours and that this application has a wide range of hours which could drive additional foot traffic which he stated is part of the reason behind it and that it made sense.

Ms. Bawden stated that she also agreed with Mr. Blum's and Ms. Holland's comments. She stated that they are still waiting for the master planning process to kick in. Ms. Bawden stated that they have to consider this application in the retail light and stated however, it looked like retail. She then stated that for the Commission, she referred to the default position of whether it would look like retail. Ms. Bawden also stated that she had concerns with another fitness facility on the street. She then stated that it while it would look like retail, she did not care what goes on in the back room. Ms. Bawden concluded by stating that it would be great and that it is a well put together presentation for which she would be in favor.

Ms. Crumley noted that there is a wide variety of vendors listed here and that the concern of Ms. Holland is a valid one which has been addressed. She also stated that having something else besides retail will help retail and that when people are already out, they would be induced more to shop at other neighboring business when taking a class whereas shopping is not as much of a destination anymore.

Chairperson Dalman commented that she liked this and that she is concerned about personal training taking place in the front window. She stated that it would be nice if in having class, there would be some foot traffic which she commented would create a nice synergy and create foot traffic and provide some retail. Chairperson Dalman stated that her concern is that the applicants should think about the hours of operation with commuter traffic. She suggested that they look at the One Winnetka Metra data which was submitted that as part of their presentation.

Chairperson Dalman indicated that 6:30 might be too late. She then stated that other than that, she described it as risky and that they were willing to explore how to put on that parameter, if there are successful classes, it would drive more retail to other businesses. Chairperson Dalman indicated that she is curious as to what the balance would be.

Ms. Holland stated that her concern related to the amount of retail goods which would be available.

Mr. Blum stated that they pointed out that they planned to operate as a store.

Ms. Fessler commented that the application is fine as is. She then stated that the applicants have clearly made the case that they want to have retail and that it would be in a very limited footprint in the retail overlay district and that whatever retail they have would fill the window. She also stated that it gave her all of the elements that fit the 11 criteria to be approved.

Chairperson Dalman then asked for a motion recommending the approval of the special use permit.

Mr. Thomas moved to recommend approval of the special use permit for Case No. 15-18-SU. The motion was seconded. A vote was taken and the motion was unanimously passed.

AYES: Adelman, Bawden, Coladarci, Crumley, Dalman, Dunn, Holland, Thomas
NAYS: None
NON-VOTING: Blum, Fessler

**Plan Commission Standards for Evaluation of Non-Retail Occupancies
in the C-2 Retail Overlay District**

Any application to establish a Special Use listed in Section 17.46.010 Table of Uses to be located on the ground floor in the C-2 Overlay District must establish in detail how the proposed occupancy and its operation will be in compliance with the following standards:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;

4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;
6. That the Special Use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes;
7. 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;
8. Proposed street frontages providing access to or visibility for one 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;
9. 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;
10. If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, and 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;
11. 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.

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Winnetka Plan Commission finds that the proposed Special Use Permit application for the property at 549 Lincoln Avenue is consistent with the standards for Special Use Permits.

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

Date: July 22, 2015

ATTACHMENT C

Memorandum

To: Brian Norkus, Assistant Director of Community Development
From: Steven M. Saunders, Director of Public Works/Village Engineer
Date: July 8, 2015
Re: Special Use Application: 549 Lincoln Avenue (Yogi Barre)

The Village has received a Special Use Application from Yogi Barre to occupy interior first floor space at 549 Lincoln Avenue in Winnetka. The proposed use is a fitness studio with some limited retail. As a condition of approval, Special Uses must demonstrate 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, and that adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exist or are to be provided.

Yogi Barre has engaged the services of traffic engineering firm KLOA, Inc., to evaluate existing and proposed parking conditions, to determine whether the proposed Special Use will negatively impact parking in the vicinity. KLOA examined information provided by Yogi Barre that identified the anticipated number of class participants and instructors during each class period based on proposed operating schedules. KLOA also performed parking occupancy counts on a Tuesday and a Saturday in June, 2015, to identify existing parking supply and usage.

Based on information provided by the applicant, KLOA has estimated maximum parking demand of nine vehicles, but has assumed a very conservative scenario that would result in a maximum demand of eleven vehicles. Based on KLOA's existing parking demand counts, there are between 16 and 30 parking spaces available on Lincoln Avenue during the peak hour, and between 44 and 83 spots available in the expanded study area which includes the Lincoln Avenue Parking Lot.

Based upon this information there is ample parking available for the proposed use.

CASE NO. _____

APPLICATION FOR SPECIAL USE

Name of Applicant Yogi Barre LLC

Property Address 549 Lincoln, Winnetka, IL 60093

Home and Work Telephone Number Jessica: [REDACTED] Joann: [REDACTED]

Fax and Email info@yogibarre.com

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

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

Zachary K. Mitchell (773)251-7778 zachary.mitchell@ampersand-services.com
1330 S. Indiana Ave., Chicago, IL 60605

Date Property Acquired by Owner _____

Nature of Any Restrictions on Property _____

Explanation of Special Use Requested Boutique fitness studio

that sells fitness apparel, accessories and
offers in-store classes.

OFFICE USE ONLY

Special Use Requested under Ordinance Section(s) _____

Staff Contact: _____ Date: _____

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

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

Respectfully Submitted,



JOANNI NOCHE
JESSICA GONZALES

6/26/2015

Property Owner

Date

2226 N. Lincoln #3B Chicago, IL 60614
1870 N. Winnebago #2D Chicago, IL 60647

Address

SPECIAL USE PERMIT APPLICATION

VILLAGE OF WINNETKA

Name of Applicant: Yogi Barre LLC

Property Address: 549 Lincoln, Winnetka, IL 60093

Telephone Numbers: (312) 513-2169 or (224)805-3000

Email: info@yogibarre.com

Attorney Information: Zachary K. Mitchell, 1330 S. Indiana Ave., Chicago, IL 60605 (773) 251-7778

Explanation of Special Use Requested:

Yogi Barre is looking to occupy the interior first floor space at 549 Lincoln, in Winnetka. It is a boutique fitness studio that will offer high quality fitness apparel and accessories made by the industry's top brands including, but not limited to: fashion tanks, shirts, leggings, grip socks, mats, towels, bags and jewelry. In addition, we will also carry a fully branded line of Yogi Barre merchandise including: tanks, shirts, leggings and grip socks. Customers will have an opportunity to put their new fitness gear to use by signing up for our in-store group fitness classes with instruction in yoga, barre and aerial fitness. We hope to provide a welcoming space that promotes health and wellness through merchandise as well as our services.

Brief description of Yogi Barre:

Yogi Barre is a health and wellness boutique that provides the community with the tools they need to be successful in their health and wellness goals. We are a small athletic apparel business that sells only the best active wear, with the highest quality in fit, materials and current trends. The two founders both have years of training and certifications in yoga, barre and aerial fitness. They are also CPR certified. The mental, emotional and physical benefits of these exercises are proven to be highly effective in maintaining a healthy lifestyle and improves performance in daily activities. Yogi Barre facilities will be a place that neighbors in Winnetka can trust to give them the best in fitness apparel, group fitness instruction and camaraderie.

Special Use Permit requests for certain non-retail occupancies

Any application to establish a Special Use listed in Section 17.46.010 Table of Uses to be located on the ground floor in the C-2 Overlay District must establish in detail how the proposed occupancy and its operation will be in compliance with the following standards:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;
6. That the Special Use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. 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;
8. Proposed street frontages providing access to or visibility for one 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;
9. 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;
10. If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, and 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;
11. 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.

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 sole purpose of our retail fitness boutique and studio is to promote health and wellness in the community. In no way will Yogi Barre be detrimental to the public health, safety, comfort, morals or general welfare. The retail space will require a small number of fixtures and merchandise to maintain a clean, fresh look and vibe. At any given time, there is a limited number of occupancy that we can accommodate in order to provide the best service and attention to our customers and students. The instructors are trained professionals with years of experience in fitness regimens that require careful supervision in body mechanics to yield stronger bodies, but more importantly to protect against injury. The owners are both CPR certified and all future instructors will be certified as well.

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;

Yogi Barre sales and service will not interrupt, disrupt or injure any of the surrounding businesses or neighbors in the vicinity. We hope to promote our neighbors to provide customers and clients an experience rather than just a place to run an errand. We want them to feel welcomed every time they visit Lincoln and Elm. By working in conjunction with our neighbors, we could encourage neighbors to shop locally and enjoy the retail and services that are located right in their own town.

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

Yogi Barre will not need any special accommodations that would require any heavy machinery or construction that would impede the development of surrounding properties. To operate, the fitness boutique and studio will use minimal fixtures that could be installed without any construction. The business would be able to operate in the facilities as it is today, with minimal installation including mirrors, hammocks and a ballet barre.

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 main entrance of the facility is located in the front, adjunct to the sidewalk. Fixtures will not be placed in the entryway. At most, there will be a desk and a display table located in the forefront of the retail space, at least 10 feet away from the door leaving adequate room for safe entry of our guests. We do not share the entry way with neighboring businesses and believe that a single doorway is sufficient to allow all guests to enter. The back exit will be utilized in case of emergency with no obstacles in order to ensure easy access and egress.

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

There will be no changes to the current utilities, access roads, drainage and other facilities in order for Yogi Barre to operate. In order to minimize the utilization of parking spaces, we will encourage guests to walk, ride their bikes, or visit the studio as soon as they leave the Metra stop. As an incentive, free

mat rentals will be offered. Classes have a duration of one hour each, with most of them in the early morning (before work) and midday when parking is available. Due to the timing and limited space in our classes, we don't foresee any issues with parking.

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

Yogi Barre's core values surround simplicity and safety. We believe that our services will not be intrusive or objective to any village ordinances and codes. We will follow all applicable regulations set forth, including those guidelines presented during our initial site walk through. This includes:

- Fire safety and maintenance - All fixtures clearing 18in of the sprinkler heads and 2in of the ducts, acquiring a fire extinguisher
- Federal Disability act - All entrance/exit ways should be handicap accessible and only allow for a maximum of .25 height from doorway
- Plumbing - water temp should not exceed 102 degrees

7. 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;

Yogi Barre's retail window and floor display will attract local shoppers as we provide fitness apparel, lounge and yoga equipment of the highest quality and fashion. Our company culture is yoga-centric and would blend in well to the small-town, close-knit feel of the community. We plan to partner with neighboring businesses to promote the sense of connection within the retail district. For example, we hope to promote offers like - ****By becoming a member of Yogi Barre, you would receive 10% off services at the nail shop across the street.** The goal is to create excitement, community and growth in AND out of our studio. Our retail, classes and events are all carefully chosen and developed, and we are confident that we will have a positive impact on the surrounding businesses.

*** We have not created any partnerships with neighboring businesses yet. We PLAN to.*

8. Proposed street frontages providing access to or visibility for one 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;

Aside from creating a slight ramp to the front entrance to keep in line with the Federal Act of Disability, Yogi Barre has no intention of changing the existing entrance/exit way of the retail space. For this fact, Yogi Barre will not be disruptive to the continuity and concentration of retail uses.

9. 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;

Our signage and display windows will blend in nicely with the surrounding businesses. Any signage will be either be printed on the windows of our store front and/or on a chalkboard easel to be displayed in front of our door, not interfering with pedestrian traffic. We will also maintain similar lighting and facades to that of our neighbors. Our approach is simple.

10. If a project or building has, proposes or contemplates a mix of retail, office and service type uses, and 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;

The front part of our space will be devoted to active retail merchandising, and we will maintain customary hours of operation. Because this space will be shared for group fitness classes, we will need to lock our doors during class for the safety of our students. The average duration of our class is 50 minutes. We will have a sign on our door when class is in session, as well as post our schedule so shoppers can anticipate the next class. Our anticipated floor plan will be*:



*An enlarged, upright image of the floor plan could be found at the end of the document, following the questions.

11. 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.

The operation of Yogi Barre will not significantly diminish the availability of parking for existing retail businesses. We anticipate a larger volume of clients during our group fitness class times. However, we only plan for an average of 8 students per class, and the duration of our classes are on average 50 minutes. We have tailored our class schedule to suit the demographics of Winnetka, especially those bound to the Metra train and school schedules. We expect our evening classes to be the busiest, but we foresee the majority of our clients coming off the Metra rail at this time, thus not occupying any more parking than the existing status. Also, our evening class times should not interfere with existing businesses, as the majority of our neighbors are closed during those hours. The early afternoon classes will have less clients, and therefore will not significantly impact the parking availability. Being that we are a wellness studio, we will also promote active means of transportation. We will offer free mat rental for those clients that bike, run, or walk to the studio. We do not expect that the operations of Yogi Barre to significantly diminish the availability of parking.

MEMORANDUM TO: Joann Noche
Yogi Barre, LLC

FROM: Javier Millan
Senior Consultant

Luay Aboona, PE
Principal

DATE: June 26, 2015

SUBJECT: Parking Impact Study
Proposed Yogi Barre Studio
Winnetka, Illinois

At your request, Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) has conducted a parking study for the proposed occupancy by a boutique fitness studio of the vacant 549 Lincoln Avenue in Winnetka, Illinois. The studio will be open from 6:30 A.M. to 8:45 P.M. on weekdays and between 9:15 A.M. and 12:00 P.M. on weekends and will offer six classes Monday through Thursday, four classes on Fridays and three classes on weekends. The anticipated number of students will range from five to 10 with one teacher. The future parking needs of the teachers and students are expected to be satisfied by the existing on-street and off-street parking near the East Elm Street District. The purpose of this parking study was to determine the availability of the public parking within the district on a weekday and a Saturday and compare it with the expected parking demand of the studio.

Existing Conditions

The site is located at 549 Lincoln Avenue within the East Elm Street District in downtown Winnetka. Land uses in the area include residential areas to the north and east and retail/commercial buildings to west and south. This site is also near the Winnetka train station, which is located approximately 400 feet southwest. The East Elm Street District and surrounding area contains multiple on-street and off-street locations for both permit and free parking. The location and parking restrictions of each of these areas is described below.

Lincoln Avenue provides on-street parking on both sides of the road between Oak Street and the Village of Winnetka public parking lot access drive. These parking spaces are limited to 90 minutes from 8:00 A.M. to 6:00 P.M. or Zone C (commuter parking) permit parking from 8:00 A.M. to 10:30 A.M. North of the public parking lot access drive, 90 minutes on-street parking is available on the west side of the road.

Elm Street provides on-street parking on both sides of the road between Lincoln Avenue and Arbor Vitae Road limited to one hour from 8:00 A.M. to 6:00 P.M. On-street parking limited to four hours from 8:00 A.M. to 6:00 P.M. is provided on the south side of the road between Arbor Vitae Road and Maple Street.

Two parking lots are available to the public and to vehicles displaying Zone A (employee parking) and Zone C permits. The north lot is located on the west side of Lincoln Avenue north of Elm Street and provides Zone A and C permit parking spaces as well as 90 minute, two hour, and four hour parking spaces from 8:00 A.M. to 5:00 P.M. The south lot is located on the south side of Elm Street east of Lincoln Avenue. This lot provides Zone A permit parking spaces and two hour parking spaces from 8:00 A.M. to 6:00 P.M.

Figure 1 shows an aerial view of the site and the study area. It should be noted that the study area did not include the south parking lot.

Existing Parking Characteristics

The study area (which is located within the East Elm Street District) provides approximately 200 regular (no-permit) parking spaces and 136 permit parking spaces. Approximately 62 of the permit spaces are designated for Zone A permit and 74 for Zone C permit.

In order to determine the availability of parking within close proximity to the site, a parking survey of the study area (per block and per side) was conducted. The surveys were conducted on Tuesday June 16, 2015 from 6:30 A.M. to 5:30 P.M. and on Saturday June 13, 2015 from 9:00 A.M. to 12:00 P.M. every half hour. **Table 1** lists the locations of the on-street and off-street parking areas. **Table 2** summarizes the parking demand and availability of the regular parking spaces within the study area. The results of the parking surveys (Tables 3 and 4) by area are included in the Appendix.

As can be seen from Table 2, the study area has a peak parking demand on Tuesday for regular parking spaces of 156 vehicles occurring at 11:30 A.M. This means that approximately 44 regular parking spaces are available during the peak hour. Further inspection of the parking surveys indicated that, during the peak hour, there were nine on-street parking spaces on Lincoln Avenue between Elm Street and the public parking lot access drive and approximately seven on-street parking spaces available on Elm Street between Lincoln Avenue and Arbor Vitae Road. Furthermore, there were an additional seven on-street regular parking spaces available on Lincoln Avenue between Elm Street and Oak Street.

On Saturday, the peak parking demand for regular spaces occurred at 11:00 A.M. with 117 parked vehicles. As such, approximately 83 regular parking spaces are available during 11:00 A.M. Further inspection of the parking surveys indicated that, during the Saturday peak hour, there were 13 on-street parking spaces available on Lincoln Avenue between Elm Street and the public parking lot access drive and approximately 17 on-street parking spaces available on Elm Street between Lincoln Avenue and Arbor Vitae Road. Furthermore, there were an additional 17 on-street regular parking spaces available on Lincoln Avenue between Elm Street and Oak Street.



Aerial View of Site

Figure 1

Table1
 SURVEY AREA PARKING INVENTORY

| Location | Block | Side | Capacity | Handicap Spaces | Regular Spaces | Permit Spaces | Parking Regulation |
|--------------|--|-------|------------|-----------------|----------------|---------------|---|
| 1 | Elm Street (Lincoln Avenue to Arbor Vitae Road) | North | 15 | 2 | 13 | 0 | One-hour parking 8:00 A.M. - 6:00 P.M. |
| | | South | 23 | 0 | 23 | 0 | One-hour parking 8:00 A.M. - 6:00 P.M. |
| 2 | Lincoln Avenue (Elm Street to Oak Street) | West | 42 | 0 | 9 | - | 90-minute parking 8:00 A.M. - 6:00 P.M. |
| | | | | -- | -- | 33 | Zone C parking 8:00 A.M. - 10:30 A.M. |
| | | East | 32 | 1 | 20 | - | 90-minute parking 8:00 A.M. - 6:00 P.M. |
| | | | | -- | -- | 11 | Zone C parking 8:00 A.M. - 10:30 A.M. |
| 3 | Lincoln Avenue (Elm Street to Public Lot Access Drive) | West | 30 | 1 | 29 | 0 | 90-minute parking 8:00 A.M. - 6:00 P.M. |
| | | East | 34 | 1 | 33 | 0 | 9- minute parking 8:00 A.M. - 6:00 P.M. |
| 4 | Public Parking Lot (West of Lincoln, north of Elm) | | 160 | 4 | 64 | - | 90- minute parking, Two-hour parking, Four-hour parking |
| | | | | -- | -- | 92 | Zone A (8:00 A.M. - 5:00 P.M.) Zone C (8:00 A.M. - 10:30 A.M.) |
| Total | | | 336 | 9 | 191 | 136 | |

Table 2
 SUMMARY OF PARKING OCCUPANCY SURVEY - REGULAR PARKING ONLY

| Time | Tuesday June 16 2015 | | Saturday June 13, 2015 | |
|------------|----------------------|-----------|------------------------|-----------|
| | Occupied | Available | Occupied | Available |
| 6:30 A.M. | 18 | 182 | -- | -- |
| 7:00 A.M. | 17 | 183 | -- | -- |
| 7:30 A.M. | 31 | 169 | -- | -- |
| 8:00 A.M. | 49 | 151 | -- | -- |
| 8:30 A.M. | 75 | 125 | -- | -- |
| 9:00 A.M. | 128 | 72 | 82 | 118 |
| 9:30 A.M. | 138 | 62 | 89 | 111 |
| 10:00 A.M. | 141 | 59 | 106 | 94 |
| 10:30 A.M. | 141 | 59 | 110 | 90 |
| 11:00 A.M. | 152 | 48 | 117 | 83 |
| 11:30 A.M. | 156 | 44 | 110 | 90 |
| 12:00 P.M. | 132 | 68 | 113 | 87 |
| 12:30 P.M. | 126 | 74 | -- | -- |
| 1:00 P.M. | 121 | 79 | -- | -- |
| 1:30 P.M. | 137 | 63 | -- | -- |
| 2:00 P.M. | 135 | 65 | -- | -- |
| 2:30 P.M. | 132 | 68 | -- | -- |
| 3:00 P.M. | 123 | 77 | -- | -- |
| 3:30 P.M. | 107 | 93 | -- | -- |
| 4:00 P.M. | 117 | 83 | -- | -- |
| 4:30 P.M. | 105 | 95 | -- | -- |
| 5:00 P.M. | 101 | 99 | -- | -- |
| 5:30 P.M. | 100 | 100 | -- | -- |

Proposed Development

Based on the proposed plan, the vacant space will be occupied by a boutique fitness studio. As planned, the studio will be open from 6:30 A.M. to 8:45 P.M. on weekdays and between 9:15 A.M. and 12:00 P.M. on weekends and will offer six classes Monday through Thursday, four classes on Fridays and three classes on weekends. The anticipated number of maximum students will range from five to 10 with one teacher. **Table 3** shows the group fitness class times and the anticipated number of students.

Based on information provided by the operator, although 10 students is the maximum, the average is about eight students with a class duration of approximately 50 minutes. Given their location within downtown Winnetka, they have tailored the class schedule to suit the demographics of Winnetka and the Metra train and school schedules. As such, the evening classes are expected to be the busiest with some of the clients coming off the Metra rail line. Furthermore, the evening classes will not have a negative impact on the adjacent businesses as many of them will be closed during those hours. It should be noted that the studio will promote less dependence on the automobile by offering free mat rental for those clients that bike, run or walk to the studio therefore potentially reducing the anticipated parking demand. Given this information, the anticipated parking demand inclusive of the teacher will be from a low of five to a maximum of nine. However, in order to evaluate a very conservative scenario, we assumed that a total of 11 additional parking spaces (10 students and one teacher) will be occupied by the proposed development during the business hours on a weekday and a Saturday.

Table 3

CLASS SCHEDULE AND ATTENDANCE

| | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | |
|----------|------------------|-----------|-------------|-----------|------------------|-----------|---------------|-----------|---------------|-----------|-------------|-----------|-------------|-----------|
| Time | Class | Units | Class | Units | Class | Units | Class | Units | Class | Units | Class | Units | Class | Units |
| 6:30 AM | Yogi Barre | 5 | Power Yoga | 5 | Yogi Barre | 5 | Power Barre | 5 | Yogi Barre | 5 | | | | |
| 9:15 AM | Barre Basics | 5 | Mommy & Me | 5 | Yoga Basics | 5 | Prenatal Yoga | 5 | Aerial Basics | 5 | Yogi Barre | 10 | Family Yoga | 10 |
| 10:30 AM | | | | | | | | | | | Power Barre | 10 | Fly Yoga | 10 |
| 12:00 PM | Power Yoga | 5 | Yogi Barre | 5 | Power Barre | 5 | Yogi Barre | 5 | Power Barre | 5 | Power Yoga | 10 | Yogi Barre | 10 |
| 5:15 PM | Power Fly | 10 | Fly Yoga | 10 | Kids Yoga | 10 | Fly Yoga | 10 | Open Barre | 10 | | | | |
| 6:30 PM | Power Yoga | 10 | Power Barre | 10 | Power Yoga | 10 | Power Barre | 10 | | | | | | |
| 7:45 PM | Restorative Yoga | 5 | Fly Restore | 5 | Restorative Yoga | 5 | Fly Restore | 5 | | | | | | |
| | | 40 | | 40 | | 40 | | 40 | | 25 | | 30 | | 30 |

As can be seen from Table 2, the weekday peak parking demand occurred at 11:30 A.M. with a total of 156 occupied regular parking spaces on Tuesday and at 11:00 A.M. on Saturday with 117 regular parking spaces. During these time periods and as previously indicated, there were 44 and 83 regular parking spaces available within the study area on Tuesday and Saturday, respectively. During the 5:00 and 5:30 P.M. time when the larger classes will be taught, there are approximately 100 regular parking spaces available within the study area.

KLOA, Inc. also looked further into the availability of regular parking spaces along Lincoln Avenue only. Based on the survey, there are 16 and 30 regular parking spaces available on during the peak parking hours on Tuesday and Saturday respectively. Given that during these times the class attendance will be between five and 10 students respectively, the availability of these parking spaces during the peak time and more during other times of the day will be more than adequate to meet the conservative projected peak parking demand on 11 spaces.

It is recommended that in order to ensure that no parking overlap occurs, the time between the end of one class and the beginning of the next one should not be less than 20 minutes. Given that the classes will be 50 minutes and based on a review of their class schedule, the Yoga studio is providing at least 25 minutes between the end of one class and the beginning of the next one.

Conclusion

Based on the results of the parking surveys, adequate parking supply exists in the vicinity of the proposed boutique fitness studio to accommodate the anticipated projected peak parking demand of 11 spaces. The combination of available unoccupied on-street parking spaces and off-street parking spaces in the adjacent public parking lots will ensure that the parking needs of the proposed boutique fitness studio as well as other vacant storefronts within the area will be met even under the conservative unlikely scenario with a parking demand of up to 11 spaces.

Appendix

Table 3
 PARKING OCCUPANCY (TUESDAY, JUNE 16, 2015)

| Location | Side | Number of Spaces Occupied | | | | | | | | | | | | | | | | | | | | | | |
|--------------|-------|---------------------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | | 6:30 A.M. | 7:00 A.M. | 7:30 A.M. | 8:00 A.M. | 8:30 A.M. | 9:00 A.M. | 9:30 A.M. | 10:00 A.M. | 10:30 A.M. | 11:00 A.M. | 11:30 A.M. | 12:00 P.M. | 12:30 P.M. | 1:00 P.M. | 1:30 P.M. | 2:00 P.M. | 2:30 P.M. | 3:00 P.M. | 3:30 P.M. | 4:00 P.M. | 4:30 P.M. | 5:00 P.M. | 5:30 P.M. |
| 1 | North | 1 | 1 | 6 | 7 | 7 | 10 | 7 | 9 | 11 | 12 | 13 | 11 | 8 | 11 | 12 | 12 | 11 | 12 | 11 | 11 | 11 | 8 | 8 |
| | South | 1 | 2 | 2 | 5 | 5 | 7 | 7 | 9 | 10 | 11 | 16 | 15 | 17 | 17 | 21 | 20 | 19 | 15 | 7 | 14 | 8 | 14 | 15 |
| 2 | East | 0 | 0 | 1 | 4 | 7 | 10 | 12 | 10 | 10 | 12 | 16 | 12 | 14 | 12 | 10 | 12 | 13 | 11 | 10 | 10 | 12 | 10 | 9 |
| | West | 1* | 4* | 6* | 8* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 11* | 8* | 8* |
| 3 | East | 1 | 1 | 1 | 3 | 4 | 4 | 4 | 4 | 5 | 8 | 7 | 8 | 9 | 8 | 8 | 8 | 8 | 5 | 7 | 9 | 9 | 9 | 9 |
| | West | 21* | 28* | 32* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 33* | 29* | 29* | 28* | 25* | 28* | |
| 4 | East | 3 | 4 | 7 | 12 | 21 | 28 | 26 | 32 | 32 | 31 | 31 | 32 | 30 | 29 | 29 | 28 | 28 | 27 | 28 | 29 | 22 | 21 | 24 |
| | West | 4 | 3 | 5 | 7 | 5 | 16 | 21 | 26 | 27 | 26 | 24 | 27 | 27 | 23 | 28 | 26 | 22 | 28 | 19 | 21 | 26 | 21 | 19 |
| 4 | East | 11 | 16 | 9 | 11 | 26 | 53 | 61 | 51 | 46 | 52 | 49 | 27 | 21 | 21 | 29 | 29 | 31 | 25 | 25 | 23 | 17 | 18 | 16 |
| | West | 7* | 8* | 15* | 23* | 39* | 53* | 60* | 68* | 71* | 71* | 72* | 67* | 69* | 69* | 72* | 73* | 75* | 71* | 68* | 64* | 54* | 47* | 40* |
| Total | | 47 | 57 | 84 | 113 | 158 | 225 | 242 | 253 | 256 | 267 | 272 | 243 | 239 | 234 | 253 | 252 | 251 | 238 | 215 | 221 | 198 | 181 | 176 |

*Permit Parking

Table 4
 PARKING OCCUPANCY (SATURDAY, JUNE 13, 2015)

| Location | Side | Number of Spaces Occupied | | | | | | | |
|--------------|-------|---------------------------|------------|------------|------------|------------|------------|------------|--|
| | | 9:00 A.M. | 9:30 A.M. | 10:00 A.M. | 10:30 A.M. | 11:00 A.M. | 11:30 A.M. | 12:00 P.M. | |
| 1 | North | 4 | 10 | 13 | 8 | 7 | 10 | 9 | |
| | South | 9 | 6 | 12 | 16 | 12 | 7 | 10 | |
| 2 | East | 4 | 4 | 4 | 6 | 8 | 8 | 7 | |
| | West | 0* | 0* | 0* | 0* | 1* | 1* | 1* | |
| 3 | East | 2 | 4 | 3 | 4 | 5 | 6 | 7 | |
| | West | 2* | 3* | 4* | 7* | 5* | 4* | 5* | |
| 4 | East | 23 | 27 | 27 | 26 | 26 | 27 | 31 | |
| | West | 15 | 16 | 23 | 21 | 25 | 25 | 26 | |
| 4 | East | 25 | 22 | 24 | 29 | 34 | 27 | 23 | |
| | West | 29* | 31* | 31* | 32* | 32* | 31* | 31* | |
| Total | | 113 | 123 | 141 | 149 | 155 | 146 | 150 | |

*Permit Parking

Executive Summary

Yogi Barre is a boutique fitness studio located in Winnetka, IL. We aim to create a one-of-a-kind wellness community, providing a variety of wellness disciplines to help clients meet their lifestyle goals. Our clients are provided with an experience and a sense of connection. Yogi Barre will strive to create an environment that is both fun, encouraging and promotes wellness and growth in AND out of class.

Our retail window and floor display will attract local shoppers as we provide fitness, lounge and yoga equipment of the highest quality and fashion. Merchandise would include: tank tops, leggings, grip socks, yoga mats, water bottles, bags and totes, bracelets and other accessories. The company culture is yoga-centric with an urban edge and would tie in well to the small-town, thriving feel of the community. Our retail, classes and events are all carefully chosen and developed to give the community a common bond and interest.

The signature class, Yogi Barre, is a fusion class combining the benefits of yoga, ballet and Pilates. Yogi Barre will also offer a variety of classes including: yoga, barre, aerial fitness, aerial yoga, dance, high intensity interval training and family/kids yoga. All classes are designed to strengthen and elongate the muscles, creating a lean appearance and strong core. In addition to the physical aspects, students will be more focused, increase their body awareness, and gain a better sense of calmness, relaxation and confidence. Finally, in order to create a more open and inviting environment, we offer a weekly 'Happy Hour' session which allows students to use our facilities and equipment to promote self-practice and present questions regarding form, modifications and corrections.

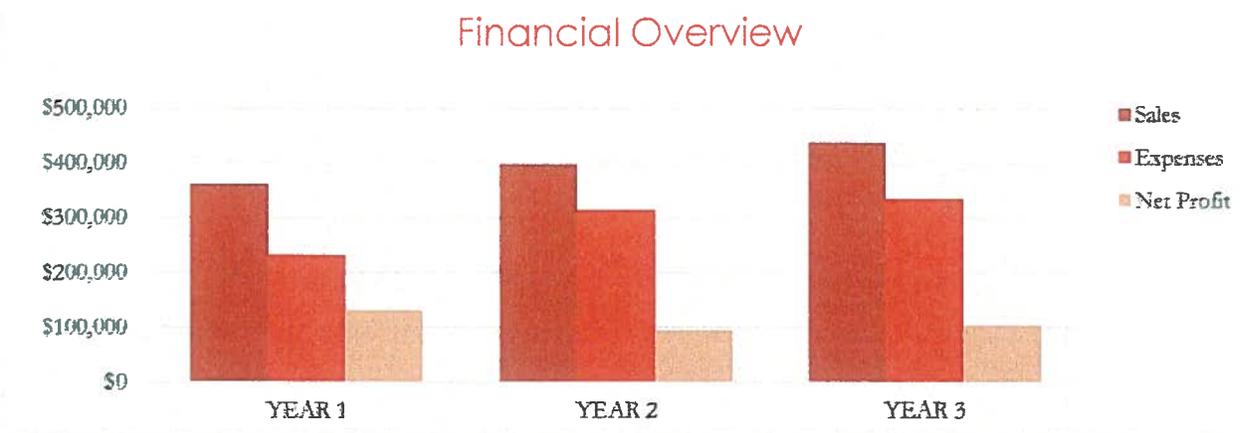
Yogi Barre's targeted audience are women between the ages of 25-40. Women who are looking to find strength and balance both physically and/or mentally. The studio offers the opportunity to divert from the day-to-day routine and devote time to focus on themselves. By drawing women in, we would also attract other family members and friends including men and kids age 5+.

Winnetka is an upscale and affluent community. The planned site for the studio is located in one of 3 major retail zones that are frequently visited by residents (East/West Elm). Specific to the retail zoning district, there are currently no retail and fitness facilities that offer the same products and classes.

The environment will be simple yet modern. Hardwood floors, natural light shining in, neutral walls, and clean lines, with a splash of color. The pop of color will come from the variety of products we sell and props used in our classes including: aerial silks, yoga mats, weights. Music will coincide with the movement, with pop/dance music supporting our toning segments at a 140bpm. Slow, calmer music will support our vinyasa flows.

Highlights

Projected income, expenses and net profit through Year Three:



Objectives

- Open in September 2015 (or January of 2016, dependent on length of time for permits and applications to be processed)
- Sell 10 yearly memberships during our grand opening week
- Sell our full stock of retail inventory at 20% markup

- Sell 25 Groupons in the first month of operation
- Sell 10% of our projected Drop-in and Membership Sales in the first month of operation
- Increase our Drop-In and Membership Sales by 10% each month for a 10 month span
- Retain 115 Drop-Ins and 200 Memberships each month after our growth period

Mission Statement

The mission of Yogi Barre is:

- Promote healthy living and fitness
- Provide high quality athletic wear and fitness accessories
- Create a community focused on positive well-being
- Expand the practice of Yoga and Barre
- Focus on breath, mindful movements and safety
- Create a welcoming environment that allows our clients to feel a sense of belonging in the shop as well as in the community

Keys to Success

- 1) Provide high-quality products and services
- 2) Listen to the customer – social media engagement, surveys, assess change in trends often, evolve
- 3) Market segmentation – close attention to the multi-segmented market, age groups, family type, job and family roles, income brackets, find the common or variable interests.
- 4) Create good competition, collaborate, be the trend-setter.

Description of Business

Mission Statement / Mantra

Yogi Barre aims to be the inspiration that brings out the best version of the self. Our wellness community will encourage customers and members to find their strength and help them discover the true self, happiness and pride.

Company Ownership/Legal Entity

Yogi Barre, LLC is co-owned by Joann Noche and Jessica Gonzales. The company was established on February 27, 2015 at the Illinois Secretary of State's office in Chicago. We are a new independent business and a manager-managed LLC.

Location

Yogi Barre will open in Winnetka, IL. This a charming yet upscale and affluent community. The new retail store/fitness studio will create excitement among residents and bring them together. By opening here, we can focus on the underused commercial area in the East/West Elm retail space. We will not be changing the facade of the building, as we would still like for it to look and feel like we belong in a neighborhood.

Interior

The environment will be simple yet modern. Hardwood floors, natural light shining in, neutral walls, clean lines, with a splash of color. The pop of color will come from the variety of products we sell and props used in our classes including: aerial silks, yoga mats, weights. Music will coincide with the movement, with pop/dance music supporting our toning segments at a 140bpm. Slow, calmer music will support our vinyasa flows.

Products and Services

Yogi Barre's store front will display fitness, lounge and yoga equipment of the highest quality and fashion. Merchandise would include: tank tops, leggings, grip socks, yoga mats, water bottles, bags and totes, bracelets and other accessories.

Yogi Barre will offer a variety of fitness disciplines to help clients meet their lifestyle goals. The signature class, Yogi Barre, is a fusion of Yoga and Barre, reaping the benefits of both yoga and barre work. Each of our fitness classes is designed to strengthen and elongate the muscles, creating a lean appearance and strong core. In addition to the physical aspects, students will be more focused, increase their body awareness, and gain a better sense of calmness and relaxation.

Hours of Operation

Monday-Thursday 6:30am-9pm
 Friday 6:30am-6:30pm
 Saturday-Sunday 9am-2pm

Class Schedule

| | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
|----------|------------------|-------------|------------------|---------------|---------------------------|-------------|-------------|
| Time | Class | Class | Class | Class | Class | Class | Class |
| 6:30 AM | Yogi Barre | Power Yoga | Yogi Barre | Power Barre | Yogi Barre | | |
| 9:15 AM | Barre Basics | Mommy & Me | Yoga Basics | Prenatal Yoga | Aerial Basics | Yogi Barre | Family Yoga |
| 10:30 AM | | | | | | Power Barre | Fly Yoga |
| 12:00 PM | Power Yoga | Yogi Barre | Power Barre | Yogi Barre | Power Barre | Power Yoga | Yogi Barre |
| 4:00 PM | Power Fly | Fly Yoga | Kids Yoga | Fly Yoga | Power fly | | |
| 5:30 PM | Power Yoga | Power Barre | Power Yoga | Power Barre | Open Barre/ Happy Hour | | |
| 7:45 PM | Restorative Yoga | Fly Restore | Restorative Yoga | Fly Restore | | | |
| | | | | | | | |

Classes

Yogi Barre – Signature class that incorporates: yoga, ballet, cardiovascular, core, upper body strengthening, hip and thigh toning, balancing and relaxation exercises. Props used: barre, weights, hammocks.

Power Yoga – Strength building vinyasa yoga

Power Barre – Barre workout incorporating ballet, pilates, strength and flexibility training. Benefits include a trim and toned physique as a result of small, controlled movements, isometric holds and high repetition.

Power Fly – Aerial workout incorporating cardio, weights

Fly Yoga – Aerial Yoga

Fly Restore – Restorative Aerial Yoga

Barre Basics – Foundational Barre work class

Yoga Basics – Foundational Yoga class

Aerial Basics - Foundational Aerial class

Prenatal Yoga - Yoga for the expecting mother

Mommy & Me Yoga - Yoga with Baby/Toddler

Family Yoga - Yoga with the whole family

Open Barre / Happy Hour – open gym format, modifications, corrections

Workshops

- Kids/Family Yoga
- Prenatal Yoga
- Acroyoga
- Nutrition class every week or month - promote healthy lifestyle

Future plans include having a nutritionist onsite as well as child-care. These are future plans and we will revisit the idea in 2 years.

Suppliers

We will create a purchasing account with the following vendors and make purchases/replenish our inventory quarterly. If certain products seem to sell quickly, we will analyze inventory in the first quarter and buy new merchandise more frequently.

RETAIL ANNUAL BUDGET:

YEAR 1 - \$24,720

YEAR 2 - \$27,192

YEAR 3 - \$29,911

VENDORS:

- Lululemon

- American Apparel
- Prana
- Athleta
- Jade Yoga
- Sweaty Betty
- Manduka
- Mala Beads
- Michi
- Onzie

Service

- 1) Always greet a customer, give them personalized attention – talk about something other than Yogi Barre, build the relationship
- 2) Suggest and upsell
- 3) Capture notes – CRM tools? What did they purchase and when? For whom? What classes have they taken? Progress? Issues and concerns?
- 4) Call new customers after their first class to thank them. Find out what they liked or didn't like. Any questions they have or anything we could do to make their experience better.
- 5) Promote Yogi Barre or Winnetka events

Management

Yogi Barre founders, Jessica and Joann, have years of training and certifications in yoga, barre and aerial fitness. They currently teach at the most prominent studios across the Chicagoland area. They are active in the fitness industry, all the while, both hold full-time corporate management jobs and manage a healthy family at home. Jessica is an IT Project manager in the real estate space and Joann is a Marketing Channel Manager in Product Development. The combination of these two women make for a very strong and versatile team, complimenting one another's business strengths.

As mentioned, each owner currently holds a full-time management position and teaches group fitness classes part-time to keep up with the industry and maintain their fitness presence. When Yogi Barre opens, both will decrease their current workload and responsibilities to allow for more time in the studio. Jessica will work as a contractor while Joann will work part-time for their respective full-time employers. They will cease their permanent teaching slots, but still have the opportunity to fill in as substitute instructors. By working part-time at their corporate jobs and subbing occasionally, Jessica and Joann will be able to sustain a steady income, supplementing Yogi Barre's growth.

For the first few months of operation while the women are balancing both modes of work, Yogi Barre will operate under the following work schedule:

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------------------|------------------|--------------------|------------------|--------------------|--------------------|-----------------------|
| 6am-2pm Joann | 9am-7pm Joann | 6am-2pm Jessica | 9am-7pm Joann | 9am-7pm Jessica | 9am-2pm Jessica | 10am-2pm Alternate |
| 1pm-9pm Jessica | | 1pm-9pm Joann | | | | |

The schedule depicted above allows for early morning and late evening classes only 2 days a week. Jessica will be required onsite for 31 hours, teaching 13 classes a week; Joann will be required onsite for 36 hours, teaching 14 classes a week. The remaining 17-22 hours a week will be spent overseeing the studio space and managing the retail portion. Both women have the option to work remotely at their corporate jobs and they will occasionally be working from the Yogi Barre studio space, between class times and events. Sundays will be open for retail and workshops/events; thus Jessica and Joann will alternate managing the space on those days.

Yogi Barre will evolve to be the full-time component of work, while their corporate positions will slowly diminish. At that point, both owners will be required to be at Yogi Barre about 43 hours a week, including 17 hours of teaching time. A sample schedule is as follows:

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 6am-2pm Jessica | 6am-2pm Joann | 6am-2pm Jessica | 6am-2pm Joann | 6am-1pm Jessica | 9am-2pm Jessica | 10am-2pm Joann |
| 1pm-9pm Joann | 1pm-9pm Jessica | 1pm-9pm Joann | 1pm-9pm Jessica | 12pm-7pm Joann | | |

Financial Management

Please see Appendix A

Marketing

According to the 2013 Citizen Survey conducted by the Village (of Winnetka), 77% of the 1,876 households that participated felt that "business district revitalization should be high with focus on meeting local retail and service needs, becoming a more attractive place to do business and pursuing redevelopment of underused commercial sites". Our goal for Yogi Barre is to provide a place for residents to visit and know that they are living in a community that cares about their residents' interests and wellness. We sell products that encourage them to feel great about themselves, confident, strong and know that everyone else that walks through the door is part of a community that supports them in their cause.

POPULATION STUDY - U.S. Census & Northeastern IL Planning Commission (1990)

Winnetka 12K
 Glencoe 8.5K
 Kenilworth 2.4K
 Northfield 4.6K
 Wilmette 26.6K

www.city-data.com

Winnetka 12.4K, 2013
 Glencoe 8.8K, 2013
 Kenilworth 2.5K, 2013
 Northfield 5.4K, 2013
 Wilmette 27.3K, 2013

www.bestplaces.net/people/city/Illinois/Winnetka

The 2014 Winnetka, IL population was 12,210

Median age: 40.5

68.1% are married

Median household income \$208K, 4 times higher than the US median ([Winnetka Commercial Districts Technical Assistance Panel](#))

Age:

25-34 = 3.87%

35-44 = 12.66%

45-54 = 18.18%

21-24 = 2.03%

18-20 = 3.87%

Pitney Bowes - 2013

| POPULATION | 1-MI | 3-MI | 5-MI |
|------------|-------|-------|--------|
| 25-29 YRS | 168 | 1,116 | 7,223 |
| 30-34 YRS | 213 | 1,307 | 6,940 |
| 35-39 YRS | 445 | 2,787 | 9,222 |
| 40-44 YRS | 842 | 4,625 | 12,351 |
| % 25-29 | 1.52% | 1.82% | 3.96% |

| | | | |
|---------|-------|-------|-------|
| % 30-34 | 1.93% | 2.14% | 3.81% |
| % 35-39 | 4.03% | 4.56% | 5.06% |
| % 40-44 | 7.62% | 7.56% | 6.78% |

Market Analysis

Yogi Barre's targeted audience are women between the ages of 25-40. They are an affluent community and have an interest in sharing their experiences with other members and they enjoy shopping the high end styles and trends that Winnetka has to offer. These women are also eager to find strength and balance both physically and/or mentally. The studio offers the opportunity to divert from the day-to-day routine and devote time to focus on themselves. By drawing women in, we would also attract other family members and friends including men and kids age 5+.

What groups of individuals will utilize our merchandise and services?

- Women between the age 25-40
- Corporate Wellness groups
- students
- young professionals
- retirees

We have classified our consumer in the stereotypes listed below by exploring them in the following realms:

LIFESTYLE AND HOBBIES

Free time activities

Eating and health habits

clubs and organizations they belong to

Places they frequent

income/income range

MORALS/VALUES

What are their goals and aspirations?

PAIN POINTS

What frustrates them? What do they worry about or fear? What are the problems they face? What solutions are they looking for?

SHOPPING HABITS

How much do they spend? Where do they like to shop (online vs. off)? How do they use products they buy (this is how we will connect them to their solution)?

MEET THE YOGI BARRE MEMBERS:

LISA:

Mother

Age: 33

Status: Married with 2 young kids under the age of 5 (She is a stay at home mom)

Lifestyle:

-Close friends with all her neighbors, who are also moms

-part of a mothers group

-loves Pinterest, FB, cooking (timing is important to her)

-lululemon, yoga and coffee

-daily outfits include comfortable active and casual wear

Morals/Values: to be a do-it-all mom, to be an awesome mother but still get old body back, still have social life, be a good wife, still take care of health/self

Workout schedule: in morning after drops kids off or before picks kids up 8am-1pm

Income: Household \$150-170K

Budget/disposable income: she has a family of 4

Pain Points:

What is her greatest hesitation? It's too hard, costly, takes time out of her busy day, lack of sitter, trying to lose baby weight

When are the classes? (times) How much is it? I need a sitter... is it worth it?

Sometimes finding the time to work out is impossible, too busy, too tired, hard to maintain

She wishes she could take the kids with her to class (stroller barre, kid care, kid yoga)

Engage them how? Get them and their friends in. (Find out how Groupon type advertising works out there), coffee bulletins, mall events, find out where they hang out and spend their time - school, coffee shops, other studios, community events, local hangouts. ClassPass?

CORPORATE WINNETKA and SURROUNDING TOWNS:

Employees at office and retail properties in Winnetka or nearby (find out when opening, how many new developments opening), new businesses and their employees coming in, new traffic

<http://www.loopnet.com/xNet/MainSite/Listing/Profile/ListingDemographics.aspx?LID=18138488&PgCxtGuid=8b3d1706-740c-4ece-a2ea-8ca88c65352f&PgCxtFLKey=&PgCxtCurFLKey=ProfileSE&PgCxtDir=Down>

<http://www.loopnet.com/xNet/MainSite/Listing/Profile/ListingDemographics.aspx?LID=16741502&PgCxtGuid=c1e24292-6dd3-4103-9dd3-c96858437d1e&PgCxtFLKey=&PgCxtCurFLKey=ProfileSE&PgCxtDir=Down>

Age: 30-65

Status: Single and Married, from city and immediate area

Lifestyle:

-wellness program

-8-5 in office

-checks emails constantly throughout the day

-some travel for work

-some don't live here, but would love to find a place very close to office (or in the office) to either get their sweat on, or to find relaxation

-not a lot of time during the day

Morals/Values: dedicated to work, would love to do something to be more fit, but can't seem to find the time

Workout schedule: would be ideal to work out in the morning before work (5am-8am), during lunch 11-2, or after work (4-6)

Income: Household \$150-175K avg.

Budget/disposable income: family of 3-4 or single

Pain Points:

What is their greatest hesitation? Time - if before work or lunch, showers? Time (45 mins)? It's too hard-not an avid gym-goer, takes time out of their busy day, kids and other responsibilities outside or work, consistently changing schedule, travel schedule

When are the classes? (times) How much is it? Where is it?

Sometimes finding the time to work out is impossible, too busy, too tired, hard to maintain consistent schedule, maybe travel schedule causes that

Engage them how? Get them and their colleagues in. Corporate events, team-building, coffee bulletins, local events, corporate discount, internal communications, wellness program, on-site classes

MAGGIE:

Young professional, mom

Age: 31

Status: married, 2 kids

Lifestyle:

-Just moved to the area, just got married

-commutes to work in the city

-works full time

-still trying to find place in community

-shops a lot

Morals/Values: find work/life balance, was an athlete growing up, want to maintain (but doesn't know where), making good money, but trying to save (just bought house and paying off wedding/tuition)

Workout schedule: before work (5-8) or after (6-9), weekend morning, maybe sunday evenings too

Income: individual \$50K-\$100K, household \$125-150K

Budget/disposable income: Decent income

Pain Points:

What is her greatest hesitation? Hard to find the time in the middle of crazy work and travel schedule. Always has something to do, something related to work or social life.

Engage them how? Get them and their friends in. Groupon? Gift City? Email, mall events, local hangouts, social media, ClassPass, promote relaxation and work/life balance, lululemon, brunch places, specialty health shops; make sure we have classes on the schedule that are around the train schedules so they can stop by on their way home from work, or early morning

NANCY:

Retiree

Age: 59

Status: married, kids, young grandchildren

Lifestyle:

- Spend a lot of time with family
- loves to cook and bake
- drives everywhere
- visits family or family visits them
- shops a lot
- plays golf, still has active lifestyle
- likes to buy things for her kids
- watches TV and reads books
- bike rides, walks

-loves to TRAVEL! In fact, when it's cold, she likes to travel to a warm climate

Morals/Values: Always finds time to spend with family and kids/grandkids, live life happily, mindful of health
 Workout schedule: early morning and afternoon

Income: individual \$50K-\$100K, household \$125-150K

Budget/disposable income: Decent income, savings

Pain Points:

What is her greatest hesitation? She thinks she's too old to take a fitness class; a little reluctant to start because she hasn't worked out in a while; afraid of the intensity or the class, doesn't know what to expect; can't keep a membership because she travels so much; injury, pain

Engage them how? Get them in. Mall events, local hangouts, FB?, newspaper, TV, doctor's office, their kids' influence, a 50+ class? promote restorative and yoga

<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=C>

Metra Schedule

| WINNETKA – Depart AM | CHICAGO UNION STATION – Arrive AM |
|----------------------|-----------------------------------|
| 5:36 | 6:15 |
| 6:04 | 6:45 |
| 6:34 | 7:17 |
| 6:53 | 7:30 |
| 7:03 | 7:44 |
| 7:14 | 7:53 |
| 7:21 | 8:02 |
| 7:30 | 8:13 |
| 7:48 | 8:26 |
| 7:56 | 8:35 |
| 8:26 | 9:08 |

| CHICAGO – Depart PM | WINNETKA – Arrive PM |
|---------------------|----------------------|
| 4:30 | 4:58 |
| 5:08 | 5:39 |
| 5:21 | 5:56 |
| 5:35 | 6:03 |
| 5:43 | 6:18 |
| 6:00 | 6:38 |

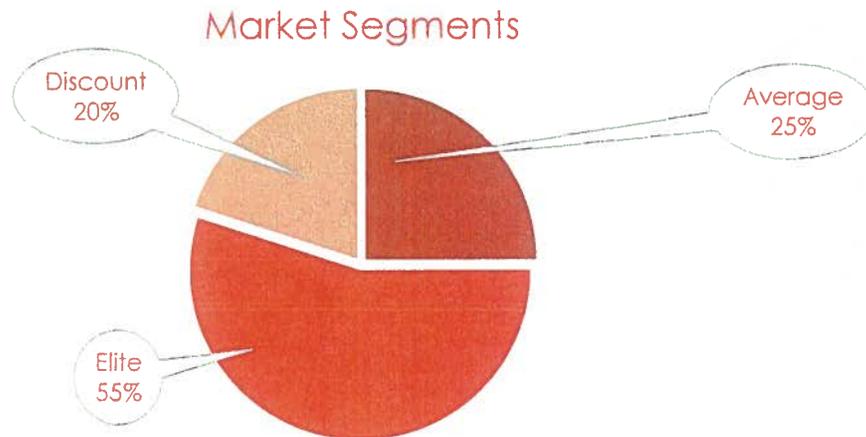
School Times

| School | Start Time | End Time |
|--------|------------|----------|
|--------|------------|----------|

| | | |
|--------------------|-----------------------------|--------------------|
| Crow Island | M-F 8:37 | M 2:45 T-F 3:15 |
| Greeley | M-F 8:37 | M 2:45 T-F 3:15 |
| Hubbard Woods | M-F 8:37 Doors open 8:30 | M 2:45 T-F 3:15 |
| Skokie School | M-F 8:25 | M 2:30 T-F 3:00 |
| Carleton Washburne | M-F 8:30 | M 2:30 T-F 3:00 |

Market Segmentation

Geographically, we have potential to market to several towns given the proximity to Winnetka. We would service: Winnetka, Glencoe, Kenilworth, Northfield, Wilmette, Evanston, Glenview, Highland Park and Deerfield. Because of the differences in demographics and income brackets, our market is segmented. With this in mind, we will utilize a variety of resources to market our products and service. Some areas are home to families with young children, young couples, or students who have a lower disposable income or lower income bracket. This segment would demand attention to pricing and we would capture their attention at family-friendly restaurants, malls, mailers/email blasts. Another segment would be the elite consumer including new empty nesters and married couples in a higher income bracket. This group will be reachable via events, upscale shops and restaurants.



Competition

What competitors are in the area:

WINNETKA

- Balance in Motion Pilates/The Pilates Barre - private sessions, pilates, TRX, spin, fitness classes 30-40 y.o. target
- Lithe Inc. Pilates - pilates & massage; "Pilates is for everyone - women, men, children, adults, athletes, as well as those who don't like to exercise" (taken from their website)
- Fitness Together - (across the street) target the baby-boomer, older adult, 'personal training studio', HIIT, women, youth, martial arts, bootcamps. small group or partner; nutrition program - 'Nutrition Together'; other location in Lake Forest
- Definition Fitness - No website, all ages & kids, website looks like it is a young fitness center with young trainers
- Yoga Sanctuary - Only on Saturday 9-10am meditation at Winnetka Presbyterian Church
- Spynergy

**Below are other studios that are in the North Shore area that residents of Winnetka have traveled to in order to take classes due to the lack of wellness and fitness shops and studios.

GLENCOE

- Reach Yoga
- Park District

NORTHBROOK

YOGI BARRE - [SELECT DATE]

Lululemon
Forever Present
Body & Brain
Northbrook Yoga Center

DEERFIELD
Pure Barre

HIGHLAND PARK
The Bar Method

KENILWORTH
The Dailey Method

NORTHFIELD
Peaceful Balance Wellness & Yoga
North Shore Yoga Northfield

GLENVIEW
samadhi, a yoga studio
Bikram Yoga North Shore
Corepower Yoga
Orange Theory

WILMETTE
Yogaview
Niyama Yoga
Full Bloomed
Personal Fitness Training

EVANSTON
Heaven Meets Earth Yoga
Bikram
Grateful Yoga
White Iris
North Shore Yoga
One 2 One
Pure Barre
Barre Code

****PLEASE SEE APPENDIX - Competitive Analysis**

SWOT ANALYSIS: YOGI BARRE

Strengths

- low competition
- target market - affluent
- nearby schools
- residents with high disposable income
- community support
- relatively close-knit, small community
- in line with our idea of 'zen' - quiet neighborhood
- high visibility
- close to park
- near public transportation
- brunch/wellness centers nearby

Weaknesses

- we are new
- if we make one person unhappy, they tell their friends - word of mouth and you're stuck with a bad reputation; whereas in the city, your exposure includes a fast turn in clients since the neighbors are constantly changing
- we are not a well-known brand/franchise
- this is our first business, still new to community
- new to formulating marketing concepts in this area - what will work?
- other yoga studios surrounding (i.e. CorePower, Samadhi, Shred 415, Spynergy - studios that have already built a name or clientele in nearby towns)

- no showers
- small space, one studio
- limited staff for now

Opportunities

- So much room for growth!
- Can expand to surrounding towns
- So many businesses (wellness, restaurants, retail) that we can team up with
- Local events

Threats

- Big name studios from the city are expanding to the suburbs
- licensing - find out what we need to hold events/classes outdoors (anything that might limit our expansion)
- Other fitness studios - Spynergy in Winnetka and barre/yoga studios in surrounding towns that Winnetka residents may already be members of
- Many vacant retail spaces – why?

Pricing

Price Structure

- Groupon
 - \$50 - unlimited classes for a month. people get into a routine
- First month - \$99
- AutoPay \$185/month
- Month-Month \$210 unlimited
- Single Class/Drop-In \$30
- 10 pack - \$200

Advertising and Promotion

Make It Better – Online magazine (North Shore)
 Fit Rats.com - Online wellness and fitness directory
 Groupon – Twice a Year; Anniversary and Holidays
 Village of Winnetka - PR
 Chamber of Commerce - PR
 Facebook – Daily
 Instagram - Daily

Strategy and Implementation

Startup Funding

This will include individual loans in the amount of \$25K.

Income and Expense

The start-up expenses for Yogi Barre is primary focused on retail and equipment.

The primary source of revenue will be memberships. On our grand opening weekend, we will offer a yearly membership for more than 50% off the regular price. We target 10 of these sales, totaling \$12,000 to jump start our revenue. For the first couple of months of business, we will rely heavily on Groupon sales, monthly and annual membership sales, retail, and private events to generate income.

We project to grow our walk-in and membership sales by 10%, reaching our target capacity 10 months after opening. We plan to retain 115 Walk-Ins and 200 Memberships each month.

Another stream of revenue will be workshops. If we host at least 2 workshops or special events a month, we will make at least \$790 a month from them.

Some of the workshops would include:

Prenatal
 Mommy and Me
 Story time
 Birthday parties
 Corporate Events

Appendix

Financial Analysis

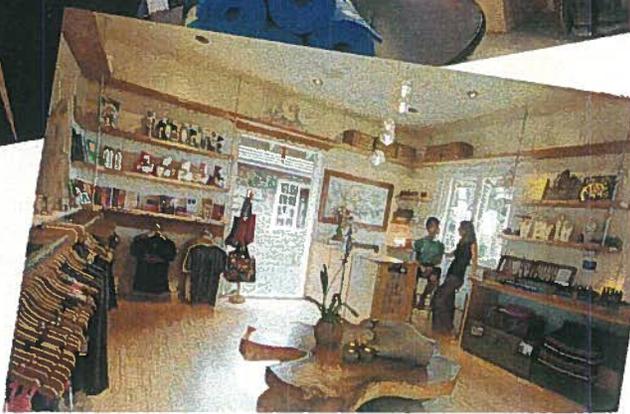
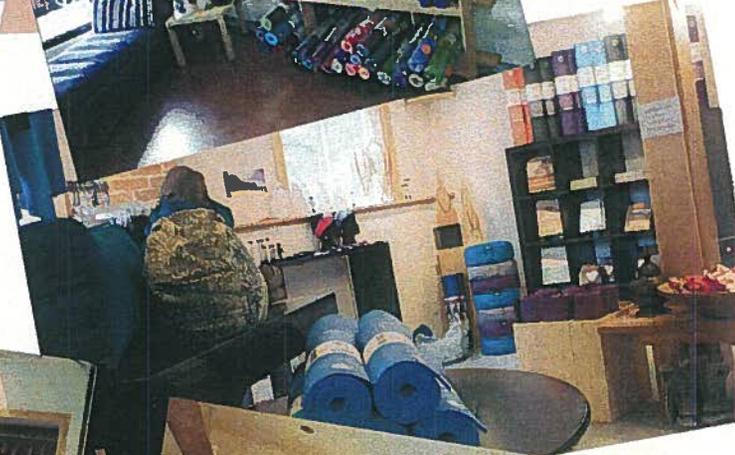
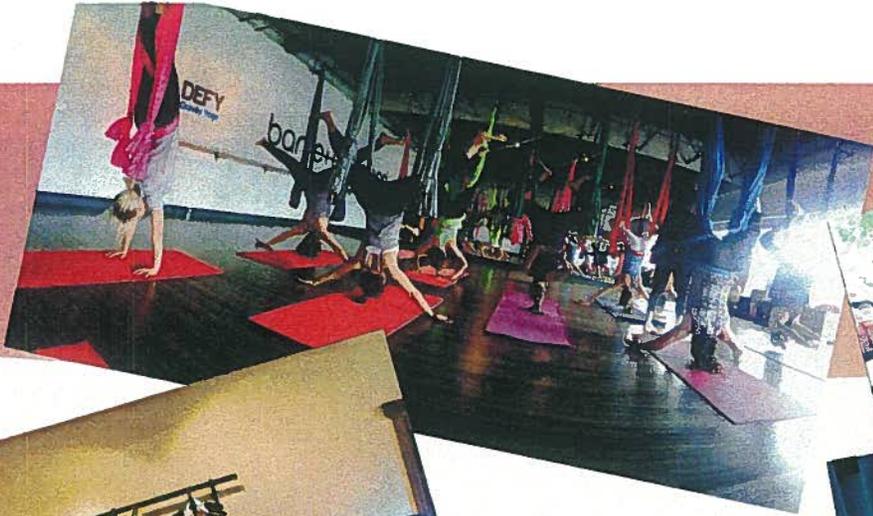
Please see attached spreadsheet to view:

1. Start-up funds
2. Retail
3. Props
4. Amortization Schedule
5. Salaries and Wages
6. Fixed Operating Expenses
7. Sales Forecast
8. Headcount
9. Year 1 P&L
10. 3-year P&L
11. Breakeven Analysis
12. Balance Sheet
13. Cash Flow

Competitive Analysis

See attached spreadsheet for comparative analysis of our local competitors.

Retail



ATTACHMENT D

From: [Kathie Scanlan](#)
To: [REDACTED]
Cc: [Megan Pierce](#); [Brian Norkus](#)
Subject: FW: Contact Us Submission (Village of Winnetka Illinois)
Date: Thursday, July 23, 2015 9:49:05 AM

A new contact us submission has been received:

Contact Type: Resident
Name: Kristin Ziv
E-mail: [REDACTED]
E-mail Format: HTML
Address 1: [REDACTED] Arbor Vitae Rd.
City: Winnetka
State: Illinois
Zip/Postal Code: 60093
Country: United States

Subject: Comment for 7/22/15 Plan Commission meeting

Comment: I'm unable to attend the July 22nd meeting, but I'd like to express my complete support for a Special Use Permit for the proposed yoga and fitness studio at 549 Lincoln Ave. With large swaths of empty storefronts in town, we need to welcome as many businesses as would like to open here, whether they be retail or services.

Phone: [REDACTED]