

**Winnetka Village Council
Regular Meeting**

Village Hall

510 Green Bay Road
Tuesday, March 20, 2012
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email rbahan@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 to the Flag
- 3) Quorum
 - a) April 3, 2012, Regular Meeting
 - b) April 10, 2012, Study Session
 - c) April 17, 2012, Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Warrant Lists Nos. 1741 and 17423
 - b) Extension of Parkway Tree Trimming, Removal and Maintenance Contracts4
 - c) Extension of Yard Waste Composting Contract.....5
 - d) Landscape Maintenance Contract Extension6
 - e) Electrical Line Clearance (Tree Trimming).....7
 - f) Switchgear Bids: S&C Electric.....9
 - g) Annual Outdoor Seating Permits and Sidewalk Restaurant Liquor Riders10
 - h) Audit Contract.....51
- 6) Stormwater Update (No report - the next stormwater update is scheduled for the April 3rd Council Meeting.)
- 7) Ordinances and Resolutions
 - a) Updated Budget, Fee and Rate Resolutions.....55
 - i) Resolution R-6-2012: Village Budget – Adoption.....58
 - ii) Resolution R-7-2012: Water Rates – Adoption67
 - iii) Resolution R-8-2012: Electric Rates – Adoption.....71
 - iv) Resolution R-9-2012: Sewer Rates – Adoption81
 - v) Resolution R-10-2012: Refuse Rates – Adoption83

- vi) Resolution R-11-2012: General Permit & License Fees – Adoption88
- vii) Resolution R-12-2012: Building, Zoning & Construction Fees – Adoption97
- viii) Resolution R-13-2012: Fire Service Fees – Adoption104
- b) Ordinance MC-1-2012: Coach House Amendments – Adoption112
- c) Ordinance M-3-2012: Park District Special Use Permit – Introduction.....131
- d) Ordinance M-4-2012: 1235 Westmoor Zoning Variation – Introduction238
- 8) Public Comment
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- 10) New Business
 - a) Trifecta Restaurant Liquor License275
- 11) Reports
- 12) Appointments
- 13) Executive Session
- 14) Adjourn

NOTICE

All agenda materials are available at www.villageofwinnetka.org (click Council and then Current Agenda), the Reference Desk at the Winnetka Library, or in the Manager’s Office at Village Hall (2nd floor).

Videos of the Regular Village Council meetings are televised on Channel 10, Mondays, Wednesdays, and Fridays at 7:00 p.m. Videos of the meeting may also be viewed on the Internet via a link on the Village’s web site: www.villageofwinnetka.org.

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 – Liz Rosenthal, at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3540; T.D.D. (847) 501-6041).

AGENDA REPORT

SUBJECT: **Warrant Lists Nos. 1741 and 1742**

PREPARED BY: Robert Bahan, Village Manager

DATE: March 16, 2012

Warrants Lists Nos. 1741 and 1742 are enclosed in each Council member's packet.

Recommendation: Consider approving Warrants Lists Nos. 1741 and 1742.

AGENDA REPORT

SUBJECT: **Extension of Parkway Tree Trimming, Removal, and Maintenance Contracts**

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

DATE: March 13, 2012

In March 2011, pursuant to a competitive bidding process, Village Staff opened bids for parkway tree trimming, removal, and maintenance. Six bidders responded to the Village’s request for bids with submissions. The low bids for each contract are highlighted, and the bids are summarized as follows:

Contractor	Parkway Tree & Stump Removal (Total)	Parkway Tree Trimming (Total)	Emergency T&M Work (\$/crew-hour¹)
Nels Johnson Tree Experts	\$90,950	\$42,200	\$295.00
Landscape Concepts Management	\$93,940	\$49,900	\$169.00
Trees “R” Us	\$97,950	\$45,275	\$315.00
Winkler’s Tree Service	\$163,800	\$50,676	\$400.00
R.W. Hendricksen Co.	\$184,150	\$51,286	\$330.00
Asplundh Tree Expert Co.	\$211,762	No Bid	\$215.69

The Village Council awarded contracts for Parkway Tree Trimming and Parkway Tree and Stump Removal to Nels Johnson Tree Experts, and for Emergency T&M Work to Landscape Concepts Management, on April 7, 2011. These contractors have performed very well for the Village on these and other previous contracts, and have agreed to hold their 2011 pricing for the 2012-13 contractual period, through March 31, 2013. Staff believes that it would be in the Village’s best interest to extend these contracts for an additional year at current prices, based on contractual performance.

Budget Information

The FY 2012-13 Budget contains \$155,000 for parkway tree maintenance, trimming, and removal.

Recommendation:

Consider extending tree trimming and maintenance contracts at the unit rates contained in bid proposals received in March, 2011, as follows:

1. Parkway Tree & Stump Removal to Nels Johnson Tree Experts
2. Parkway Tree Trimming to Nels Johnson Tree Experts
3. Emergency Time & Material Work to Landscape Concepts Management

¹ Crew composed of 1 Crew Leader, 2 Trimmers, 1 Ground Man

Agenda Report

**Subject: One Year Extension of Yard Waste Composting Contract
with Thelen Sand & Gravel**

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

Date: March 13, 2012

The Village has a contract with Thelen Sand & Gravel of Antioch, IL to provide transport and disposal services for yard waste collected by the Village of Winnetka refuse collection operations. Under State of Illinois law, yard waste may no longer be disposed of in landfills, but must be composted. The Village of Winnetka maintains a landscape waste transfer station at the Village's closed landfill at 1390 Willow Road. Operationally, the Village collects the landscape waste with its refuse collectors and deposits it at the transfer site on the landfill. Thelen then hauls the material offsite within 72 hours of deposit, and composts the material at their compost site in Antioch.

The current contract was initiated for the period April 1, 2006 through March 31, 2007, at a contract price of \$6.94 per cubic yard. The contract allows for up to 5 one-year extensions with a rate adjustment based on the percent change in the Chicago CPI.

The operation has gone extremely smoothly over the life of the contract, and Thelen wishes to extend the contract for an additional year. Staff has been very pleased with the operation and also wishes to extend the contract. Thelen has agreed to hold their prices at the 2011 contract rate of \$7.00 per cubic yard.

The contract rates over the life of the contract follow:

Year	Rate
2006	\$6.94
2007	\$7.00
2008	\$7.00
2009	\$7.00
2010	\$7.00
2011	\$7.00
2012 (proposed)	\$7.00

Recommendation:

Consider authorizing a one year extension of the current composting contract with Thelen Sand & Gravel of Antioch, IL for \$7.00 per cubic yard.

Agenda Report

Subject: Landscape Maintenance Contract Extension

Prepared By: Stephen M. Auth, Asst. Director of Public Works

Date: March 6, 2012

On March 6, 2010, the Village Council awarded a renegotiated contract for maintaining publicly owned landscaped and turf areas in the Village to Anthony Scopelliti Landscaping. This contract provided set pricing to maintain 48 separate locations throughout the Village, and established hourly T&M rates for additional work. The net effect of these revisions resulted in the Village saving approximately \$17,800 (14.7%) annually from 2009 expenditures.

Given the current economic conditions Anthony Scopelliti Landscaping and staff have negotiated several non-service related measures, including waiver of a performance bond, to reduce costs. These measures have allowed the Village to continue current service levels while holding firm on the reduced pricing negotiated in 2010.

Scopelliti Landscaping has provided the Village with very good performance on the contract consistently since 2008, holding or reducing costs to remain competitive year over year. Staff believes that the Village's interests are well-served by Scopelliti's service levels and costs and recommends a continued two years with Anthony Scopelliti Landscaping at the current level of service and the 2010 pricing. Pricing would be in effect for calendar 2012 and calendar 2013. A single year extension would be available in 2014 if all contractual conditions remained the same with no cost increases.

The net effect of these proposed revisions is an estimated annual savings to the Village of approximately \$17,800 (14.7%) from 2009 expenditures. The following table summarizes the comparison between the 2009 contract and the proposed 2012 contract.

Item	2009 Annual Cost	2012 Estimated Annual Cost
Contract Base Amount	\$58,734.00	\$68,911.38
Contract Options	\$2,780.00	\$14,368.56
Extra T&M Work	\$59,574.00	\$20,000.00
Contract Total	\$121,088.00	\$103,279.94
Savings		-14.7% -\$17,808.06

Budget Impact.

The FY 2012-2013 budget includes \$103,500 in various accounts for landscape and parkway maintenance.

Recommendation:

Consider extending the terms of the 2011 Landscape Maintenance Contract with Anthony Scopelliti Landscaping, as modified, for 2012 and 2013, for an estimated annual amount not to exceed \$103,280.

AGENDA REPORT

Subject: Electrical Line Clearance (Tree Trimming)

Prepared by: Brian Keys, Director Water & Electric

Ref: February 21, 2012 Budget Meeting
April 26, 2011 Council Meeting, pp. 31-32

Date: March 15, 2012

The Village of Winnetka issued Bid #011-009 in 2011 for parkway tree trimming, tree removal and power line trimming services required during the period of April 1, 2011 through March 31, 2012. Periodic trimming around the overhead electric lines is required to maintain adequate clearance. Based on the bid evaluation, Asplundh Tree Expert Company was awarded the line clearance work for FYE 2012 at the April 26, 2011, Council Meeting. The current agreement is scheduled to end on March 31, 2012. Under the original bid document, the Village has the option to extend the purchase order at the contractor's submitted pricing for the second year.

A line clearance crew typically consists of a crew leader, two trimmers, and a ground man. In the 2011 bid document, contractors were requested to provide rates for each classification of worker and the equipment used on an hourly basis. Rates were also requested for two additional years with annual renewals at the discretion of the Village. Exhibit A contains the unit prices for labor and equipment as bid by each company for an additional year (FYE2013). These are summarized as follows:

Crew Rates for Utility Line Clearance – Normal Working Hours

	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Trees “R” Us Inc.	Winkler’s Tree & Landscaping
FYE 2013	\$153.22	\$177.00	\$190.00	\$260.00
FYE 2012	\$149.78	\$173.00	\$186.00	\$240.00

Staff is recommending issuance of a purchase order to Asplundh Tree Expert Company. As noted, the contractor's second year of pricing is competitive. Prior to FYE 2012, Asplundh had not previously participated in the Village's line clearance work. In general, the contractor's work performance in the current fiscal year exceeded staff's expectations. The contractor performed the line clearance work in an appropriate manner with no safety incidents. In addition, the contractor identified additional vegetation hazards (dead limbs outside the trimming area) for further review by staff, and assisted in service restoration during multiple storm events. Staff did investigate one complaint regarding an incident that occurred while a street was closed and flaggers were being used for traffic control. Asplundh's management responded appropriately and promptly addressed the issue with the individual on the flagging crew.

The FYE2012 budget (account #50-43-540-210) contains \$140,000 for line clearance work.

Recommendation:

Consider authorizing the Village Manager to issue a purchase order to Asplundh Tree Expert Co. in an amount not to exceed \$140,000 in accordance with the terms and conditions of Bid #011-009.

Exhibit A

**Bid #011-009
Second Year**

Utility Line Clearance - Unit Prices for Normal Work Day

	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Trees "R" Us Inc.	Winkler's Tree and Landscaping
Personnel:				
<i>Crew Leader</i>	\$45.07	\$46.00	\$41.00	\$65.00
<i>Trimmer</i>	\$38.22	\$45.00	\$39.00	\$65.00
<i>Apprentice Trimmer</i>	\$36.07	\$41.00	\$32.00	\$65.00
<i>Groundman</i>	\$31.71	\$41.00	\$33.00	\$65.00
<i>General Foreman</i>	\$45.07	\$46.00	\$45.00	\$65.00
<i>Crew Composition as noted by vendor:</i>	1 Crew Leader, 2 Trimmers & 1 Groundman	1 Crew Leader, 2 Trimmers & 1 Groundman	1 Crew Leader, 1 Trimmer, 1 Appr. Trimmer, 1 Groundman and 1 Foreman	1 Crew Leader, 2 Trimmers & 1 Groundman
<i>Unit Cost per Crew:</i>	\$153.22	\$177.00	\$190.00	\$260.00
Equipment:				
<i>Pick up Truck</i>	\$9.00	\$10.00	\$26.00	\$12.00
<i>Trim Truck with 2 power saws</i>	\$9.61	\$13.00	\$36.00	\$22.00
<i>Chipper</i>	\$4.50	\$13.00	\$26.00	\$11.00
<i>Aerial Device with hydraulic tools and 1 gas power saw</i>	\$15.50	\$15.00	\$56.00	\$21.00
<i>Extra power saw</i>	N/C	N/C	\$6.00	\$1.00

Note: Trees "R" Us utilizes five man crew.

**Bid #011-009
Second Year**

Utility Line Clearance - Unit Prices for Emergency Hours

	Asplundh Tree Expert Co.	Nels J. Johnson Tree Experts Inc.	Trees "R" Us Inc.	Winkler's Tree and Landscaping
Personnel:				
<i>Crew Leader</i>	\$64.91	\$75.00	\$96.00	\$86.00
<i>Trimmer</i>	\$55.04	\$65.00	\$96.00	\$86.00
<i>Apprentice Trimmer</i>	\$51.87	\$60.00	\$96.00	\$86.00
<i>Groundman</i>	\$45.67	\$55.00	\$96.00	\$86.00
<i>General Foreman</i>	\$64.91	\$75.00	\$96.00	\$86.00
<i>Crew Composition as noted by vendor:</i>	1 Crew Leader, 2 Trimmers & 1 Groundman	1 Crew Leader, 2 Trimmers & 1 Groundman	1 Crew Leader, 1 Trimmer, 1 Appr. Trimmer, 1 Groundman and 1 Foreman	1 Crew Leader, 2 Trimmers & 1 Groundman
<i>Unit Cost per Crew:</i>	\$220.66	\$260.00	\$480.00	\$344.00
Equipment:				
<i>Pick up Truck</i>	\$9.00	\$11.00	\$51.00	\$12.00
<i>Trim Truck with 2 power saws</i>	\$9.61	\$13.00	\$66.00	\$22.00
<i>Chipper</i>	\$4.50	\$13.00	\$46.00	\$11.00
<i>Aerial Device with hydraulic tools and 1 gas power saw</i>	\$15.50	\$15.00	\$86.00	\$21.00
<i>Extra power saw</i>	N/C	N/C	\$11.00	\$1.00

AGENDA REPORT

SUBJECT: **Switchgear Bids, S&C Electric Company**

PREPARED BY: Brian Keys, Director Water & Electric

REF: February 21, 2012 Budget Presentation

DATE: March 15, 2012

The Water & Electric Department requested bids (Bid #012-004) for the purchase of three pieces of 15kV pad mount air insulated switchgear and internal fuse holders. This particular type of switchgear is manufactured by S&C Electric in various configurations of switches and fuses. There are presently thirty-six units of this type of switchgear installed on the Village’s electric distribution system. One piece of switchgear is required for the reconfiguration of Circuit F in the immediate area of the Lincoln Avenue parking lot. The two additional units of switchgear will replace existing locations as a result of their material condition and/or age.

The bid notice was published in the Pioneer Press and bid notices were sent to the original equipment manufacturer and electrical equipment distributors.

The following companies submitted bids:

Company Name	Lump Sum Bid (3 Units)
S&C Electric Company	\$58,835.00
Universal Utility Supply Co.	\$61,933.00
HD Supply Utilities	\$63,050.00

The Village has previously purchased switchgear and equipment directly from the manufacturer located in Chicago. Based on the bid evaluation, staff recommends acceptance of S&C Electric’s bid for the switchgear.

Manufacturing lead time for this equipment is eight weeks. As such, the equipment will arrive in late May. There is \$101,000 in the FYE 2013 budget (account 50-47-640-256) for cable devices.

Recommendation: Consider authorizing the Village Manager to issue a purchase order to S&C Electric Company in the amount of \$58,835 for the purchase of three pieces of switchgear and the associated fuse holders in accordance with Bid #12-004.

AGENDA REPORT

SUBJECT: Annual Outdoor Seating Permits and Sidewalk Restaurant Liquor License Riders

PREPARED BY: Katherine S. Janega, Village Attorney
Robert M. Bahan, Village Manager

DATE: March 15, 2012

Introduction. Section 12.04.070 of the Village Code prohibits the use of public sidewalks for business operations without the prior approval of the Village Council. Section 5.09.100(M) of the liquor license regulations also provides for restaurants with liquor licenses to obtain a sidewalk restaurant rider license that authorizes the service of beer and wine at tables set out on public sidewalks from April 1 through November 30. The Village's established practice has been to consider the licenses for sidewalk and restaurant and liquor service in March, to allow time for all applications to be received and processed.

All applicants have submitted proposed layout sketches and certificates of insurance showing at least \$2,000,000 general aggregate liability, naming the Village as an additional insured. Finance Director Ed McKee has reviewed and approved the insurance certificates of the applicants, and Public Works Director Steve Saunders has inspected and approved the requested table layouts. Staff also works with the restaurants throughout the outdoor seating season to assure appropriate passage of pedestrians.

Outdoor Seating Permits. Eleven local restaurants – Caffè Buon Giorno, Caribou Coffee, D's Haute Dogs, Panera, Starbuck's Coffee, Love's Winnetka, and the six liquor licensees listed below – have submitted applications for outdoor seating permits; copies are attached to this report. (Avli, O'Neil's and Trifecta have outdoor seating areas on their own property, which does not require additional licensing.)

Sidewalk Restaurant Liquor Licenses. Café Aroma, Jerry's at Corner Cooks, Little Ricky's, Mirani's and Winnetka Wine Shop have submitted applications for Sidewalk Restaurant Liquor License Riders; these applications are included with their outdoor seating permit applications.

Effective Date of Licenses. As noted above, pursuant to Village Code, the sidewalk liquor licenses are valid only from April 1 through November 30. The date restrictions in the liquor regulations codified the established practice for sidewalk restaurant seating, which were based on historical weather patterns, so as to avoid the potential for conflicts between sidewalk furniture and Village equipment needed to clear sidewalks following late- and early-winter snow events.

At the March 13th study session, the Chair of the BCDC reported that, at the “Listen and Learn” session held that morning in the East Elm business district, some restaurateurs expressed a desire to begin sidewalk seating before April 1st, because of the unseasonably warm weather. However, because prior Council approval is required both for sidewalk food service and for sidewalk liquor service, Village Staff is without authority to create exceptions when a stretch of inviting warm weather occurs before April or after November.

Staff is therefore requesting that all sidewalk licenses issued this year be effective immediately, subject to the condition that the restaurants be required to temporarily remove their sidewalk furnishings in the event of a weather event that requires access to the full sidewalk to assure safe pedestrian passage. Staff also requests that the Council consent to having the Village President, in her capacity as Local Liquor Control Commissioner, waive enforcement of the starting date restrictions for sidewalk liquor service this year, so that establishments whose sidewalk liquor service riders have been approved may also begin to serve beer and wine as soon as outdoor seating food service begins.

Finally, Staff suggests that the Council consider amending the Village Code to allow more flexibility in the administration of the sidewalk restaurant and liquor license provisions so that the Village’s various dining establishments can quickly take advantage of early warm weather spells. For scheduling purposes, Staff would propose placing this issue on a future study session agenda for consideration after the three new trustees have been seated.

Recommendation:

- 1) Consider approval of the eleven pending 2012 Outdoor Seating Permit applications, effective immediately, subject to the condition that the food establishments be required to temporarily remove their sidewalk furnishings in the event of a snow or ice weather event that requires access to the full sidewalk to assure safe pedestrian passage.
- 2) Consider approval of Sidewalk Restaurant Liquor License Riders for Café Aroma, Jerry’s at Corner Cooks, Little Ricky’s, Mirani’s and Winnetka Wine Shop.
- 3) Consider consenting to having the Village President, in her capacity as Local Liquor Control Commissioner, waive enforcement of the starting date restrictions for sidewalk liquor service this year, so that Café Aroma, Jerry’s at Corner Cooks, Little Ricky’s, Mirani’s and Winnetka Wine Shop may also begin to serve beer and wine as soon as outdoor seating food service begins.

**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 29, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Caffe' Buon Giorno
ADDRESS 566 Chestnut
PHONE NUMBER 847-784-8899

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER Mary Jo Vlas
Date: Feb 21, 2012

ACORD**CERTIFICATE OF LIABILITY INSURANCE**OP ID #
CAFF-10DATE (MM/DD/YYYY)
02/15/12

PRODUCER Interamerican Insurance 18660 Midwest Rd Suite 300 Oakbrook Terrace IL 60181 Phone: 630-574-2300 Fax: 630-574-1388	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Caffe Buon Giorno U.F.U.R., Inc. DBA: 566 Chestnut Winnetka IL 60093	INSURER A: The Hartford	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

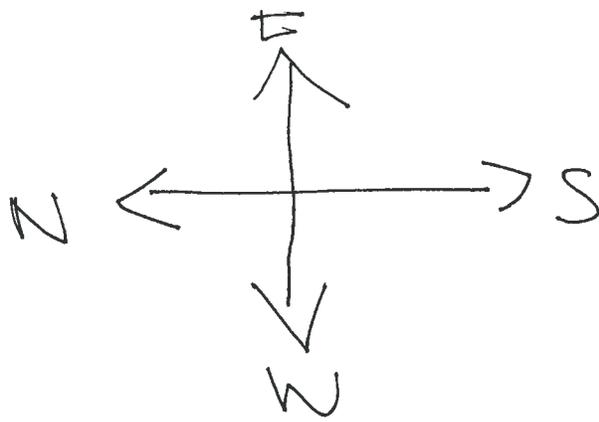
INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	83SBAIJ2168	12/28/11	12/28/12	EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5000
					PERSONAL & ADV INJURY \$ 1000000
					GENERAL AGGREGATE \$ 2000000
					PRODUCTS - COMP/OP AGG \$ 2000000
					GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	83WECB03874	12/28/11	12/28/12	WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 500000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 500000
	OTHER				E.L. DISEASE - POLICY LIMIT \$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured: Village of Winnetka in regards to the outdoor cafe.**CERTIFICATE HOLDER****VILLAWI**
Village Of Winnetka
Kathleen Scanlon
510 Green Bay Road
Winnetka IL 60093
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **10** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Chestnut

Sidewalk

five foot clearance



Cafe Bump Over

VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30, 2012

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- o A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- o A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

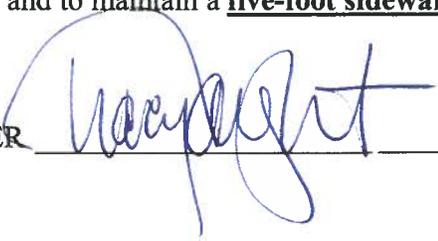
Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office in order for the Village Council to review your request.

NAME OF BUSINESS Caribou Coffee Company

ADDRESS 817 & 819 Elm Street, Winnetka, IL 60093

PHONE NUMBER (763) 592-2200

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER 

Date: 1-26-12



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 333 South 7th Street, Suite 1600 Minneapolis, MN 55402-2400 Attn: Minneapolis.CertRequestSiebel@marsh.com 023584-STND-GAWUP-11-12 727	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B : American Casualty Insurance Co</td> <td></td> </tr> <tr> <td>INSURER C : St. Paul Fire & Marine Ins Co</td> <td>24767</td> </tr> <tr> <td>INSURER D : Travelers Property Casualty Insurance Company</td> <td>36161</td> </tr> <tr> <td>INSURER E : Transportation Insurance Co</td> <td>20494</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty Company	20443	INSURER B : American Casualty Insurance Co		INSURER C : St. Paul Fire & Marine Ins Co	24767	INSURER D : Travelers Property Casualty Insurance Company	36161	INSURER E : Transportation Insurance Co	20494	INSURER F :
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INSURER E : Transportation Insurance Co	20494														
INSURER F :															

COVERAGES	CERTIFICATE NUMBER: CHI-003735811-06	REVISION NUMBER: 1
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR Y/ND	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			GL 2095784951	10/01/2011	10/01/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BUA 2095784955	10/01/2011	10/01/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			QK09002505	10/01/2011	10/01/2012	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	WC 295784920 (AOS) WC 295784934 (WI)	10/01/2011 10/01/2011	10/01/2012 10/01/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Property			KTJ-CMB-0810P00-6-11	10/01/2011	10/01/2012	Blanket Building & Pers. Prop. 308,194,892 See attached

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Village of Winnetka is Additional Insured under the General Liability with respects the premise leased to Caribou Coffee (Store #727) located at 817 & 819 Elm Street Winnetka IL 60093-2201.

CERTIFICATE HOLDER	CANCELLATION
Village of Winnetka 510 Green Bay Road Winnetka, IL 60093	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>

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**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 29, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS DIS HAUTE DOGS
ADDRESS 551 LINCOLN AVE
PHONE NUMBER 847-386-6238

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER 
Date: 2/23/12

Commercial Certificate of Insurance



FARMERS

Agency
 Name • Mary Gruenberg
 & • 101 W 22nd St Ste 101
 Address • Lombard, IL 60148-4997
 • 847-295-0330

Issue Date (MM/DD/YY) 02/28/2012

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 22 Dist. 23 Agent 315

Companies Providing Coverage:

Insured
 Name • D'S HAUTE DOGS LLC
 & • 551 LINCOLN AVE
 Address • WINNETKA, IL 60093

Company A Truck Insurance Exchange
 Letter
 Company B Farmers Insurance Exchange
 Letter
 Company C Mid-Century Insurance Company
 Letter
 Company D _____
 Letter

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
A	<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	604664555	08/06/2011	08/06/2012	General Aggregate Products-Comp./OPS Aggregate Personal & Advertising Injury Each Occurrence Fire Damage (Any one fire) Medical Expense (Any one person)	\$ 2,000,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 75,000 \$ 5,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage Garage Aggregate	\$ \$ \$ \$ \$
	Umbrella Liability				Limit	\$
B	<input checked="" type="checkbox"/> Workers' Compensation and Employers' Liability	B0809 83 10	08/06/2011	08/06/2012	Statutory Each Accident Disease - Each Employee Disease - Policy Limit	\$ 500,000 \$ 500,000 \$ 500,000

Description of Operations/Vehicles/Restrictions/Special items:

Village of Winnetka as additional insured
 Outside seating

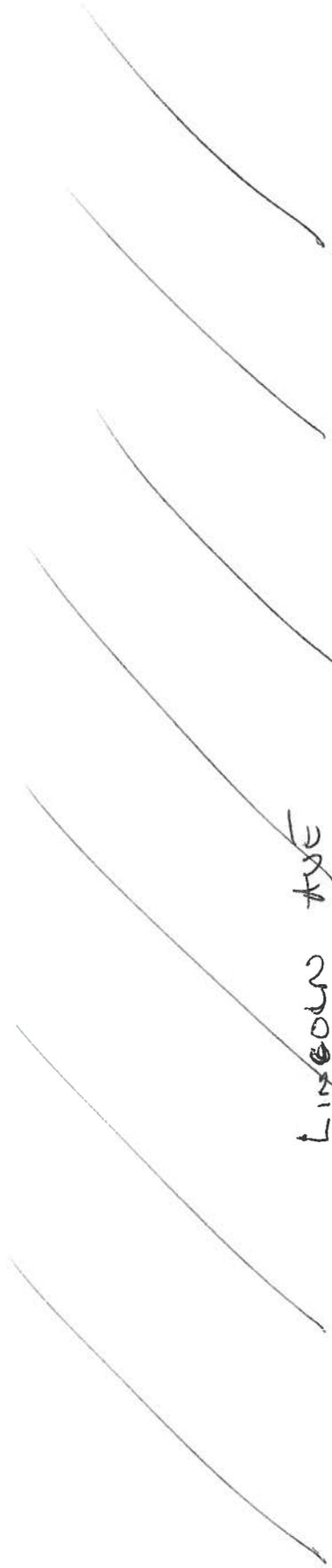
Certificate Holder

Name • Village of Winnetka
 & • 510 Green Bay Rd
 Address • Winnetka, IL 60093

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Mary T Gruenberg
 Authorized Representative



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TREE



VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
 April 1 - November 30

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4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 29, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Panera Bread #0644
 ADDRESS 940 Green Bay Rd - Winnetka 60090
 PHONE NUMBER 847 - 441 - 8617

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER Phyllis Kendrick, License mgr
 Date: Feb 21, 2012 for Panera, LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/08/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Marsh USA Inc. 701 Market Street, Suite 1100 St. Louis, MO 63101-1830 Attn: tlouis.cerrequest@marsh.com fax 212-948-0811		CONTACT NAME: PHONE (A/C No., Ext.): E-MAIL ADDRESS: FAX (A/C. No.):	
panera-p&c-1-12 Kendri		INSURER(S) AFFORDING COVERAGE	
INSURED Panera LLC 3630 S. Ceyer Road, Suite 100 Sunset Hills, MO 63127		INSURER A: Travelers Property Casualty Company Of America 26874	INSURER B: American Guarantee & Liability Ins Co 26247
		INSURER C: Zurich American Insurance Company 18538	
		INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CHL003988954-10 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	TC2J-GL8A-1180386A-TIL-11	08/01/2011	08/30/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ -- PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		TC2J-CAP-11803861-TIL-11 TC2J-BAP-11803873-TIL-11 'Physical Damage'	08/01/2011	08/30/2012	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE RETENTION \$		AUC5345873-08	08/01/2011	08/30/2012	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	TC2J-UB-11803836-11 (AOS) TC2J-UB-11803836-12 (AOS) TRJ-JB-11803848-11 (AZ,MA,OR,WI) TRJ-JB-11803848-12 (AZ,MA,OR,WI)	08/01/2011	08/01/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Property \$25k Deductible Comp/Call.		PPR9488437-00	08/01/2011	08/30/2012	Real and Pers. Prop Incl Bl Deductible (See attached) 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: Store #544 - Winnetka, IL
 The certificate holder is included as an additional insured with respect to the above General Liability policy as regards leased premises and covered outdoor seating. Subject to all policy terms, conditions and exclusions.

CERTIFICATE HOLDER Village of Winnetka 510 Green Bay Road Winnetka, IL 60093	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Katy E. Jones
--	--

Panera Bakery-cafe #0644
940 Green Bay Road
Winnetka, IL 60090
(847) 441-8617



Outside Seating Area

Green Bay Road

Gage Street

Railing



Windows

Windows

Door

Door

*Thank you,
Phyllis K
(314) 984-3979*



Phyllis Kendrick
Manager, Licenses/Permits

Panera, LLC
3630 S. Geyer Road, Suite 100
St. Louis, MO 63127
(314) 984-3979
Fax: (314) 909-3305
E-mail: phyllis.kendrick@panerabread.com

mailing Address

Panera, LLC
Attn: Legal Department
3630 S. Geyer Road
St. Louis, MO 63127

www.panerabread.com

**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 29, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Starbucks Coffee Company
ADDRESS PO Box 34067, MS: S-RE3, Seattle WA
PHONE NUMBER (206) 318-6877 98124-1067

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER

Date:

2/27/12



John Carnahan
director, Global Real Estate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER		CONTACT NAME ALLISON FREY	
MARSH USA INC. 1301 FIFTH AVENUE SEATTLE, WA 98101		PHONE (A/C No., Ext) (206) 318-4850	FAX (A/C No) (206) 682-7570
		E-MAIL ADDRESS PRODUCER CUSTOMER ID #:	
INSURED		INSURER(S) AFFORDING COVERAGE	
STARBUCKS CORPORATION ET AL P.O. BOX 34067 SEATTLE, WA 98124-1067		INSURER A ZURICH AMERICAN INSURANCE COMPANY	NAIC # 16535
		INSURER B AMERICAN ZURICH INSURANCE COMPANY	40142
		INSURER C	
		INSURER D	
		INSURER E	
		INSURER F	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR ASK Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X \$4,000,000 SIR		GL08378867-10	10/1/2011	10/1/2012	EACH OCCURRENCE \$ 5,000,000* DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000* MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 5,000,000* GENERAL AGGREGATE \$ 5,000,000 PRODUCTS COMP/PROP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PROJECT LOC						
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS MADE DEDUCTIBLE RETENTION		BAP 4281337-01	10/1/2011	10/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC8378817-12 WC8298255-09	10/1/2011 10/1/2011	10/1/2012 10/1/2012	X WC STATL TORY LIMITS OTH ER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

*COMPANY A - GENERAL LIABILITY; THE LIMITS ARE \$1,000,000 IN EXCESS OF A \$4,000,000 SELF-INSURED RETENTION. AUTHORIZED REPRESENTATIVE OF ZURICH COVERAGES (GAIL SYDOW).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: WINNETKA (STORE #275) 566 CHESTNUT STREET, WINNETKA, IL 60093
CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED AS RESPECTS OUTDOOR SEATING

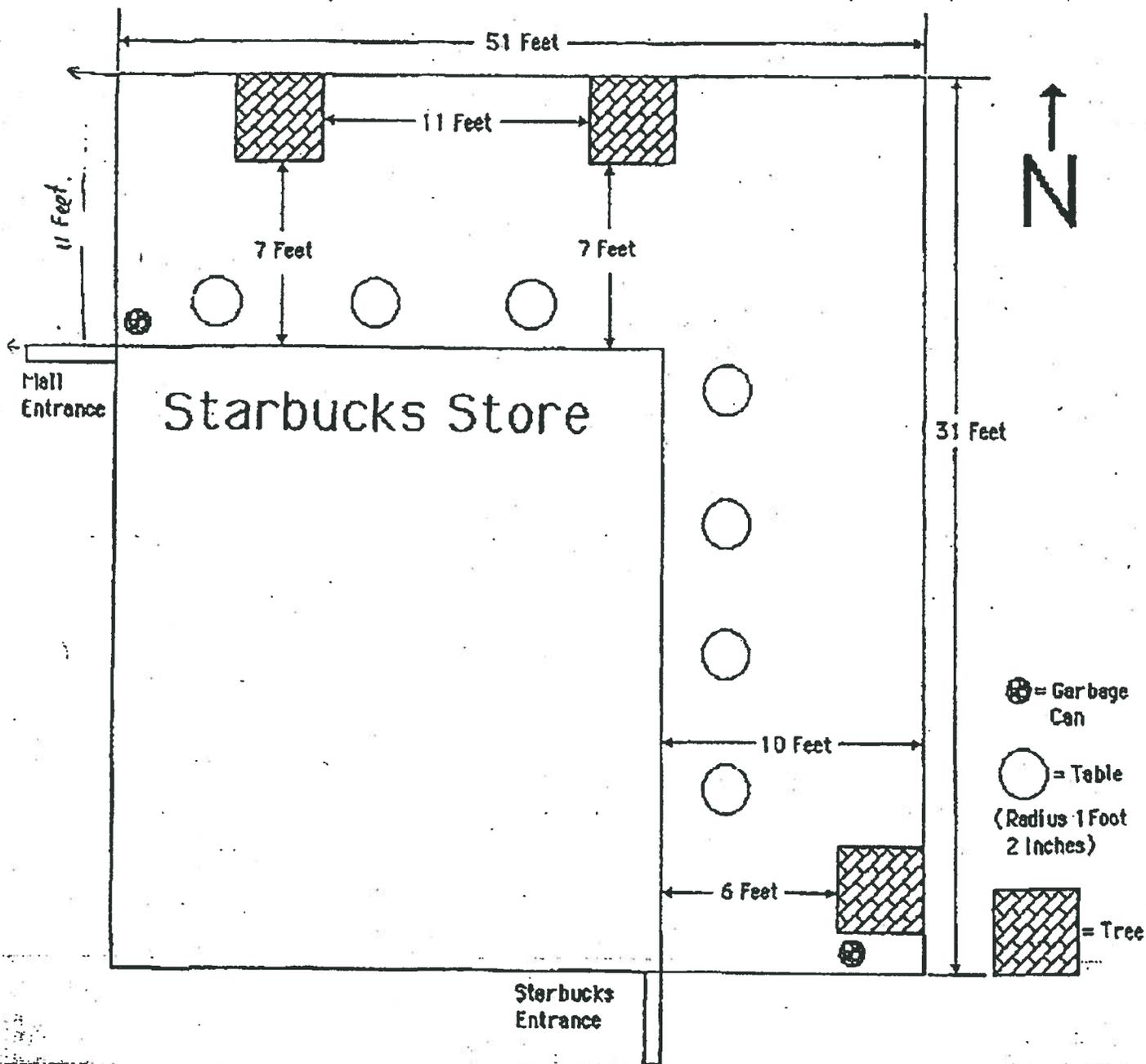
CERTIFICATE HOLDER	CANCELLATION
VILLAGE OF WINNETKA 510 GREEN BAY ROAD WINNETKA, IL 60093	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Gail W. Sydow</i>

Outdoor Patio Drawing

275

Starbucks Coffee 566 Chestnut Ave.
Winnetka, Illinois 60093

Business Operation Hours: Mon-Fri 5:30A to 6:00P
Sat 6:30A to 6:00P
Sun 6:30A to 5:00P



**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

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5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 29, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Delbay Ltd : DBA - Love's Winnetka
 ADDRESS 718-720 Elm Street
 PHONE NUMBER 847-784-8700 / ~~700~~ 312-733-0315

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER Karen Scholle - SP Manager

Date: 2/21/12



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/21/2012

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PRODUCER An Insurance Store 3410 Milwaukee Ave Northbrook, IL 60062	CONTACT NAME: Troy M. Vanco PHONE (A/C, No, Ext): (847) 299-1916 FAX (A/C, No): (847) 803-3410 E-MAIL ADDRESS: troyvanco@covad.net
	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Delbay, Ltd. DBA: Love's Winnetka 770 Halsted Street, Suite 110 Chicago, IL 60622	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

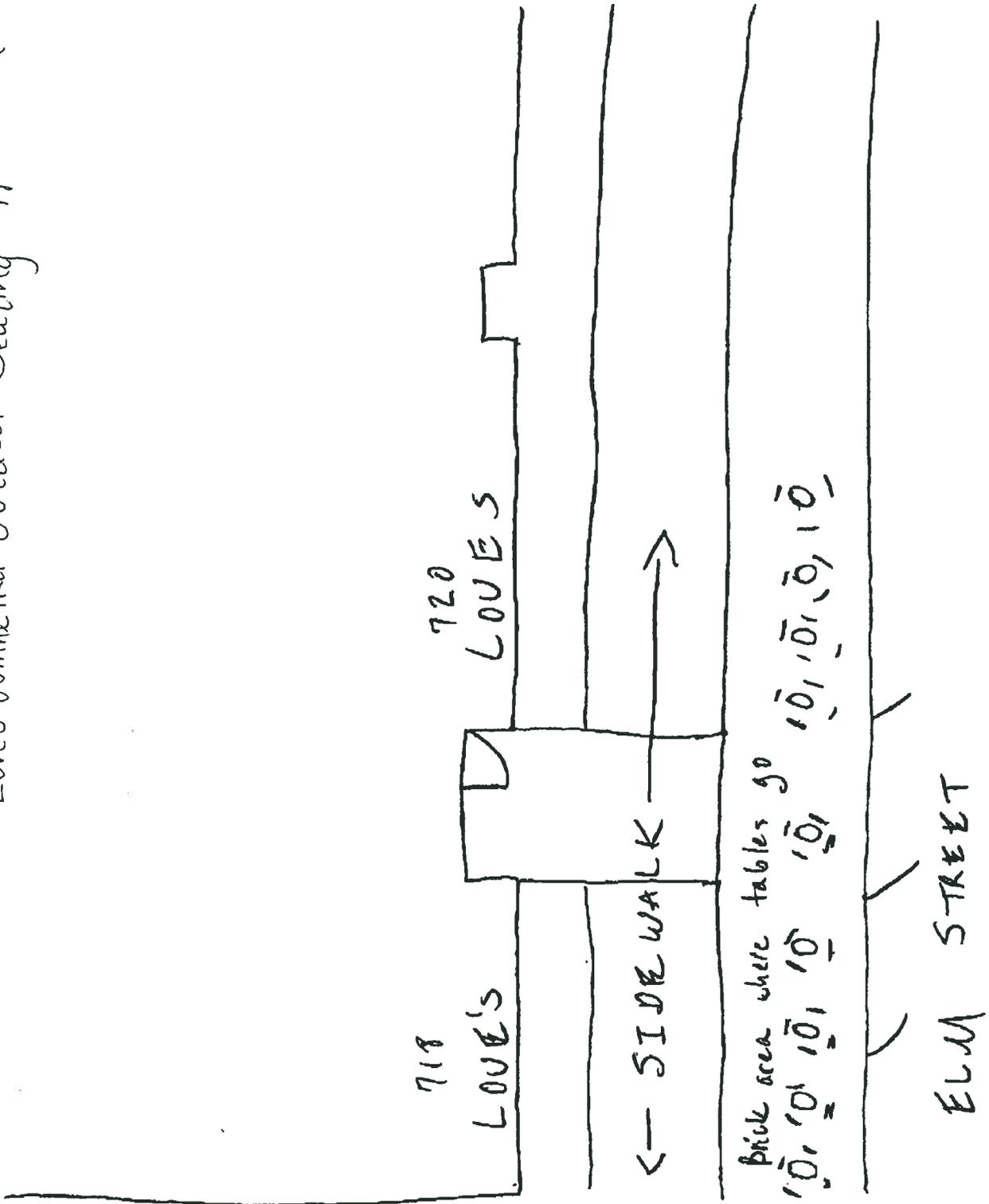
INSR LTR	TYPE OF INSURANCE	ADBL NBR	DUER NBR	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		I-680-504M8469	3/01/12	3/01/13	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			I-680-504M8469	3/01/12	3/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS						AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N	N/A	IFUB-505M217-0	3/01/12	3/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Contents			I-680-504M8469	3/01/12	3/01/13	\$105,000 (Replacement Cost)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 -Premises Location: 718-720 Elm Street, Winnetka, IL 60093.
 -Includes the outdoor tables located in front of 718-720 Elm Street, Winnetka, IL 60093.
 -Please note that the certificate holder is also named as Additional Insured in reference to policy #: I-680-504M8469.

CERTIFICATE HOLDER Village of Winnetka 510 Green Bay Road Winnetka, IL 60093	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Love's Winnetka Outdoor Seating Application



**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 15, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS CAFE AROMA LLC
ADDRESS 749 ELM ST Winnetka IL 60093
PHONE NUMBER 847-881-2601

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER _____



Date: 2/22/2012

**VILLAGE OF WINNETKA
APPLICATION FOR SIDEWALK RESTAURANT
LIQUOR LICENSE RIDER**

Note: Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

APPLICANT INFORMATION

1. Applicant CAFE' AROMA LLC
Address 749 ELM ST Zip Code 60093
Telephone 847-881-2601

2. Restaurant CAFE AROMA
Address 749 ELM ST Zip Code 60093
Telephone 847-881-2601

3. Name of Manager Mitra Ryndak

CURRENT LICENSE INFORMATION

Liquor License Number 12-1A-0096290

OPERATIONS PLANS

1. Number of waiter/waitress staff 3
2. Number of maintenance staff 3

LICENSES AND PERMITS

1. Seating capacity of proposed café 45

ADDITIONAL ATTACHMENTS REQUIRED

1. Insurance Certificate
2. Café Location and Layout Plan.

For Office Use Only

Inspected: _____

Approved ___ Not Approved ___



CERTIFICATE OF LIABILITY INSURANCE

UP ID:
DATE (MM/DD/YYYY)
030612

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Insured:
Mamm Northbrook Corp.
900 Skokie Blvd. Ste #225
Northbrook, Illinois 60062

CONTACT NAME:	
PHONE (A/C No. Ext): 847 962 8911	FAX (A/C No.):
E-MAIL ADDRESS:	
PRODUCER CUSTOMER ID #: BLANK-1	
INSURER(S) AFFORDING COVERAGE	
INSURER A: Travelers Casualty Ins. Co.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

Insured:
Cafe Aroma LLC
749 Elm Street
Winnetka, Illinois 60093

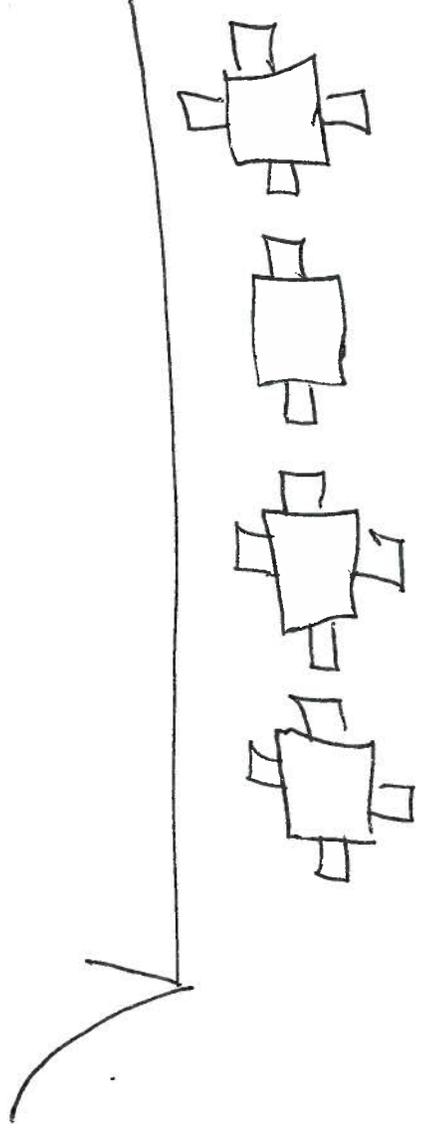
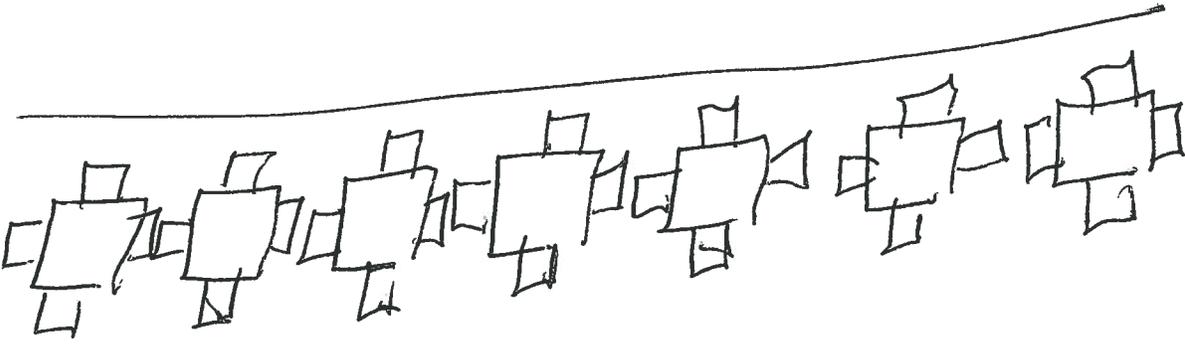
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	I680421M106A	112611	112612	EACH OCCURRENCE \$1,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300 MED EXP (Any one person) \$5 PERSONAL & ADV INJURY \$1,000 GENERAL AGGREGATE \$2,000 PRODUCTS - COMP/OP AGG \$2,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		I680421M106A	112611	112612	COMBINED SINGLE LIMIT (Ea accident) \$1,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)
Certificate Holder is an Additional Insured w/respects to Outdoor Cafe seating

CERTIFICATE HOLDER Village of Winnetka 510 Greenbay Road Winnetka, Illinois 60093	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 15, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Corner Cooks, Inc. Jerry's Restaurant
ADDRESS 507 Chestnut St. Winnetka, IL 60093
PHONE NUMBER 847-441-0134

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER _____

Date: 1/23/2012

**VILLAGE OF WINNETKA
APPLICATION FOR SIDEWALK RESTAURANT
LIQUOR LICENSE RIDER**

Note: Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

APPLICANT INFORMATION

1. Applicant Betsy Simson
Corner Cooks, Inc., Jerry's Restaurant
Address 507 Chestnut St. Zip Code 60093
Telephone 847-441-0134
2. Restaurant Corner Cooks, Inc. Jerry's Restaurant
Address _____ Zip Code _____
Telephone _____
3. Name of Manager/owner Betsy Simson

CURRENT LICENSE INFORMATION

Liquor License Number 42-2011

OPERATIONS PLANS

1. Number of waiter/waitress staff 2
2. Number of maintenance staff 2

LICENSES AND PERMITS

1. Seating capacity of proposed café 40

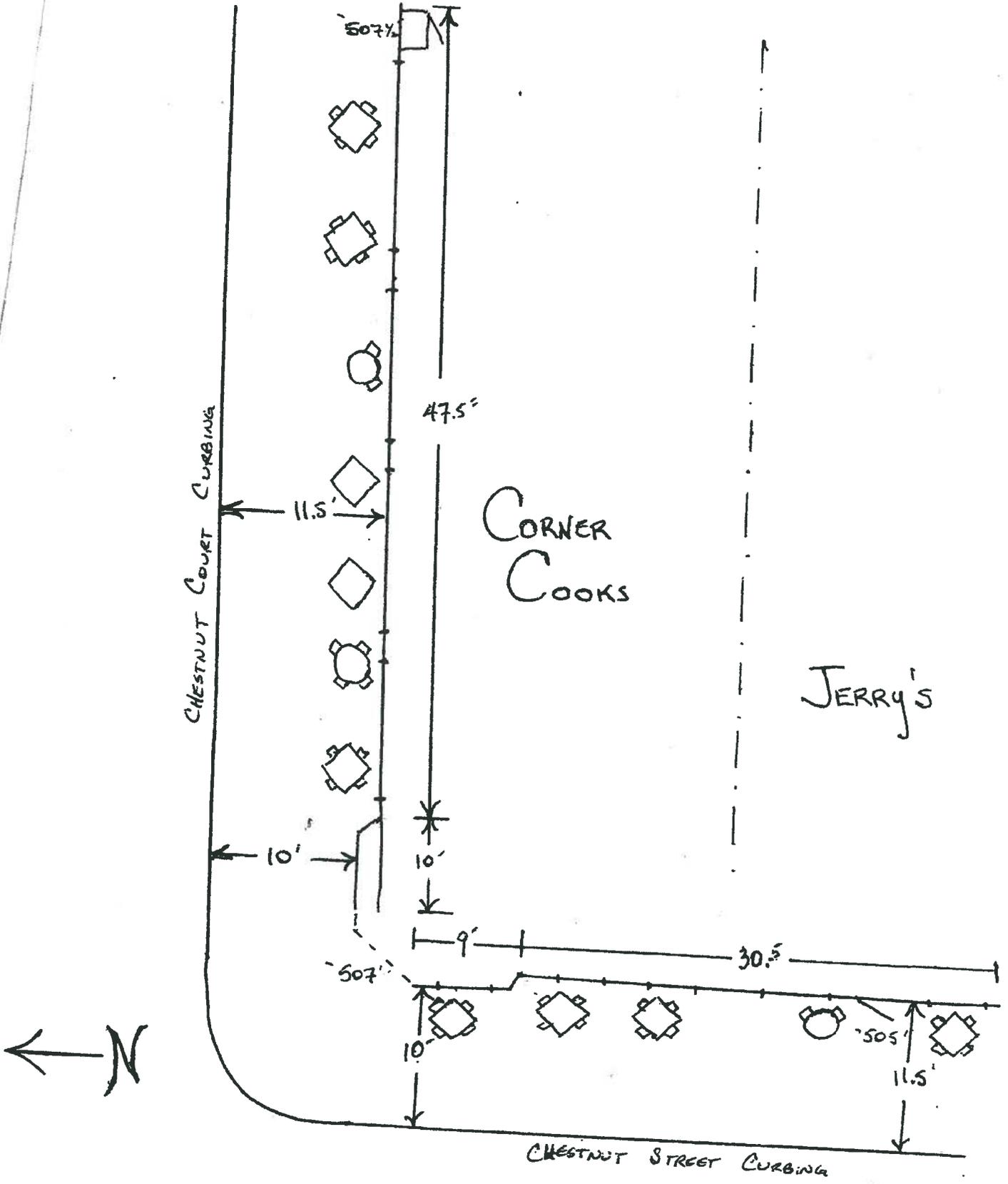
ADDITIONAL ATTACHMENTS REQUIRED

1. Insurance Certificate
2. Café Location and Layout Plan.

For Office Use Only

Inspected: _____

Approved _____ Not Approved _____



SIDEWALK SEATING
5' PATHWAY OBSERVED

1" = 10'

**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

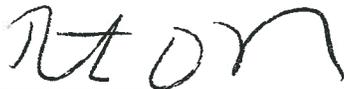
Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 15, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Little Rickys
ADDRESS 540 Lincoln
PHONE NUMBER 847-784-1444

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER 

Date: 2-15-12

**VILLAGE OF WINNETKA
APPLICATION FOR SIDEWALK RESTAURANT
LIQUOR LICENSE RIDER**

Note: Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

APPLICANT INFORMATION

1. Applicant Patrick O'Neil
Address 1555 Hazel Ln, 540 Lincoln Winnetka Zip Code 60093
Telephone 847-708-0343

2. Restaurant Little Pickys
Address 540 Lincoln Zip Code 60093
Telephone 847-784-1444

3. Name of Manager Stephanie Strauss

CURRENT LICENSE INFORMATION

Liquor License Number _____

OPERATIONS PLANS

1. Number of waiter/waitress staff 10
2. Number of maintenance staff 15

LICENSES AND PERMITS

1. Seating capacity of proposed café 80

ADDITIONAL ATTACHMENTS REQUIRED

1. Insurance Certificate
2. Café Location and Layout Plan.

For Office Use Only

Inspected: _____

Approved ___ Not Approved ___

Commercial Certificate of Insurance



FARMERS

Agency
 Name • Mary Gruenberg
 & • 101 W 22nd St Ste 101
 Address • Lombard, IL 60148-4997
 • 847-295-0330

Issue Date (MM/DD/YY) 03/14/2012

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 22 Dist. 23 Agent 315

Companies Providing Coverage:

Insured
 Name • LITTLE RICKYS INC
 & • 540 LINCOLN AVE
 Address • WINNETKA, IL 60093

Company A Truck Insurance Exchange
 Letter
 Company B Farmers Insurance Exchange
 Letter
 Company C Mid-Century Insurance Company
 Letter
 Company D _____
 Letter

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits
A	General Liability ✕ Commercial General Liability ✕ - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	601244139	04/15/2011	04/15/2012	General Aggregate \$4,000,000 Products-Comp./OPS Aggregate \$2,000,000 Personal & Advertising Injury Each Occurrence \$2,000,000 Fire Damage (Any one fire) \$2,000,000 Medical Expense (Any one person) \$75,000 \$5,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit \$ Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage \$ Garage Aggregate \$
	Umbrella Liability				Limit \$
	Workers' Compensation and Employers' Liability				Statutory Each Accident \$ Disease - Each Employee \$ Disease - Policy Limit \$

Description of Operations/Vehicles/Restrictions/Special items:

Village of Winnetka as additional insured
 outdoor seating and Restaurant with \$1,000,000 Liquor Liability

Certificate Holder

Name • VILLAGE OF WINNETKA
 & • 510 GREEN BAY RD,
 Address • WINNETKA, IL 60093

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Mary T Gruenberg
 Authorized Representative

Commercial Certificate of Insurance



FARMERS

Agency
 Name • Mary Gruenberg
 & • 101 W 22nd St Ste 101
 Address • Lombard, IL 60148-4997
 • 847-295-0330

Issue Date (MM/DD/YY) 03/14/2012

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 22 Dist. 23 Agent 315

Insured
 Name • LITTLE RICKYS INC
 & • 540 LINCOLN AVE
 Address • WINNETKA, IL 60093

Companies Providing Coverage:

- Company A Truck Insurance Exchange
Letter
- Company B Farmers Insurance Exchange
Letter
- Company C Mid-Century Insurance Company
Letter
- Company D _____
Letter

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
A	General Liability ✕ Commercial General Liability ✕ - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	601244139	04/15/2012	04/15/2013	General Aggregate	\$ 4,000,000
					Products-Comp./OPS Aggregate	\$ 2,000,000
					Personal & Advertising Injury	\$ 2,000,000
					Each Occurrence	\$ 2,000,000
					Fire Damage (Any one fire)	\$ 75,000
					Medical Expense (Any one person)	\$ 5,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit	\$
					Bodily Injury (Per person)	\$
					Bodily Injury (Per accident)	\$
					Property Damage	\$
					Garage Aggregate	\$
	Umbrella Liability				Limit	\$
	Workers' Compensation and Employers' Liability				Statutory	
					Each Accident	\$
					Disease - Each Employee	\$
					Disease - Policy Limit	\$

Description of Operations/Vehicles/Restrictions/Special items:

Village of Winnetka as additional insured
 outdoor seating and Restaurant with \$1,000,000 Liquor Liability

Certificate Holder

Name • VILLAGE OF WINNETKA
 & • 510 GREEN BAY RD,
 Address • WINNETKA, IL 60093

Cancellation

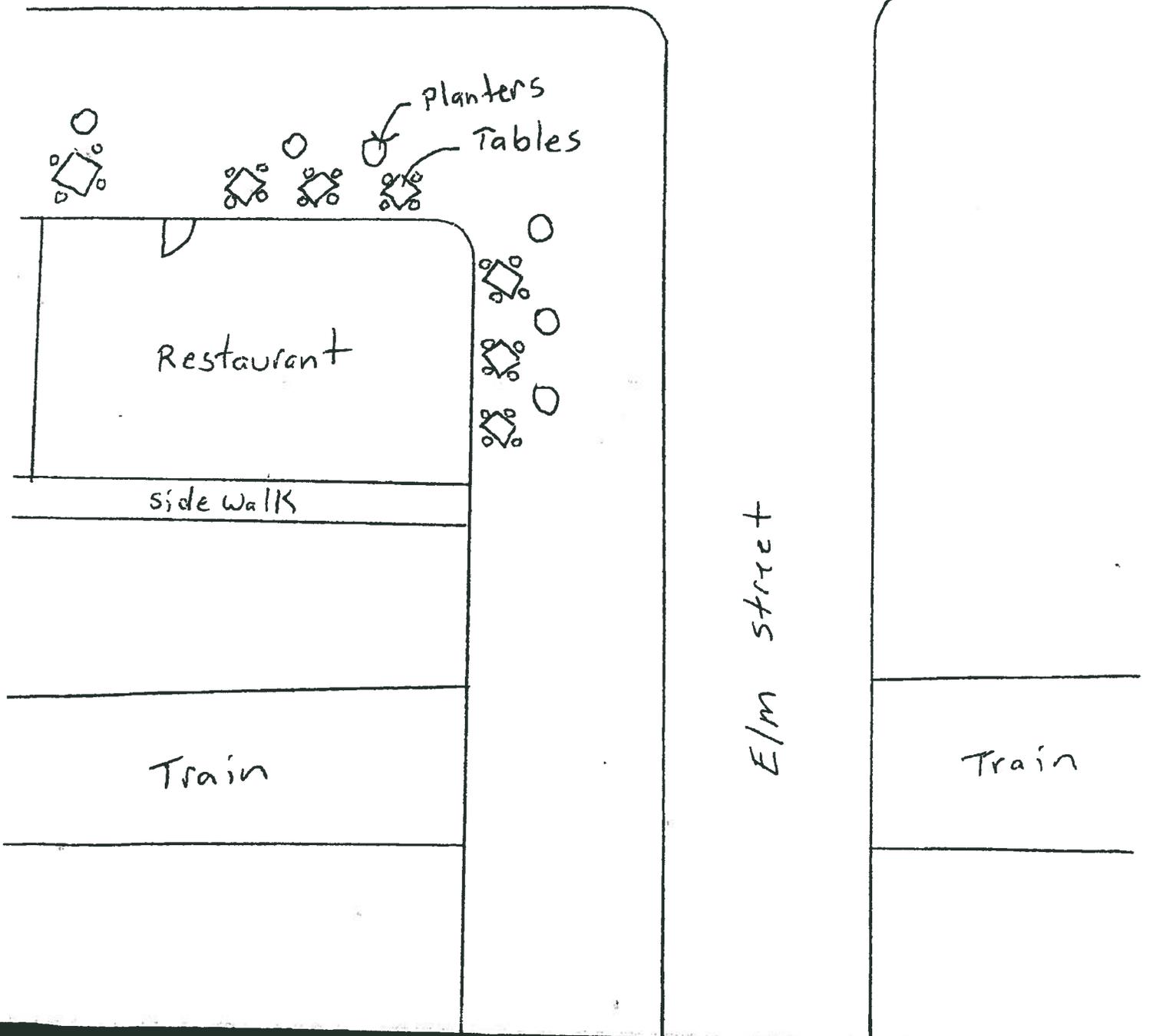
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Mary T Gruenberg
 Authorized Representative

LITTLE RICKY'S

rib joint

Lincoln



**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 15, 2012**, in order for the Village Council to review your request.

NAME OF BUSINESS Winnetka Food, Inc.
ADDRESS 727 Elm Winnetka IL 60093
PHONE NUMBER (847) 441-5590

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER R. Kaveh Armani

Date: 2/22/12

**VILLAGE OF WINNETKA
APPLICATION FOR SIDEWALK RESTAURANT
LIQUOR LICENSE RIDER**

Note: Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

APPLICANT INFORMATION

1. Applicant Seyed Kaveh Mirani/Winnetka Food, Inc
Address 1022 Pinesmore Zip Code Winnetka, IL 60093
Telephone (847) 441-5638

2. Restaurant Mirani's Restaurant
Address 727 Elm Zip Code Winnetka, IL 60093
Telephone (847) 441-5590

3. Name of Manager Madeleine Mirani

CURRENT LICENSE INFORMATION

Liquor License Number L10-2011

OPERATIONS PLANS

1. Number of waiter/waitress staff 10
2. Number of maintenance staff 6

LICENSES AND PERMITS

1. Seating capacity of proposed café 20

ADDITIONAL ATTACHMENTS REQUIRED

1. Insurance Certificate
2. Café Location and Layout Plan.

For Office Use Only

Inspected: _____

Approved _____ Not Approved _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Guy Viti Insurance 445 Sheridan Road PO Box 699 Highwood IL 60040	CONTACT NAME: Jamie Maciolek PHONE (A/C No. Ext): (847) 432-1000 E-MAIL ADDRESS: jamiem@guyviti.com	FAX (A/C No.): (847) 433-6856
	INSURER(S) AFFORDING COVERAGE	
INSURED Winnetka Foods Inc., DBA: Miranis 727 Elm Street Winnetka IL 60093	INSURER A: Hartford Casualty Insurance Co	NAIC # 29424
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

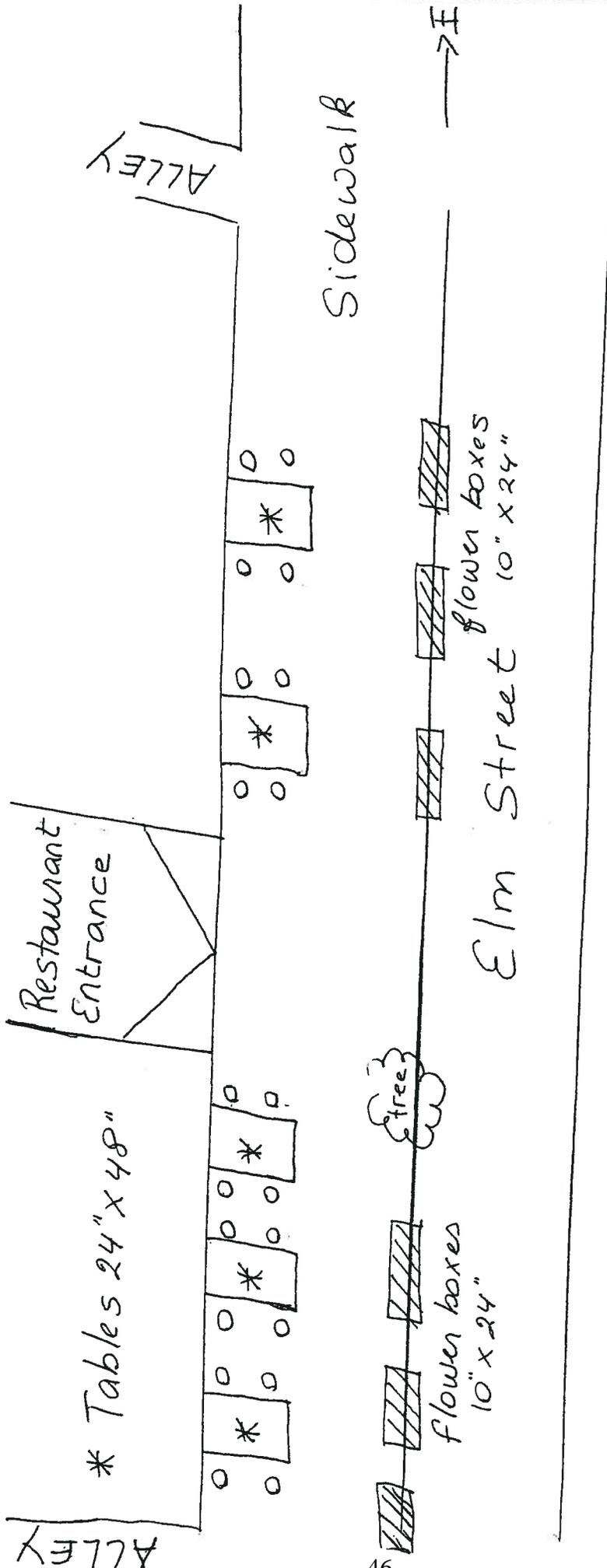
COVERAGES **CERTIFICATE NUMBER: 12/13** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	GENERAL LIABILITY			83SBAFV8581	3/15/2012	3/31/2013	EACH OCCURRENCE \$ 1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC									GENERAL AGGREGATE \$ 2,000,000
										PRODUCTS - COMP/OP AGG \$ 2,000,000
										\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$			
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$			
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$			
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$			
	<input type="checkbox"/> SCHEDULED AUTOS						\$			
	<input type="checkbox"/> NON-OWNED AUTOS						\$			
	UMBRELLA LIAB						EACH OCCURRENCE \$			
	EXCESS LIAB						AGGREGATE \$			
	<input type="checkbox"/> OCCUR						\$			
	<input type="checkbox"/> CLAIMS-MADE						\$			
	DED						\$			
	RETENTION \$						\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$			
							E.L. DISEASE - EA EMPLOYEE \$			
							E.L. DISEASE - POLICY LIMIT \$			
A	Liquor Liability			83SBAFV8581	3/15/2012	3/31/2013	\$1,000,000 occurrence \$2,000,000 aggregate			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Village of Winnetka is additional insured for the outside cafe located at 727 Elm Street Winnetka IL 6

CERTIFICATE HOLDER (847) 501-3180 Village of Winnetka Attn: Cathy Scanlon 510 Green Bay Road Winnetka, IL 60093	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jamie Maciolek/JAMIE <i>Jamie Maciolek</i>
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**VILLAGE OF WINNETKA
APPLICATION FOR OUTDOOR SEATING PERMIT
April 1 – November 30**

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS The Winnetka Wine Shop
ADDRESS 720 Elm St
PHONE NUMBER 847-446-2166

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER Emily W

Date: 2/22/12

**VILLAGE OF WINNETKA
APPLICATION FOR SIDEWALK RESTAURANT
LIQUOR LICENSE RIDER**

Note: Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

APPLICANT INFORMATION

1. Applicant The Winnetka Wine Shop
Address 726 Elm St Zip Code 60093
Telephone 847.446.2716

2. Restaurant The Winnetka Wine Shop
Address 726 Elm St Zip Code 60093
Telephone 847.446.2716

3. Name of Manager Emily Link

CURRENT LICENSE INFORMATION

Liquor License Number 215-2011

OPERATIONS PLANS

1. Number of waiter/waitress staff 2
2. Number of maintenance staff 0

LICENSES AND PERMITS

1. Total square footage to be occupied by sidewalk café 120 sqft
2. Seating capacity of proposed café 8

ADDITIONAL ATTACHMENTS REQUIRED

The following supplements must be attached to application:

1. Liability Insurance Yes Amount 1,000,000. Policy Number 83SBAV27759
Insurer Name Hartford Insurance Co.
Address One Hartford Plaza Hartford, CT 06155
2. Café Location and Layout Plan (attach two copies).

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID TK
WINNE-2

DATE (MM/DD/YYYY)
02/09/12

PRODUCER J. Krug & Associates, Inc. 1350 W. Northwest Highway Mount Prospect IL 60056-2297 Phone: 847-392-8585 Fax: 847-392-8137	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURED The Winnetka Wine Shop, LLC 726 Elm Street Winnetka IL 60093	INSURERS AFFORDING COVERAGE
	INSURER A: Hartford Insurance Company	
	INSURER B: Technology Insurance Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	

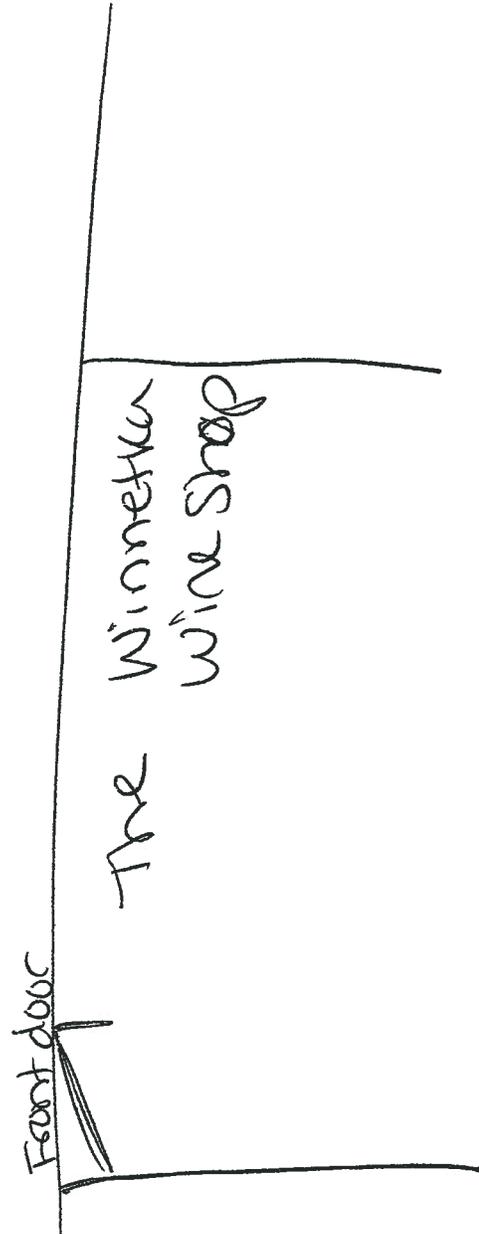
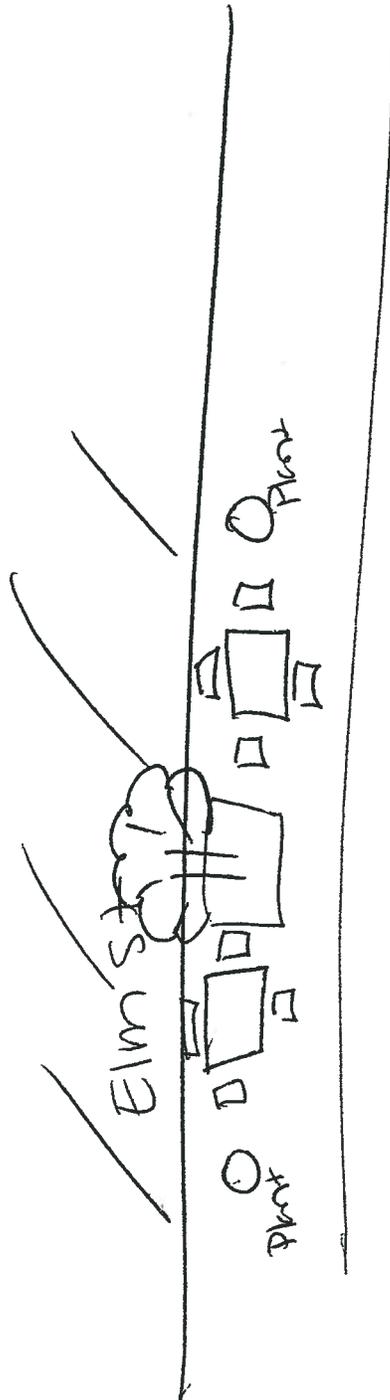
COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	X	X	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	83SBAVZ7759	12/03/11	12/03/12	EACH OCCURRENCE \$ 1,000,000
				GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	A	X	X	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS	83SBAVZ7759	12/03/11	12/03/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
				NON-OWNED AUTOS	83SBAVZ7759	12/03/11	12/03/12	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
				GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
				EXCESS/UMBRELLA LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B				WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	TWC3298679	11/01/11	11/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A				Liquor Liability	83SBAVZ7759	12/03/11	12/03/12	Liquor Li 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The Village of Winnetka is added as an additional insured as required by written contract.

CERTIFICATE HOLDER VILWINN Village of Winnetka 510 Green Bay Road Winnetka IL 60093	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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AGENDA REPORT

Subject: Audit Contract
Prepared by: Ed McKee, Finance Director
Date: February 29, 2012

The Auditing firm of Lauterbach and Amen has been the Village's Auditor since 2006. The Council has been pleased with the thoroughness and responsiveness of their services. While a quality audit is more important than obtaining the lowest possible price, the current firm has kept their costs reasonable and the amount charged this last year was less than the amount paid to the prior firm in 2006.

Because of the change in fiscal years, I had suggested to the Council that it would be beneficial to have auditor consistency during this transition period. There are many nuances to changing fiscal years and an auditor very familiar with our operations will be in a better position to perform a high quality audit and identify things out of the ordinary.

Attached is a proposal that explains the scope of services sought, which is unchanged from the current level of service. The pricing for the work is \$27,804 for the 9 months ending 12/31/2013 (unchanged price from the fiscal year ending 3/31/2013), \$28,638 for 2014, and \$29,497 for 2015.

Recommendation: Consider approval of a 3 year contract with the Auditing firm of Lauterbach and Amen.

February 23, 2012

The Honorable President
Members of the Board of Trustees
Village of Winnetka, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Winnetka, Illinois for the nine months ended December 31, 2013 and years ended December 31, 2014 and December 31, 2015. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village as of and for the nine months ended December 31, 2013 and years ended December 31, 2014 and December 31, 2015. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan funding progress and employer contribution schedules, and other postemployment benefit obligation funding progress and employer contribution schedules.

We have also been engaged to report on supplementary information other than RSI the accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and schedules, and other information listed as supplemental and schedules, except for those schedules marked "unaudited."

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village, and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities included informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

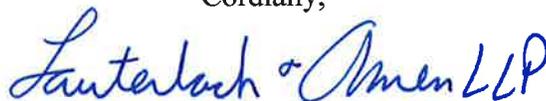
As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the Village’s compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

Our fees for the nine months ended December 31, 2013 audit will be \$27,804, the December 31, 2014 audit will be \$28,638 and the December 31, 2015 audit will be \$29,497.

We appreciate the opportunity to be of service to the Village of Winnetka, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the below and return it to us.

Cordially,



LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Winnetka, Illinois.

By: _____

Title: _____

Agenda Report

Subject: Updated Budget, Fee and Rate Resolutions

Prepared by: Ed McKee, Finance Director

Ref: February 14, 2012 Budget Meeting
 February 16, 2012 Budget Meeting
 February 21, 2012 Budget Meeting
 March 8, 2012 Council Meeting

Date: March 13, 2012

Budget Resolution for FY 2012-13 - R-6-2012

The Budget has been distributed and made available for public inspection at the Village Hall and the local Library since February 6th. A Public Hearing was held on the proposed budget during the March 8th Council meeting, after publishing the requisite notice.

Below is a summary of how the budget changes would impact a homeowner. Staff estimates an overall cost in 2012/2013 of \$6,318 for municipal services, a \$120 or 1.9% increase over the current year. This increase is comprised of higher property taxes (\$40), water charges (\$58), and sanitary sewer charges (\$22), as outlined below:

			Change	
	2011 /12	2012 / 13	\$'s	%
Village Property Taxes **	\$ 2,672	\$ 2,712	\$ 40	1.5%
Electric ***	\$ 2,358	\$ 2,358	\$ -	0.0%
Water	\$ 722	\$ 780	\$ 58	8.0%
Sanitary Sewer	\$ 216	\$ 238	\$ 22	10.2%
Telecommunications Tax	\$ 60	\$ 60	\$ -	0.0%
Natural Gas Tax *	\$ 80	\$ 80	\$ -	0.0%
Licenses (2 cars & 1 Dog)	\$ 90	\$ 90	\$ -	0.0%
Total Taxes and Fees	\$ 6,198	\$ 6,318	\$ 120	1.9%

* Assumes no reduction in natural gas heating bills.

** Assumes \$20,000 tax bill * 13.36% Village portion * 1.5% estimated 2011 increase.

*** 2% electric rate increase (\$272k Village Wide) is offset estimated power cost adjustment (- \$300k).

Two corrections were made during the budget process, both of which were reflected in Budget Resolution R-6-2012 when it was presented for hearing.

- 1) The first change was updating the amount of capital expenses reflected in the text of the police department budget on page 26. The combined dispatch budget totals \$500,000, not the \$250,000 reflected in the text on page 26.

- 2) The second correction was to include the \$100,000 in the capital plan for replacement of the water department SCADA system. This \$100,000 is included in the cash flow projections and simply needs to be added to account # 52.66.640.323.

There were no further changes after the hearing.

Fee Resolutions

The Village adopts new fee resolutions each March in conjunction with the adoption of the budget. This ensures annual review of these charges and makes it easy to reference the most current information.

The changes in the water, electric, sewer and refuse utility are effective for customer bills issued on or after April 1, 2012. Because of the taxation cycle set by State law, the property tax levy recommended in the budget (which implements the property tax increase) was already approved in December 2011.

R-7-2012 - Water Rates

This resolution was introduced at the March 8, 2012, Council meeting. There is an 8% increase for customers within the municipal boundaries. This will cost customers within the Village, about \$58 more per year. The resolution will increase the unincorporated water rate by 10%.

R-8-2012 - Electric Rates

This resolution was introduced at the March 8, 2012, Council meeting. There is an approximately 2.0% increase in the energy charge for electricity in the proposed budget for all customers. Offsetting this 2.0% increase is a roughly 2.1% refund to customers because the Village's unit cost for electricity was less than the amount in the 2011/2012 budget. It is the Village's policy to refund any savings or recover any shortage in the next fiscal year.

In addition to setting the electric rates, the Village evaluates the costs of fees charged for electric activities such as connections to the system, service upgrades, and meter charges. Staff believes the current charges for installation of 200 and 400 ampere electric services of \$9,500 and \$17,000, respectively, should cover the Village's costs. Therefore, no change to these amounts is proposed in the electric rate resolution. If future bids for supplies and services result in the Village not recovering our costs in this area, we will come back to the Council and evaluate an increase.

R-9-2012 - Sewer Rates

This resolution was introduced at the March 8, 2012, Council meeting. The Village has not increased the sanitary sewer rate for many years. Given the storm event in 2011, the Village will be conducting flow monitoring and taking additional steps to reduce the severity and frequency of sanitary sewer back ups. Additionally, the Village has expanded the reimbursement program that allows residences to install overhead sewers or back flow protection devices. Based on the higher level of expenses associated with the above activities, a 10% sewer rate increase is included in the budget. This will cost a typical customer about \$22 more per year.

R-10-2012 – Refuse Fees

This resolution was introduced at the March 8, 2012, Council meeting. There are no changes in the once a week refuse and recycling service provided residential customers at no separate charge. The cost of commercial services are adjusted to keep up with inflation, and are still significantly less than a commercial hauler would charge, reflecting the fact that commercial properties also pay property taxes which support a portion of the refuse budget. The cost of twice a week back door residential collection remains \$25 per month.

R-11-2012 – General Permit and License Fees – This resolution was presented with the other rate resolutions at the March 8, 2012, Council meeting, although no action was required. The resolution reflects the fact that most of our customers will not see a fee increase, as no change is being made in the vehicle sticker fee, commuter parking fee, dog license fee, etc. The advanced life support call and cost will increase from \$650 to \$675. The basic life support call cost will increase from \$500 to \$525, in line with our local market.

R-12-2012 - Building, Zoning, and Construction Fees – This resolution was also presented with the other rate resolutions at the March 8, 2012, Council meeting, although no action was required at that time. Staff has reviewed the and no adjustments are proposed.

R-13-2012 – Fees for Fire Suppression and Rescue Services to Unincorporated Properties – This resolution was also presented with the other rate resolutions at the March 8, 2012, Council meeting, although no action was required at that time. The unincorporated fire service rates are set by a formula that includes call volume, budget, and equalized assessed value. Effective April 1, 2011, these rates fell from \$86.55 to \$80.46 per month because the Village’s expenses declined due to several retirements in the department. This year, higher pension costs have eroded much of the savings from last year’s rate reduction. Effective April 1, 2012, the monthly unincorporated fire rate will be \$89.77 per month. The worksheet delineating the above calculations is attached at the end of Resolution R-13-2012.

Recommendation: Consider adoption of the following resolutions:

- | | |
|-------------|--|
| R -6-2012 | Adopting the Annual Budget |
| R-7-2012 * | Establishing Rates and Fees Related to Water Service |
| R-8-2012 * | Establishing Rates and Fees Related to Electric Service |
| R-9-2012 * | Establishing Rates and Fees Related to Sewer Services |
| R-10-2012 * | Establishing Rates and Fees Related to Refuse Service |
| R-11-2012 | Establishing General Permit, License, and Miscellaneous Fees |
| R-12-2012 | Establishing Building, Zoning, and Construction Fees |
| R-13-2012 | Establishing Annual Unincorporated Fire Service Charges |

RESOLUTION NO. R-6-2012

**A RESOLUTION
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR
BEGINNING APRIL 1, 2012
AND ENDING MARCH 31, 2013**

WHEREAS, the Council of the Village of Winnetka have previously adopted Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code, establishing the office of budget officer and authorizing the adoption of the annual budget in lieu of an annual appropriation ordinance; and

WHEREAS, on February 6, 2012, the corporate authorities of the Village of Winnetka placed the proposed, tentative annual budget for the fiscal year beginning April 1, 2012, and ending March 31, 2013, on file at the office of the Village Manager and at the Winnetka Public Library and has made said tentative annual budget available for public inspection since that date; and

WHEREAS, on March 8, 2012, pursuant to notice published on Thursday, March 1, 2012, in the Winnetka Talk, a newspaper published and in general circulation in the Village of Winnetka, the Council of the Village of Winnetka held a public hearing on the proposed tentative annual budget; and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village Council find that establishing an annual budget for the Village, including estimating revenues and recommending expenditures, is a matter pertaining to the affairs of the Village.

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

SECTION 1: The Annual Budget for the Village of Winnetka, which is attached hereto as Exhibit A and is incorporated by reference as if fully set forth herein, is hereby adopted as the Annual Budget for the Village of Winnetka for the Fiscal Year beginning April 1, 2012 and ending March 31, 2013.

SECTION 2: The adoption of the foregoing annual budget shall be in lieu of the appropriation ordinance required in Section 8-2-9 of the Illinois Municipal Code.

SECTION 3: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 4: This Resolution shall take effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 8, 2012

Posted: March 9, 2012

Adopted:

Posted:

NOTE:

EXHIBIT A IS THE COMPLETE BUDGET DOCUMENT, WHICH, DUE TO ITS SIZE, CANNOT BE REPRODUCED IN FULL IN THESE AGENDA MATERIALS.

THE FOLLOWING 6 PAGES PROVIDE A SUMMARY OF THE BUDGETED REVENUES AND EXPENDITURES BY FUND, AND ARE PROVIDED HERE FOR EASE OF REFERENCE.

THE COMPLETE BUDGET REMAINS AVAILABLE FOR INSPECTION IN THE VILLAGE MANAGER'S OFFICE AND AT THE WINNETKA PUBLIC LIBRARY, AND THE COMPLETE, FINAL BUDGET WILL BE APPROPRIATELY LABELED AND WILL BE ATTACHED TO AND MAINTAINED WITH THE ORIGINAL BUDGET RESOLUTION FOLLOWING ITS ADOPTION.

Exhibit A
Village of Winnetka Budget Summary

1.23.2012

FY 2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg	B to D \$ change
A	B	C	D	D v. B	

Operating Revenues and Expenditures

Revenues and Transfers:

General Fund	\$ 22,779,924	\$ 22,336,939	\$ 22,493,281	\$ 22,624,749	1.3%	\$287,810
Electric	\$ 15,812,414	\$ 16,635,200	\$ 15,872,200	\$ 15,858,700	-4.7%	(\$776,500)
Water	\$ 3,248,018	\$ 3,542,500	\$ 3,300,500	\$ 3,601,500	1.7%	\$59,000
Sanitary Sewer	\$ 798,799	\$ 829,500	\$ 778,500	\$ 863,500	4.1%	\$34,000
Refuse	\$ 2,221,310	\$ 2,206,000	\$ 2,218,000	\$ 2,198,000	-0.4%	(\$8,000)
Storm Sewer	\$ -	\$ -	\$ -	\$ 2,200,000		\$2,200,000
Workers' Comp. Insurance	\$ 771,194	\$ 541,492	\$ 561,492	\$ 536,492	-0.9%	(\$5,000)
Liability Insurance	\$ 38,555	\$ 204,008	\$ 204,008	\$ 10,000	-95.1%	(\$194,008)
Health Insurance	\$ 3,319,508	\$ 2,746,950	\$ 2,765,000	\$ 2,822,700	2.8%	\$75,750
Data Processing	\$ 345,652	\$ 341,500	\$ 335,000	\$ 335,000	-1.9%	(\$6,500)
Fleet Services	\$ 1,016,998	\$ 858,500	\$ 863,500	\$ 884,340	3.0%	\$25,840
Total Revenues & Transf. - A	\$ 50,352,371	\$ 50,242,589	\$ 49,391,481	\$ 51,934,981	3.4%	\$1,692,392

Operating Expenses and Transfers:

General Fund	\$ 19,599,163	\$ 20,711,776	\$ 19,671,865	\$ 22,673,312	9.5%	\$1,961,536
Electric	\$ 15,390,841	\$ 15,906,442	\$ 15,534,854	\$ 16,166,920	1.6%	\$260,478
Water	\$ 3,185,443	\$ 3,320,572	\$ 3,209,920	\$ 3,445,592	3.8%	\$125,020
Sanitary Sewer	\$ 792,160	\$ 978,962	\$ 900,800	\$ 978,013	-0.1%	(\$949)
Refuse	\$ 2,394,703	\$ 2,365,460	\$ 2,363,693	\$ 2,368,220	0.1%	\$2,760
Storm Sewer	\$ -	\$ -	\$ -	\$ -		\$0
Workers' Comp. Insurance	\$ 339,819	\$ 645,500	\$ 635,500	\$ 795,500	23.2%	\$150,000
Liability Insurance	\$ (102,971)	\$ 300,000	\$ 145,000	\$ 300,000	0.0%	\$0
Health Insurance	\$ 2,844,523	\$ 3,297,600	\$ 3,225,000	\$ 3,572,900	8.3%	\$275,300
Data Processing	\$ 339,230	\$ 448,580	\$ 404,845	\$ 455,200	1.5%	\$6,620
Fleet Services	\$ 822,437	\$ 849,380	\$ 769,364	\$ 850,536	0.1%	\$1,156
Total Operating Expenses - B	\$ 45,605,347	\$ 48,824,272	\$ 46,860,841	\$ 51,606,194	5.7%	\$2,781,922

Net Margin Operations A - B \$ 4,747,024 \$ 1,418,317 \$ 2,530,640 \$ 328,787 -76.8% (\$1,089,530)

Plus: Depreciation all funds \$ 2,225,576 \$ 2,140,000 \$ 2,260,000 \$ 2,280,000 6.5% \$140,000
 Equals: Oper. Cash-Flow \$ 6,972,600 \$ 3,558,317 \$ 4,790,640 \$ 2,608,787 -26.7% (\$949,530)

2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg D v. B	B to D \$ change
A	B	C	D		

Capital Revenues, Expenditures, and Pension Funds:

Capital Fund Revenues:

Cash Flow - Operating Funds	\$ 6,972,600	\$ 3,558,317	\$ 4,790,640	\$ 2,608,787	-26.7%	(\$949,530)
Motor Fuel Tax Fund	\$ 546,909	\$ 325,000	\$ 312,000	\$ 312,000	-4.0%	(\$13,000)
Debt Service Funds	\$ 470,057	\$ 476,760	\$ 474,760	\$ 480,305	0.7%	\$3,545
SSA 3 Trapp Lane	\$ -	\$ 510,000	\$ -	\$ 35,700	-93.0%	(\$474,300)
SSA 4 Oak, Elm, Locust, Roswd	\$ -	\$ -	\$ -	\$ 4,991		\$4,991
SSA 5 Oak, Elm, Rose, Glendale	\$ -	\$ -	\$ -	\$ 4,240		\$4,240
Facilities Fund	\$ 442,052	\$ 510,000	\$ 520,000	\$ 705,000	38.2%	\$195,000
Business Dist. Revitalization	\$ 8,491	\$ 3,000	\$ 1,500	\$ 1,500	-50.0%	(\$1,500)
	<u>\$ 8,440,109</u>	<u>\$ 5,383,077</u>	<u>\$ 6,098,900</u>	<u>\$ 4,152,523</u>	<u>-22.9%</u>	<u>(\$1,230,554)</u>

Capital Expenditures:

Cap. Exp. - Operating Funds	\$ 2,206,290	\$ 6,545,760	\$ 4,843,690	\$ 6,477,305	-1.0%	(\$68,455)
Motor Fuel Tax Fund	\$ 407,804	\$ 610,000	\$ 35,000	\$ 625,000	2.5%	\$15,000
Debt Service Funds	\$ 461,300	\$ 500,397	\$ 500,000	\$ 505,734	1.1%	\$5,337
SSA 3 Trapp Lane	\$ -	\$ 510,000	\$ 510,000	\$ 35,700	-93.0%	(\$474,300)
SSA 4 Oak, Elm, Locust, Roswd	\$ -	\$ -	\$ 65,000	\$ 4,991		(\$60,009)
SSA 5 Oak, Elm, Rose, Glendale	\$ -	\$ -	\$ 74,000	\$ 4,240		(\$69,760)
Facilities Fund	\$ 788,605	\$ 2,600,000	\$ 1,600,000	\$ 1,600,000	-38.5%	(\$1,000,000)
Business Dist. Revitalization	\$ 226,483	\$ 350,000	\$ 100,000	\$ 250,000	-28.6%	(\$100,000)
	<u>\$ 4,090,482</u>	<u>\$ 11,116,157</u>	<u>\$ 7,727,690</u>	<u>\$ 9,502,970</u>	<u>-14.5%</u>	<u>(\$1,613,188)</u>

Capital Accumulation (Use)	\$ 4,349,627	\$ (5,733,080)	\$ (1,628,790)	\$ (5,350,446)		\$382,634
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Assets Held in Trust

Pension Revenues:

Police	\$ 2,913,550	\$ 2,375,387	\$ 1,969,387	\$ 2,442,534	2.8%	\$67,147
Fire	\$ 2,544,365	\$ 2,319,134	\$ 1,687,336	\$ 2,415,794	4.2%	\$96,660
	<u>\$ 5,457,915</u>	<u>\$ 4,694,521</u>	<u>\$ 3,656,723</u>	<u>\$ 4,858,328</u>	<u>3.5%</u>	<u>\$163,807</u>

Pension Expenses:

Police	\$ 1,440,266	\$ 1,681,350	\$ 1,520,000	\$ 1,731,850	3.0%	\$50,500
Fire	\$ 1,521,320	\$ 1,941,500	\$ 1,730,000	\$ 1,926,500	-0.8%	(\$15,000)
	<u>\$ 2,961,587</u>	<u>\$ 3,622,850</u>	<u>\$ 3,250,000</u>	<u>\$ 3,658,350</u>	<u>1.0%</u>	<u>\$35,500</u>

Cash Flow	\$ 2,496,328	\$ 1,071,671	\$ 406,723	\$ 1,199,978	12.0%	
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Total All Accounts

Inflows	\$ 64,250,395	\$ 60,320,187	\$ 59,147,104	\$ 60,945,832	1.0%	\$625,645
Outflows	\$ 52,657,416	\$ 63,563,279	\$ 57,838,531	\$ 64,767,513	1.9%	\$1,204,234
Difference	<u>\$ 11,592,979</u>	<u>\$ (3,243,092)</u>	<u>\$ 1,308,573</u>	<u>\$ (3,821,681)</u>	<u>17.8%</u>	

2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg D v. B	B to D \$ change
A	B	C	D		

General Fund

Operating Revenues:

Property Taxes	\$ 11,269,085	\$ 11,866,281	\$ 11,866,281	\$ 12,233,501	3.1%	\$367,220
Sales and Use Tax	\$ 1,231,060	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	0.0%	\$0
Income and Corp. Repl. Tax	\$ 1,072,750	\$ 1,031,000	\$ 1,030,000	\$ 1,031,000	0.0%	\$0
Telecommunications Tax	\$ 666,106	\$ 720,000	\$ 650,000	\$ 650,000	-9.7%	(\$70,000)
Natural Gas Tax	\$ 442,334	\$ 475,000	\$ 450,000	\$ 450,000	-5.3%	(\$25,000)
Licenses and Permits	\$ 2,329,913	\$ 1,591,000	\$ 1,844,000	\$ 1,589,000	-0.1%	(\$2,000)
Charges for Services	\$ 983,376	\$ 1,047,956	\$ 1,055,000	\$ 1,105,070	5.5%	\$57,114
Franchise Fees & Rent	\$ 640,534	\$ 627,852	\$ 608,000	\$ 546,600	-12.9%	(\$81,252)
Interest	\$ 278,353	\$ 180,000	\$ 200,000	\$ 130,000	-27.8%	(\$50,000)
Fines	\$ 212,415	\$ 215,000	\$ 215,000	\$ 215,000	0.0%	\$0
All Others	\$ 461,779	\$ 384,850	\$ 377,000	\$ 389,850	1.3%	\$5,000
Total Operating Revenue	\$ 19,587,705	\$ 19,238,939	\$ 19,395,281	\$ 19,440,021	1.0%	\$201,082

Operating Expenses:

Administration	\$ 2,934,888	\$ 2,716,498	\$ 2,698,680	\$ 2,748,131	1.2%	\$31,633
Police	\$ 6,031,346	\$ 6,213,014	\$ 6,213,014	\$ 6,347,610	2.2%	\$134,596
Fire	\$ 4,559,659	\$ 4,505,410	\$ 4,477,126	\$ 4,716,849	4.7%	\$211,439
Com. Development	\$ 1,585,290	\$ 1,560,940	\$ 1,530,380	\$ 1,540,250	-1.3%	(\$20,690)
Public Works	\$ 3,462,980	\$ 3,855,914	\$ 3,702,665	\$ 3,870,472	0.4%	\$14,558
Total Operating Exp.	\$ 18,574,163	\$ 18,851,776	\$ 18,621,865	\$ 19,223,312	2.0%	\$371,536

Operating Margin	\$ 1,013,542	\$ 387,163	\$ 773,416	\$ 216,709	-44.0%	(\$170,454)
Plus: Transfers In	\$ 3,192,219	\$ 3,098,000	\$ 3,098,000	\$ 3,184,728	2.8%	\$86,728
Op. Margin + Transfers in	\$ 4,205,761	\$ 3,485,163	\$ 3,871,416	\$ 3,401,437	-2.4%	\$218,196

Less: Transfers (Out)	\$ (1,025,000)	\$ (1,860,000)	\$ (1,050,000)	\$ (3,450,000)	85.5%	(\$1,590,000)
\$'s Available for Capital	\$ 3,180,761	\$ 1,625,163	\$ 2,821,416	\$ (48,563)	-103.0%	(\$1,673,726)

Less: Capital Outlay	\$ (2,100,603)	\$ (3,014,760)	\$ (1,633,760)	\$ (3,455,305)	14.6%	(\$440,545)
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Source (Use) of Cash	\$ 1,080,158	\$ (1,389,597)	\$ 1,187,656	\$ (3,503,868)	152.1%	(\$2,114,271)
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Special Revenue Funds

Motor Fuel Tax Fund

Revenues	\$ 546,909	\$ 325,000	\$ 312,000	\$ 312,000	-4.0%	(\$13,000)
Expenditures and Transfers	\$ 407,804	\$ 610,000	\$ 35,000	\$ 625,000	2.5%	\$15,000
Cash - Flow	\$ 139,104	\$ (285,000)	\$ 277,000	\$ (313,000)	9.8%	(\$28,000)

2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg D v. B	B to D \$ change
A	B	C	D		

Debt Service Funds

Revenues and Transfers	\$ 470,057	\$ 476,760	\$ 474,760	\$ 480,305	0.7%	\$3,545
Expenditures	\$ 461,300	\$ 500,397	\$ 500,000	\$ 505,734	1.1%	\$5,337
Cash - Flow	\$ 8,757	\$ (23,637)	\$ (25,240)	\$ (25,429)	7.6%	(\$1,792)

Capital Projects Funds

Facilities

Revenues and Transfers	\$ 442,052	\$ 510,000	\$ 520,000	\$ 705,000	38.2%	\$195,000
Expenditures	\$ 788,605	\$ 2,600,000	\$ 1,600,000	\$ 1,600,000	-38.5%	(\$1,000,000)
Cash - Flow	\$ (346,553)	\$ (2,090,000)	\$ (1,080,000)	\$ (895,000)	-57.2%	\$1,195,000

SSA 3 Trapp Lane

Revenues and Transfers	\$ -	\$ 510,000	\$ -	\$ 35,700	-93.0%	(\$474,300)
Expenditures & Transfers	\$ -	\$ 510,000	\$ 510,000	\$ 35,700	-93.0%	(\$474,300)
Cash - Flow	\$ -	\$ -	\$ (510,000)	\$ -		

SSA 4 Oak, Elm, Locust, Roswd

Revenues and Transfers	\$ -	\$ -	\$ -	\$ 4,991		\$4,991
Expenditures & Transfers	\$ -	\$ -	\$ 65,000	\$ 4,991		\$4,991
Cash - Flow	\$ -	\$ -	\$ (65,000)	\$ -		\$0

SSA 5 Oak, Elm, Rose, Glendale

Revenues and Transfers	\$ -	\$ -	\$ -	\$ 4,240		\$4,240
Expenditures & Transfers	\$ -	\$ -	\$ 74,000	\$ 4,240		\$4,240
Cash - Flow	\$ -	\$ -	\$ (74,000)	\$ -		\$0

Business Distr. Revitalization

Revenues and Transfers	\$ 8,491	\$ 3,000	\$ 1,500	\$ 1,500	-50.0%	(\$1,500)
Expenditures	\$ 226,483	\$ 350,000	\$ 100,000	\$ 250,000	-28.6%	(\$100,000)
Cash - Flow	\$ (217,991)	\$ (347,000)	\$ (98,500)	\$ (248,500)	-28.4%	\$98,500

Enterprise Funds

Electric

Operating Revenue	\$ 15,735,649	\$ 16,595,200	\$ 15,822,200	\$ 15,818,700	-4.7%	\$ (776,500)
Operating Expenses	\$ 15,390,841	\$ 15,906,442	\$ 15,534,854	\$ 16,166,920	1.6%	\$260,478
Electric Operating Income	\$ 344,808	\$ 688,758	\$ 287,346	\$ (348,220)	-150.6%	(\$1,036,978)

Non-op. income - interest	\$ 76,765	\$ 40,000	\$ 50,000	\$ 40,000	0.0%	\$0
Capital Outlay	\$ (4,495)	\$ (2,354,000)	\$ (2,186,500)	\$ (2,327,000)	-1.1%	\$27,000
Depreciation	\$ 1,596,133	\$ 1,500,000	\$ 1,600,000	\$ 1,600,000	6.7%	\$100,000
Cash - Flow	\$ 2,013,211	\$ (125,242)	\$ (249,154)	\$ (1,035,220)		(\$909,978)

Water

Operating Revenue	\$ 3,243,308	\$ 3,541,500	\$ 3,300,500	\$ 3,601,500	1.7%	\$60,000
Operating Expenses	\$ 3,185,443	\$ 3,320,572	\$ 3,209,920	\$ 3,445,592	3.8%	\$125,020
Water Operating Income	\$ 57,864	\$ 220,928	\$ 90,580	\$ 155,908	-29.4%	(\$65,020)

Non-op. income - interest	\$ 4,710	\$ 1,000	\$ -	\$ -	-100.0%	(\$1,000)
Capital Outlay	\$ (101,192)	\$ (687,000)	\$ (582,000)	\$ (345,000)	-49.8%	\$342,000
Depreciation	\$ 420,485	\$ 400,000	\$ 420,000	\$ 440,000	10.0%	\$40,000
Cash - Flow	\$ 381,868	\$ (65,072)	\$ (71,420)	\$ 250,908	-485.6%	\$315,980

	2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg D v. B	B to D \$ change
	A	B	C	D		
Sanitary Sewer						
Operating Revenue	\$ 778,003	\$ 815,500	\$ 764,500	\$ 853,500	4.7%	\$38,000
Operating Expenses	\$ 792,160	\$ 978,962	\$ 900,800	\$ 978,013	-0.1%	(\$949)
Sewer Operating Income	\$ (14,156)	\$ (163,462)	\$ (136,300)	\$ (124,513)	-23.8%	\$38,949
Non-op. income - interest	\$ 20,795	\$ 14,000	\$ 14,000	\$ 10,000	-28.6%	(\$4,000)
Capital Outlay	\$ -	\$ (490,000)	\$ (441,430)	\$ (350,000)	-28.6%	\$140,000
Depreciation	\$ 74,660	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	\$0
Cash - Flow	\$ 81,299	\$ (569,462)	\$ (493,730)	\$ (394,513)	-30.7%	\$174,949
Refuse						
Operating Revenue	\$ 2,210,406	\$ 2,193,000	\$ 2,205,000	\$ 2,185,000	-0.4%	(\$8,000)
Operating Expenses	\$ 2,394,703	\$ 2,365,460	\$ 2,363,693	\$ 2,368,220	0.1%	\$2,760
Refuse Operating Income	\$ (184,297)	\$ (172,460)	\$ (158,693)	\$ (183,220)	6.2%	(\$10,760)
Non-op. income - interest	\$ 10,904	\$ 13,000	\$ 13,000	\$ 13,000	0.0%	\$0
Capital Outlay	\$ -	\$ -	\$ -	\$ -		\$0
Depreciation	\$ 129,322	\$ 135,000	\$ 135,000	\$ 135,000	0.0%	\$0
Cash - Flow	\$ (44,070)	\$ (24,460)	\$ (10,693)	\$ (35,220)	44.0%	(\$10,760)
Storm Sewer						
Operating Revenue	\$ -	\$ -	\$ -	\$ 2,200,000		\$2,200,000
Operating Expenses	\$ -	\$ -	\$ -	\$ -		\$0
Storm Operating Income	\$ -	\$ -	\$ -	\$ 2,200,000		\$2,200,000
Non-op. income - interest	\$ -	\$ -	\$ -	\$ -		\$0
Capital Outlay	\$ -	\$ -	\$ -	\$ (2,080,000)		\$2,080,000
Depreciation	\$ -	\$ -	\$ -	\$ -		\$0
Cash - Flow	\$ -	\$ -	\$ -	\$ 120,000		\$120,000
Internal Service Funds						
Workers' Comp. Insurance						
Revenues	\$ 771,194	\$ 541,492	\$ 561,492	\$ 536,492	-0.9%	(\$5,000)
Expenses	\$ 339,819	\$ 645,500	\$ 635,500	\$ 795,500	23.2%	\$150,000
Cash-Flow	\$ 431,375	\$ (104,008)	\$ (74,008)	\$ (259,008)	149.0%	(\$155,000)
Liability Insurance						
Revenues	\$ 38,555	\$ 204,008	\$ 204,008	\$ 10,000	-95.1%	(\$194,008)
Expenses	\$ (102,971)	\$ 300,000	\$ 145,000	\$ 300,000	0.0%	\$0
Cash-Flow	\$ 141,526	\$ (95,992)	\$ 59,008	\$ (290,000)	202.1%	(\$194,008)
Health Insurance						
Revenues & Transfers	\$ 3,319,508	\$ 2,746,950	\$ 2,765,000	\$ 2,822,700	2.8%	\$75,750
Expenses	\$ 2,844,523	\$ 3,297,600	\$ 3,225,000	\$ 3,572,900	8.3%	\$275,300
Cash-Flow	\$ 474,985	\$ (550,650)	\$ (460,000)	\$ (750,200)	36.2%	(\$199,550)
Data Processing						
Operating Revenue	\$ 331,832	\$ 334,500	\$ 328,000	\$ 328,000	-1.9%	(\$6,500)
Operating Expenses	\$ 339,230	\$ 448,580	\$ 404,845	\$ 455,200	1.5%	\$6,620
DP Operating Income	\$ (7,398)	\$ (114,080)	\$ (76,845)	\$ (127,200)	11.5%	(\$13,120)
Non-op. income - interest	\$ 13,820	\$ 7,000	\$ 7,000	\$ 7,000	0.0%	\$0
Capital Outlay	\$ -	\$ -	\$ -	\$ -		\$0
Depreciation	\$ 3,617	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	\$0
Cash - Flow	\$ 10,039	\$ (72,080)	\$ (34,845)	\$ (85,200)	18.2%	(\$13,120)

	2010 / 11 Actual	FY 2011 / 12 Budget	FY 2011 / 12 Estimated	FY 2012 / 13 Budget	% Budg D v. B	B to D \$ change
	A	B	C	D		
Fleet Services						
Operating Revenue	\$ 862,473	\$ 857,000	\$ 862,000	\$ 882,840	3.0%	\$25,840
Operating Expenses	\$ 822,437	\$ 849,380	\$ 769,364	\$ 850,536	0.1%	\$1,156
Fleet Operating Income	\$ 40,036	\$ 7,620	\$ 92,636	\$ 32,304	323.9%	\$24,684
Non-op. income - interest	\$ 4,525	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	\$0
Capital Outlay	\$ -	\$ -	\$ -	\$ -		\$0
Transfer In - Recapitalize	\$ 150,000	\$ -	\$ -	\$ -		\$0
Depreciation	\$ 1,359	\$ -	\$ -	\$ -		\$0
Cash - Flow	\$ 195,920	\$ 9,120	\$ 94,136	\$ 33,804	270.7%	\$24,684
Assets Held in Trust						
Police Pension						
Revenues	\$ 2,913,550	\$ 2,375,387	\$ 1,969,387	\$ 2,442,534	2.8%	\$67,147
Expenses	\$ 1,440,266	\$ 1,681,350	\$ 1,520,000	\$ 1,731,850	3.0%	\$50,500
Cash-Flow	\$ 1,473,284	\$ 694,037	\$ 449,387	\$ 710,684	2.4%	\$16,647
Fire Pension						
Revenues	\$ 2,544,365	\$ 2,319,134	\$ 1,687,336	\$ 2,415,794	4.2%	\$96,660
Expenses	\$ 1,521,320	\$ 1,941,500	\$ 1,730,000	\$ 1,926,500	-0.8%	(\$15,000)
Cash-Flow	\$ 1,023,045	\$ 377,634	\$ (42,664)	\$ 489,294	29.6%	\$111,660

RESOLUTION NO. R-07-2012

**A RESOLUTION ESTABLISHING RATES AND FEES
RELATED TO WATER SERVICE, SERVICE TAPS AND METERS**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village of Winnetka owns and operates a water utility that provides all water service within the Village of Winnetka; and

WHEREAS, the Village of Winnetka's Water and Electric Department is responsible for the day-to-day operations of the Village's water utility; and

WHEREAS, the Council find that all matters pertaining to the operation of the Village's water utility, including but not limited to establishing rates for water service, are matters pertaining to the affairs of the Village.

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

SECTION 1: Water Rates. Each customer using water furnished by the Village of Winnetka Water and Electric Department shall be charged for such service in accordance with the following Schedule of Water Rates, as provided in Section 13.04.040 of the Winnetka Village Code.

SCHEDULE OF WATER RATES

<u>Type of Customer</u>	<u>Rate</u>
Service within corporate limits	\$27.57 <u>\$29.78</u> per 1,000 cubic feet, as metered
Service outside of corporate limits	\$46.61 <u>\$51.27</u> per 1,000 cubic feet, as metered
Service to Village of Northfield:	Rate shall be as established by agreement approved by resolution of the Village Council
Special Service	\$20.68 <u>\$22.33</u> per 1,000 cubic feet, as metered

SECTION 2: Disconnection/Reconnection Fees. The following fees shall be charged and collected for service calls to either disconnect or reconnect service as the result of nonpayment, as provided in Section 13.04.060 of the Winnetka Village Code:

SERVICE DISCONNECTION OR RECONNECTION FEE

<u>Time of Service Call</u>	<u>Fee</u>
During regular business hours (Monday through Friday, except for holidays, from 7:30 a.m. to 3:00 p.m.)	\$95.00 per service dispatch
All other times (Evenings, nights, weekends and holidays)	\$265.00 per service dispatch

SECTION 3: Water Service Tap Fees. The following fees shall be charged for the installation of water connections, as provided in Section 13.04.100 of the Winnetka Village Code:

WATER SERVICE TAP FEES

<u>Water Tap Size</u>	<u>Water Main Size</u>	<u>Fee</u>	<u>Service Included in Fee</u>
1 1/2" or less	All	\$852	Making tap, Corp stop, Curb stop and box, and inspection
2"	All	\$960	Making tap, Corp stop, Curb stop and box, and inspection
4"	4"	\$1,535	Making tap, tapping sleeve and valve, and inspection
4"	6"	\$1,775	Making tap, tapping sleeve and valve, and inspection
6"	6"	\$1,880	Making tap, tapping sleeve and valve, and inspection
4"	8"	\$1,880	Making tap, tapping sleeve and valve, and inspection
6"	8"	\$1,985	Making tap, tapping sleeve and valve, and inspection
8"	8"	\$2,300	Making tap, tapping sleeve and valve, and inspection
4"	10"	\$2,400	Making tap, tapping sleeve and valve, and inspection
6"	10"	\$2,500	Making tap, tapping sleeve and valve, and inspection
8"	10"	\$2,900	Making tap, tapping sleeve and valve, and inspection
4"	12"	\$2,400	Making tap, tapping sleeve and valve, and inspection
6"	12"	\$2,500	Making tap, tapping sleeve and valve, and inspection
8"	12"	\$2,925	Making tap, tapping sleeve and valve, and inspection

For all taps 4" and larger, valve vaults meeting Water and Electric Department specifications must be furnished by the customer's plumber, at the customer's cost. Other size taps may be made only with the consent of the Water and Electric Department, at the customer's cost.

SECTION 4: Water Meter Fees. The following fees shall be charged for the water meters provided by the Village, as provided in Sections 13.04.030 and 13.04.100 of the Winnetka Village Code:

WATER METER FEES

<u>Meter Size</u>	<u>Cost</u>
5/8"	\$475
3/4"	\$525
1"	\$625
1 1/2"	\$890
2"	\$990

Spreader and valves on both sides of meter must be installed by the customer's plumber, at the customer's cost. Other sizes of meters may be required or permitted, as determined by the Water and Electric Department, based on the characteristics of the proposed service. Such other installations shall require the written approval of the Water and Electric Department and the entire cost of the purchase and installation shall be borne by the customer.

SECTION 5: Replacement of Touchpad. The following fees shall be charged for replacement of removed touchpads and replacement of the touchpad wiring.

Replacement of Touchpad	\$95.00
Replacement of Touchpad Wiring	\$265.00

SECTION 6: Temporary Water Service. Pursuant to Section 13.04.150 of the Winnetka Village Code, temporary water service provided during building construction shall be billed at the rate applicable to the use specified in the building permit.

SECTION 7: Fee for Returned Payments. A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 8: Payment Period; Late Fees. All bills issued for water service shall be paid in full by the time specified in the bill. The time of payment shall be established by the Director of Finance, provided that the payment period for charges made pursuant to Section 1 of this Resolution shall be no less than 21 nor more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.04.040 of the Winnetka Village Code, if any bill for any change

made pursuant to this Resolution is not paid within the specified payment period, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

SECTION 9: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 10: Effect of Resolution. The rates established herein shall apply to all bills issued on or after April 1, 2012, and this resolution shall supersede Resolution R-4-2011.

SECTION 11: Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 8, 2012

Posted: March 9, 2012

Adopted:

Posted:

RESOLUTION NO. R-8-2012

**A RESOLUTION ESTABLISHING RATES AND FEES
FOR ELECTRIC SERVICE**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village of Winnetka owns and operates an electric utility that provides all electric service within the Village of Winnetka; and

WHEREAS, the Village of Winnetka's Electric Department is responsible for the day-to-day operations of the Village's electric utility; and

WHEREAS, the Council find that all matters pertaining to the operation of the Village's electric utility, including but not limited to establishing rates for electric service, are matters pertaining to the affairs of the Village.

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

SECTION 1: As used in this Resolution, the following terms, phrases and words and their derivations shall have the meanings given in this section, unless the context or use clearly indicates another or different meaning is intended:

Customer Charge: A fixed charge based on the type of service rather than the amount of electricity used.

Demand Charge: A charge based on the rate at which electric energy is delivered, expressed in kilowatts (kW), averaged over a 30-minute period.

Energy Charge: A volume based charge for energy used.

Load Factor: The ratio of energy used to the maximum energy consumption for a given monthly peak demand.

On-peak Demand: A peak demand that occurs between the hours of 3:00 p.m. and 9:00 p.m.

Off-peak Demand: A peak demand that occurs between after 9:00 p.m. and before 3:00 p.m.

Primary Lines: High voltage power lines

Secondary Lines: Low voltage power lines that extend from the high voltage Primary Lines and distribute electricity to individual property lines.

Service Lines: The power lines that extend from the Secondary Lines to the individual meter connections located on each parcel of property that receives electric service.

SECTION 2: Seasonal Rates. Separate summer and winter rates shall be established for demand charges and energy charges. Pursuant to Section 13.08.150 of the Winnetka Village Code, summer rates shall be in effect for each of the four consecutive months with ending metered dates on or after June 1 of each year.

SECTION 3: Electric Rates. Each customer using electricity furnished by the Village of Winnetka Water and Electric Department shall be charged for such service in accordance with the following schedule of electric rates, as provided in Section 13.08.040 of the Winnetka Village Code.

A. **Customer Charge:** Each customer shall be charged a monthly customer charge of \$9.46 for Single Phase Service or \$15.76 for Three Phase Service, except that this Customer Charge does not apply to customers subject to Energy and Demand Charges under Rate 18.

B. **Energy and Demand Charges:** In addition to the Customer Charge, each customer shall pay energy and demand charges at the rates set forth in the following Schedule of Energy and Demand Charges.

SCHEDULE OF ENERGY AND DEMAND CHARGES

Rate 1 - Residential: (Section 13.08.080 of the Winnetka Village Code)

Energy Charge

Summer Rate	\$0.1239 <u>\$0.1264</u> per kWh
Winter Rate	\$0.1092 <u>\$0.1114</u> per kWh

Rate 2 - Space Heating Customers: (Section 13.08.090 of the Winnetka Village Code)

Energy Charge

Summer Rate	\$0.1236 <u>\$0.1261</u> per kWh
Winter Rate	
First 750 kWh	\$0.1118 <u>\$0.1140</u> per kWh
All over 750 kWh	\$0.0770 <u>\$0.0785</u> per kWh

Rate 3 - Commercial: (Section 13.08.100 of the Winnetka Village Code)

Demand Charge

Summer Rate	
First 50 kW	\$0.00 per kW
All over 50 kW	\$11.27 per kW
Winter Rate	
First 50 kW	\$0.00 per kW
All over 50 kW	\$9.91 per kW

Energy Charge

Summer Rate	
First 15,000 kWh	\$0.1212 <u>\$0.1236</u> per kWh
All over 15,000 kWh	\$0.0930 <u>\$0.0949</u> per kWh
Winter Rate	
First 15,000 kWh	\$0.1077 <u>\$0.1099</u> per kWh
All over 15,000 kWh	\$0.0831 <u>\$0.0848</u> per kWh

Rate 4 - School and Government: (Section 13.08.110 of the Winnetka Village Code)

(a) **With an annual peak demand of up to 1,000 kW:**

Demand Charge

Summer Rate	\$10.82 per kW
Winter Rate	\$9.01 per kW

Energy Charge

Summer Rate	
First 100,000 kWh	\$0.0759 <u>\$0.0774</u> per kWh
Over 100,000 kWh	\$0.0695 <u>\$0.0709</u> per kWh
Winter Rate	
First 100,000 kWh	\$0.0705 <u>\$0.0719</u> per kWh
Over 100,000 kWh	\$0.0652 <u>\$0.0665</u> per kWh

(b) **With an annual peak demand exceeding 1,000 kW:**

Demand Charge	
Summer Rate	
On Peak	\$10.82 per kW
Off Peak	\$6.62 per kW in excess of On Peak Demand
Winter Rate	
On Peak	\$9.01 per kW
Off Peak	\$6.76 per kW in excess of On Peak Demand
Energy Charge	
Summer Rate	
First 100,000 kWh	\$0.0759 <u>\$0.0774</u> per kWh
Over 100,000 kWh	\$0.0695 <u>\$0.0709</u> per kWh
Winter Rate	
First 100,000 kWh	\$0.0705 <u>\$0.0719</u> per kWh
Over 100,000 kWh	\$0.0652 <u>\$0.0665</u> per kWh
Load Factor Credit	(\$0.005) per kWh for kWh in excess of 50% based upon the on-peak demand

Rate 6 - Water Heating: (Section 13.08.120 of the Winnetka Village Code)

Energy Charge	
Summer Rate	\$0.1097 <u>\$0.1119</u> per kWh
Winter Rate	\$0.1097 <u>\$0.1119</u> per kWh

Rate 7 - Large Residential: (Section 13.08.130 of the Winnetka Village Code)

Demand Charge	
Summer Rate	\$9.91 per kW
Winter Rate	\$8.33 per kW
Energy Charge	
Summer Rate	\$0.0938 <u>\$0.0957</u> per kWh
Winter Rate	\$0.0831 <u>\$0.0848</u> per kWh

Rate 18 - Street Lights: (Section 13.08.140 of the Winnetka Village Code)

Energy Charge	
Summer Rate	\$0.1039 <u>\$0.1060</u> per kWh
Winter Rate	\$0.1039 <u>\$0.1060</u> per kWh

SECTION 4: Wholesale Power Purchase Cost Adjustment.

A. **Wholesale Power Purchase Cost Adjustment formula.** The electric system's cost of purchasing power shall be estimated at least once per year. The estimated annual

purchase cost adjustment shall be prorated among all rate classes by establishing the cost of purchase per kWh, which cost shall be added to or subtracted from the base rates set by Village Council resolution. The actual annual cost of purchasing power shall be determined after the close of each fiscal year. Pursuant to Section 13.08.160 of the Winnetka Village Code, the Wholesale Power Purchase Cost Adjustment shall be calculated as the difference between the estimated annual cost per kWh of purchasing power and the actual annual purchase power cost per kWh incurred during the prior fiscal year. If the actual annual cost per kWh of purchasing power exceeds the estimated cost, the shortage shall be annualized and shall be recovered by billing all customers at the same amount per kWh, beginning with all bills issued on or after May 1 of the new fiscal year. If the estimated annual cost per kWh of purchasing power exceeds the actual cost, the excess shall be annualized and shall be credited to all customers at the same amount per kWh, beginning with all bills issued on or after May 1 of the new fiscal year.

~~**B. Wholesale Power Purchase Cost Adjustment Catch-up.** Notwithstanding the foregoing, the accumulated shortfall in recovered purchase power costs shall be calculated after the close of the 2007-08 fiscal year, and such accumulated shortfall shall be prorated among all rate classes on a per kWh basis for recovery over a three year period (Wholesale Power Purchase Cost Adjustment Catch-up), beginning with all bills issued on or after May 1, 2008, and continuing through April 30, 2011, (the Recovery Period). The Wholesale Power Purchase Cost Adjustment Catch-up shall be added into the Wholesale Power Purchase Cost Adjustment charges billed during the Recovery Period.~~

SECTION 5: Renewable Energy Production Credit

A. Terms.

1. Eligible Customer. A customer of the Village's Electric Utility who satisfies all of the requirements of Section 13.08.260 of the Winnetka Village Code.
2. Renewable Energy Production Credit, or REPC, means the actual credit as calculated pursuant to the formula in subsection B, below.
3. Renewable Energy, or RE, means the amount of energy, measured in kWh, delivered to the Village by an Eligible Customer.
4. Wholesale Purchase Power Cost, or WPPC, means the allocation on a per kilowatt hour basis of the total annual cost of purchasing power shown in the annual budget line item for "Purchased Power – Contractual Services."

B. Calculation of REPC

$$\text{REPC} = (\text{RE} \times \text{WPPC})$$

C. REPC Carry-forward. If the REPC exceeds the cost of the power and energy billed to the Eligible Customer by the Village in a billing period, the excess REPC will be carried forward from one billing period to the next, except that no amount shall be carried forward past the end of the calendar year and that any amount of energy in kWh reflected in carry-forward credits remaining at the end of the calendar year shall be deemed to have been provided to the Village at no charge.

D. No refunds or transfers. No Eligible Customer whose electric service is terminated shall be entitled to a refund of any REPC balance, regardless of the reason for the termination of service. Nor shall any Eligible Customer be entitled to transfer any REPC balance to a succeeding customer upon the termination of the Eligible Customer's electrical service, regardless of the reason for the termination of service. Upon the termination of an Eligible Customer's electric service, the Eligible Customer's account shall be closed and any amount of kWh reflected in any REPC balance in existence at the time the account is closed will be deemed to have been provided to the Village, at no charge.

SECTION 6: Undergrounding Surcharge. Pursuant to Section 13.08.240 of the Winnetka Village Code, the following surcharges are hereby established for the undergrounding of transmission and distribution lines:

RATE U - UNDERGROUNDING SURCHARGE

- (a) **Surcharge.** Except as provided in subsection (c), each customer located in a Project Area within which the Primary Lines and Secondary Lines are placed underground pursuant to section 9.22 of the Winnetka Village Code shall be subject to an undergrounding surcharge. The surcharge shall be charged monthly until the Applicable Project Cost, plus interest on the unpaid balance at a rate of 7% per annum, is fully paid. The surcharge shall not be charged for more than 60 consecutive months. The surcharge amount shall be as follows:

Surcharge UA	Monthly surcharge of \$100 if Applicable Project Cost equals \$5,000 or less.
Surcharge UB	Monthly surcharge of \$150 if Applicable Project Cost is greater than \$5,000 but does not exceed \$7,500.
Surcharge UC	Monthly surcharge of \$200 if Applicable Project Cost is greater than \$7,500 but does not exceed \$10,000.

Surcharge UD Monthly surcharge of \$250 if Applicable Project Cost is greater than \$10,000 but does not exceed \$12,500.

- (b) **Definitions.** The following definitions shall be used in determining the undergrounding surcharge:

Project Area: The service area covered by a petition for undergrounding, as determined by the director of water and electric, and shall include the Primary Lines, Secondary Lines and Service Lines within that service area.

Project Costs: All direct costs of undergrounding the Primary Lines and Secondary Lines in the Project Area (“Cost 1”). For customers with overhead Service Lines, the direct costs of undergrounding overhead Service Lines in the Project Area (“Cost 2”) shall be included in the Project Costs in addition to Cost 1. Direct costs shall include, but not be limited to, labor, materials, recording of easements and the cost of relocating all related electric utility facilities and equipment, such as pad mount transformers and switch gear.

Project Cost_{UG} : the Project Cost per customer with underground Service Lines, which shall be determined by dividing Cost 1 by the number of customers in the Project Area.

Project Cost_{OH}: the Project Cost per customer with overhead electric service, which shall be determined by dividing Cost 2 by the number of customers in the Project Area with overhead electric service and adding the resulting amount to Project Cost_{UG} .

Applicable Project Cost: the Project Costs as allocated to the individual customers in the Project Area. The Applicable Project Cost for each customer with underground Service Lines shall be Project Cost_{UG}. The Applicable Project Cost for each customer with overhead Service Lines shall be Project Cost_{OH}.

- (c) **Exceptions to Surcharge.** The undergrounding surcharge shall not be charged to any customer in the Project Area who pays the Applicable Project Costs in full before the project begins.

SECTION 7: Disconnection or Reconnection Fee. The following fees shall be charged and collected for service calls to disconnect or reconnect service as the result of nonpayment, as provided in Section 13.08.060 of the Winnetka Village Code:

SERVICE DISCONNECTION OR RECONNECTION FEE

<u>Time of Service Call</u>	<u>Fee</u>
During regular business hours (Monday through Friday, except for holidays, from 7:30 a.m. to 3:00 p.m.)	\$95.00 per service dispatch
All other times (Evenings, nights, weekends and holidays)	\$265.00 per service dispatch

SECTION 8: Replacement of Touchpad. The following fees shall be charged for replacement of removed touchpads and replacement of the touchpad wiring.

Replacement of Touchpad	\$95.00
Replacement of Touchpad Wiring	\$265.00

SECTION 9: Costs of Adding, Upgrading and Undergrounding Electric Services. The costs of installing new electric service, upgrading electric service to increase capacity and converting overhead service to underground service shall be allocated as follows:

Installation and Ownership of Facilities: All existing facilities and equipment, and all facilities and equipment related to new service, upgraded service and underground conversions, up to the meter, shall be owned, operated and maintained by the Village of Winnetka Water and Electric Department. The meter pedestal or meter enclosure shall be provided by the customer, at the customer's expense, and shall be owned and maintained by the customer. The Water and Electric Department shall install all new electrical service lines, all meters, all service upgrades and all conversions of overhead service to underground service, regardless of the party initiating the conversion, except that the Water and Electric Department shall not perform any work on the customer's side of the meter.

New Service or Increased Load: The following fees shall be charged for installing new or larger electric services:

Installation of a 200 Ampere service	\$ 9,500
Installation of a 400 Ampere service	\$17,000
Installation of three phase service	as below

The costs of providing three phase electric service, including the cost of any necessary relocation, replacement or extension of the primary, secondary lines and transformers to which the service line is connected, shall be paid for by the customer requesting the new or increased three phase service.

If a primary or secondary line must be relocated, replaced or extended in order to install a new service or to increase the load capacity of an existing service, any customer who connects to such primary or secondary line within five years after the its installation may be required to pay that customer's pro rata share of such costs. The Village Manager, in the exercise of his discretion, may enter into a written agreement with the initial requesting customer and establish terms for the payment of such costs, which may include a recapture provision that provides for the Village to refund such pro rata costs, less administrative costs in the amount of 10% of the recaptured amount, to the initial requesting customer.

Service Lines – Scheduled Conversion to Underground Service: A customer may choose either to maintain overhead service or to convert his service line from overhead service to underground service in conjunction with the Water and Electric Department’s planned conversion undergrounding of the primary and secondary lines to which the customer’s service line is connected. If the customer elects to maintain overhead service, the Water and Electric Department will install, at no additional cost to the customer, a new pole as close to the service connection as the Department deems possible, placing the service line underground to the pole, installing a service riser to the top of the pole, and connecting an overhead line to the existing service connection. If the customer elects to place the service line underground, the Water and Electric Department will do so, at no additional cost to the customer, provided the customer purchases the meter enclosure or meter pedestal and makes, at the customer’s expense, all alterations necessary to relocate the meter and building service so as to connect to the underground service line in the location specified by the Water and Electric Department.

Underground Service – Customer Requested Conversion: All costs of converting overhead electrical service to underground electrical service, including the cost of any necessary relocation of the primary and secondary lines to which the service line is connected, shall be paid by the customer if it is requested by the customer and the conversion is not done as part of the Water and Electric Department’s undergrounding program.

SECTION 10: Temporary Electric Service. Pursuant to Section 13.08.210 of the Winnetka Village Code, temporary electric service provided during building construction shall be billed at the rate applicable to the use specified in the building permit.

SECTION 11: Fee for Returned Payments. A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 12: Payment Period; Late Fees. All bills issued for electric service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 no more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.08.040.B of the Winnetka Village Code, if any bill for electric service is not paid within the payment period prescribed by resolution, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

SECTION 13: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 14: Effect of Resolution. The rates established herein shall apply to all bills issued on or after April 1, 2012, and this resolution shall supersede Resolution R-5-2011.

SECTION 15: Effective Date. This resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 8, 2012

Posted: March 9, 2012

Adopted:

Posted:

**A RESOLUTION ESTABLISHING RATES AND FEES
FOR SEWER SERVICES**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village of Winnetka maintains a public sewer system that serves all premises within the Village; and

WHEREAS, the Council find that all matters pertaining to the operation and maintenance of the Village's public sewers, including but not limited to establishing rates for sewer service, are matters pertaining to the affairs of the Village.

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

SECTION 1: Sewer Service Rates. Any person owning or occupying premises which are connected to the public sewers within the Village of Winnetka shall pay for such services, as provided in Section 13.12.010 of the Winnetka Village Code, at the rate of ~~\$9.44~~ \$10.38 per 1,000 cubic feet of water supplied to those premises.

SECTION 2: Fee for Returned Payments. A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 3: Payment Period; Late Fees. All bills issued for sewer service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 nor more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.12.010.B of the Winnetka Village Code, if any bill for sewer service is not paid within the specified payment period, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

SECTION 4: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: **Effect of Resolution.** The rates established herein shall apply to all bills issued on or after April 1, 2012, and this resolution shall supersede Resolution R-6-2011.

SECTION 6: **Effective Date.** This resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 8, 2012

Posted: March 9, 2012

Adopted:

Posted:

RESOLUTION NO. R-10-2012

**A RESOLUTION ESTABLISHING RATES AND FEES
FOR REFUSE SERVICE**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village of Winnetka, through its Public Works Department, operates a municipal waste system that provides for the collection, transportation and disposal of refuse and yard waste within the Village; and

WHEREAS, the Council find that all matters pertaining to the operation of the Village's municipal waste system, including but not limited to establishing rates and fees for refuse and yard waste services, are matters pertaining to the affairs of the Village.

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

SECTION 1: Definitions. All terms defined in Section 8.16.010 of Chapter 8.16 of the Winnetka Village Code, "Garbage and Refuse," shall have the same meaning when used in this resolution.

SECTION 2: Commercial Refuse Service Fees. Pursuant to Section 8.16.050 of the Winnetka Village Code, the following monthly fees are hereby established for commercial refuse service, including apartments in commercial buildings:

SCHEDULE OF MONTHLY COMMERCIAL REFUSE SERVICE FEES

Container Volume per Pick-up	Number of Pickups Per Week						
	1	2	3	4	5	6	7
1 Cu.Yd.	<u>\$30</u>	<u>\$54</u>	<u>\$76</u>	<u>\$99</u>	<u>\$120</u>	<u>\$144</u>	<u>\$168</u>
	<u>\$31</u>	<u>\$55</u>	<u>\$78</u>	<u>\$101</u>	<u>\$122</u>	<u>\$147</u>	<u>\$171</u>
1.5 Cu.Yd.	<u>\$38</u>	<u>\$69</u>	<u>\$101</u>	<u>\$132</u>	<u>\$165</u>	<u>\$195</u>	<u>\$226</u>
	<u>\$39</u>	<u>\$70</u>	<u>\$103</u>	<u>\$135</u>	<u>\$168</u>	<u>\$199</u>	<u>\$231</u>
2 Cu.Yd.	<u>\$46</u>	<u>\$85</u>	<u>\$126</u>	<u>\$167</u>	<u>\$206</u>	<u>\$246</u>	<u>\$286</u>
	<u>\$47</u>	<u>\$87</u>	<u>\$129</u>	<u>\$170</u>	<u>\$210</u>	<u>\$251</u>	<u>\$292</u>
3 Cu.Yd.	<u>\$61</u>	<u>\$115</u>	<u>\$170</u>	<u>\$224</u>	<u>\$278</u>	<u>\$332</u>	<u>\$387</u>
	<u>\$62</u>	<u>\$117</u>	<u>\$173</u>	<u>\$228</u>	<u>\$284</u>	<u>\$339</u>	<u>\$395</u>
4 Cu.Yd.	<u>\$79</u>	<u>\$139</u>	<u>\$212</u>	<u>\$278</u>	<u>\$345</u>	<u>\$411</u>	<u>\$477</u>
	<u>\$81</u>	<u>\$142</u>	<u>\$216</u>	<u>\$284</u>	<u>\$352</u>	<u>\$419</u>	<u>\$487</u>
5 Cu.Yd.	<u>\$97</u>	<u>\$176</u>	<u>\$254</u>	<u>\$332</u>	<u>\$411</u>	<u>\$490</u>	<u>\$568</u>
	<u>\$99</u>	<u>\$179</u>	<u>\$259</u>	<u>\$339</u>	<u>\$419</u>	<u>\$500</u>	<u>\$579</u>
6 Cu.Yd.	<u>\$115</u>	<u>\$206</u>	<u>\$296</u>	<u>\$387</u>	<u>\$477</u>	<u>\$568</u>	<u>\$659</u>
	<u>\$117</u>	<u>\$210</u>	<u>\$302</u>	<u>\$395</u>	<u>\$487</u>	<u>\$579</u>	<u>\$672</u>
1-99 Gal.	\$13	\$19	\$24	<u>\$30</u>	<u>\$35</u>	<u>\$41</u>	<u>\$47</u>
				<u>\$31</u>	<u>\$36</u>	<u>\$42</u>	<u>\$48</u>
100-180 Gal.	\$19	<u>\$30</u>	<u>\$41</u>	<u>\$54</u>	<u>\$65</u>	<u>\$77</u>	<u>\$89</u>
		<u>\$31</u>	<u>\$42</u>	<u>\$55</u>	<u>\$66</u>	<u>\$79</u>	<u>\$91</u>

[**Note:** Individual accounts will be charged a share of the monthly fees charged based upon the account’s proportionate use of the container(s), as determined by the Winnetka Public Works Department.]

SECTION 3: Residential Refuse Service Fees. Pursuant to Section 8.16.050 of the Winnetka Village Code, the following fees and charges are hereby established for residential refuse service:

SCHEDULE OF RESIDENTIAL REFUSE SERVICE FEES

<u>Service</u>	<u>Charge</u>
One pick-up per week of no more than two garbage cans of household rubbish	No charge
Collection of household rubbish or garbage in excess of two garbage cans per pick-up(one sticker required per container)	\$2.00 per sticker
Subscription service for one additional pick-up each week	\$25.00 per month

SECTION 4: Charges for Special Refuse Collections. Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for special refuse collections:

SCHEDULE OF FEES FOR SPECIAL REFUSE COLLECTIONS

<u>Service</u>	<u>Charge</u>
Base Fee for special collections	\$30.00
Bulk pick-ups	
Up to 1.0 cubic yards	Base Fee
Over 1.0 cubic yards	Base Fee plus \$11.00 for each additional cubic yard or fraction thereof
[<i>Note:</i> Bulk pick-ups are for light refuse other than liquids and yard waste.]	
White goods and other large items	Base Fee plus \$10.00 for each item
[<i>Note:</i> Includes appliances, sofas, etc.]	
Hard-to-handle refuse	Base Fee plus \$15.00 per cubic yard
[<i>Note:</i> Hard-to-handle refuse includes such miscellaneous rubbish as wood, fencing, carpeting, multiple pieces of furniture and cabinets, and construction materials such as wallboard, plaster and flooring, but shall not include liquids, soil, concrete and asphalt.]	
Tires and/or tire rims	Base Rate plus Charge per Tire
Charge per tire	
Tire without rim	Base Rate plus \$10.00
Tire with rim	Base Rate plus \$15.00
Truck tire without rim	Base Rate plus \$20.00
Truck tire with rim	Base Rate plus \$25.00

<u>Service</u>	<u>Charge</u>
Carts and roll-off boxes	
[<i>Note:</i> Charge is based on container size. Contents shall not include concrete, soil, asphalt or liquids]	
1.0 cubic yard	\$40.00
1.5 cubic yard	\$50.00
2.0 cubic yard	\$60.00
6.0 cubic yard	\$165.00

SECTION 5: Yard Waste. Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for the removal of certain yard waste:

SCHEDULE OF YARD WASTE REMOVAL FEES

<u>Service</u>	<u>Charge</u>
Removal of yard waste	
Village yard waste bag	\$2.00 per bag
Other bags (one sticker required per bag)	\$2.00 per sticker
Removal of brush, trees, logs and limbs	
Diameter of 4 inches or less	
First 10 minutes	\$30.00
Each additional minute	\$1.00
Diameter over 4 inches	Charged as hard-to-handle item (See Section 4)

SECTION 6: Charges for Miscellaneous Refuse Services. Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for miscellaneous refuse services and for the purchase of miscellaneous items for use in disposing of refuse:

SCHEDULE OF MISCELLANEOUS FEES

<u>Service or Item</u>	<u>Charge</u>
Small Recycling Carts	\$50.00 each
Large Recycling Carts	\$67.00 each

SECTION 7: Fee for Returned Payments. A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 8: Payment Period. All bills issued for refuse service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 no more than 30 days from the date of the issuance of the bill.

SECTION 9: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 10: Effect of Resolution. The rates established herein shall apply to all bills issued on or after April 1, 2012, and this resolution shall supersede Resolution R-7-2011.

SECTION 11: Effective Date. This resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 8, 2012

Posted: March 9, 2012

Adopted:

Posted:

RESOLUTION NO. R-11-2012

**A RESOLUTION
AMENDING GENERAL PERMIT, LICENSE AND REGISTRATION FEES,
PARKING AND TOWING FEES AND
MISCELLANEOUS SERVICE FEES**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, with the authority and, except as limited by said Section 6 of Article VII, is authorized to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Council find that it is necessary to amend certain copying fees to make them consistent with the Freedom of Information Act, as amended by Public Act 96-542.

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

SECTION 1: Permit, License and Registration Fees. Pursuant to the sections of the Winnetka Village Code ("Code") referred to in the following Schedule of General Permit, License and Registration Fees ("Fee Schedule"), there are hereby established certain permit, license and registration fees, in the amounts and for the purposes set forth in said Fee Schedule:

SCHEDULE OF GENERAL PERMIT, LICENSE AND REGISTRATION FEES

Note: All annual permits, licenses and registrations other than motor vehicle licenses are due and payable on or before the beginning of each fiscal year, April 1, and remain in effect until the end of the applicable fiscal year, the following March 31. Motor Vehicle Licenses are due and payable on or before January 1 of each year and remain in effect until the end of the calendar year, December 31.

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
<i>Amusement Devices</i>		5.12.010
Daily	\$15.00	
Annual	\$25.00	
<i>Animals</i>		6.08.010
Dog License (Annual)		
Unspayed Female	\$15.00	
All Other Dogs	\$10.00	

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Replacement License	\$2.00	
Taking up or Impounding Dog	\$55.00	
<i>Bicycle Registration</i>	No Fee	10.32.060
<i>Billiard Rooms & Pool Rooms</i>		5.52.020
Annual License (per table)	\$10.00	
<i>Bowling Alleys</i>		5.52.030
Annual License (per alley)	\$10.00	
<i>Coin Operated Musical Devices</i>		5.16.010
Annual License (per device)	\$25.00	
<i>Charitable and Political Solicitation</i>	None	5.48.010
<i>Circuses and Carnivals (Daily)</i>	\$100.00	5.52.040
<i>Drug Paraphernalia Sales</i>		9.04.070
Annual Registration Fee	\$25.00	
<i>Film Production Application Fees</i>		
Basic Application Processing Fee	\$1,000.00	5.20.070
Additional Application Processing Fee (Per Hour)	\$250.00	5.20.070
<i>Food Dealers</i>		
Restaurant Permit: (Annual, based on seating capacity)		5.24.010
1-20	\$35.00	
21-50	\$45.00	
51-100	\$50.00	
More than 100	\$75.00	
Fast Food/Drive-In	\$75.00	
Food Store Permit (Annual, per cash register)	\$25.00	5.24.010
Itinerant Food Vendor Permit (Annual)	\$15.00	5.24.010
Vending Machine Operator Permit (Annual, per machine)	\$15.00	5.24.010
<i>Foresters, Tree Surgeons</i>		5.72.010
Annual License	\$15.00	

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
<i>Garbage and Refuse Scavenger</i>		8.16.040
Annual License	\$500.00	
<i>Junk Dealers (Annual)</i>		5.32.010
License, Base Fee	\$50.00	
Vehicle Fee (per vehicle)	\$25.00	
<i>Laundries</i>		5.36.010
Annual Fee	\$15.00	
<i>Liquor Licenses</i>		5.09.100
Class A-1 Restaurant (Annual)	\$1,000.00	
Class A Restaurant (Annual)	\$750.00	
Packaged Meal Rider (Take-out; Annual)	\$150.00	
Class B - Grocery Store (Annual)	\$750.00	
Class C - Special Event (Daily)	\$25.00	
Maximum per event more than 2 days	\$75.00	
Class D – Package delivery service/mail	\$150.00	
Class E - Limited Food Products Store (Wine)	\$500.00	
Class E-1 - Limited Food Products Store (Wine or Beer)	\$500.00	
Class P - Park District (Annual)	\$500.00	
Sidewalk Restaurant Rider	\$150.00	
<i>Money Changers</i>		5.40.010
Annual Fee, per location	\$25.00	
<i>Parades and Processions</i>	None	10.08.060
<i>Pawnbrokers</i>		5.44.010
Annual Fee, per location	\$100.00	
<i>Peddlers</i>		5.48.010
License, if NO vehicle used		
Per year	\$25.00	
Per month	\$10.00	
Per day	\$3.00	

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
License, if vehicle used		
Per year, per vehicle	\$50.00	
Per month, per vehicle	\$15.00	
Per day, per vehicle	\$5.00	
<i>Public Dance Halls</i>		5.56.010
Per year	\$100.00	
Per Day	\$20.00	
<i>Public Garage and Service Station</i>		5.60.010
Base fee, annual	\$50.00	
For each fuel pump	\$5.00	
<i>Raffle, per event</i>	\$25.00	9.04.040
<i>Second Hand Dealers</i>		5.64.010
Annual Fee, per location	\$25.00	
<i>Taxicab Operator's License</i>	\$2.00	5.68.050
<i>Vehicle (Motor) Licenses</i>		10.12.030
Annual Fee	\$40.00	
Semi-Annual Fee (if purchased after 6/30)	\$20.00	
Transfer Fee	\$1.00	

SECTION 2: Parking Permit Fees. Pursuant to Chapter 10.24 of the Winnetka Village Code, entitled, "Parking," the following fees are hereby established for parking permits:

SCHEDULE OF PARKING PERMIT FEES

Semi-Annual Permits (Commuter Parking Permits)

Note: Semi-annual parking permits are issued for the periods of January through June and July through December. Purchase and refund amounts are prorated based on the month in which the purchase or refund request is made. Only persons who reside in the Village of Winnetka, and who have a current Village vehicle sticker for a vehicle registered with the State to a Winnetka address, are eligible for the resident fee.

Month of Purchase or Refund	Purchase Cost		Refund Amount	
	Resident	Non-Resident	Resident	Non-Resident
January or July	\$100.00	\$220.00	\$83.33	183.33
February or August	83.33	183.33	66.67	146.67
March or September	66.67	146.67	50.00	110.00

Month of Purchase or Refund	Purchase Cost		Refund Amount	
	Resident	Non-Resident	Resident	Non-Resident
April or October	50.00	110.00	33.33	73.33
May or November	33.33	73.33	16.67	36.67
June or December	16.67	36.67	---	---

Annual Permits

Business District Employee Parking Permit \$10.00

Daily Parking Permits

Note: Beginning July 1, 2000, refunds will no longer be available for unused daily parking permits.

Commuter Parking Lots \$3.00
 Business District Employee Parking \$3.00

Remote Lot Parking Permits (Public Works Yards)

Note: The Village Manager may issue permits to allow parking on a limited basis at the Village’s landfill site, 1390 Willow Road, by businesses located in the Village of Winnetka, including but not limited to the United States Postal Service, for parking of their fleet vehicles, and by businesses located in the Village of Winnetka that are engaged in the retail sale of automobiles, for parking of their sales inventory. The Village Manager shall determine the number and location of such spaces that may be made available on the site may vary from time to time. Such space shall be limited to areas of the site that the Village Manager determines will not interfere with the Village’s use of the site. Requests for such parking shall be made directly to the Village Manager. Remote parking spaces shall not be available for the general public.

Remote Parking Permit (Semi-annual charge per vehicle) \$120.00

SECTION 3: Fees for Vehicle Impoundment and Towing. Pursuant to Section 10.24.130 of the Winnetka Village Code, charges and fees are hereby established for the impoundment, towing and storage of vehicles upon the issuance of a final notice for unpaid parking tickets, as set forth in the following Impoundment and Towing Fee Schedule:

Impoundment and Towing Fees

<u>Type of Fee</u>	<u>Amount of Fee</u>	<u>Conditions for Payment or Refund</u>
<i>Impoundment</i>	\$200.00	Payment is required prior to release of vehicle. Payment will be refunded if the hearing officer determines that the impoundment was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Towing and/or Storage - Private Contractor</i>	Actual cost as billed by the towing or impounding facility	Payment is required prior to release of towed, removed, relocated and/or stored vehicle. Payment will be refunded if the hearing officer determines that the towing, removal, relocation and/or storage was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Storage on Village Property</i>	\$10.00 per day, per vehicle	Payment is required prior to release of stored vehicle. Payment will be refunded if the hearing officer determines that the storage was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Collateral</i>	75%-100% of the amount of all outstanding fines due, as stated in the final notice.	Payment is required prior to release of impounded, towed, removed, relocated and/or stored vehicle. Payment is also required before a request for a judicial proceeding made pursuant to a "final notice" is processed. Payment will be refunded if, as the result of the dismissal of outstanding or unsettled traffic violation notices, judgments and/or warrants by a court of competent jurisdiction, the impounded or removed vehicle is subject to fewer than five unsatisfied fines for violation of any parking ordinance of the Village.

SECTION 4: Miscellaneous Service Fees. Pursuant to the sections of the Winnetka Village Code ("Code") referred to in the following Schedule of General Permit, License and Registration Fees (Miscellaneous Fee Schedule), fees are hereby established for certain miscellaneous services and purchase items in the amounts and for the purposes set forth in said General Fee Schedule: Miscellaneous Fee Schedule

<u>Miscellaneous Service Fees</u>	<u>Amount of Fee</u>	<u>Code Section</u>
<i>Ambulance Services</i>		2.52.040
Advanced Life Support	\$650.00 <u>\$675.00</u>	
Basic Life Support	\$500.00 <u>\$525.00</u>	

<u>Miscellaneous Service Fees</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Audit (<u>Print copy</u>)	\$35.00	
Annual Budget (<u>Print copy</u>)	\$35.00	
Certified copies (per certification)	\$1.00	
<i>Comprehensive Plan</i>		
With Maps	\$35.00	
Without Maps	\$8.50	
<i>Copying, Scanning and Printing Charges</i>		
In-house copying		
Black & White, 8½" x 11" (per side)	\$0.15	
Black & White, 8½" x 14" (per side)	\$0.15	
Black & White, 11" x 17" (per side)	\$0.50	
Color, 8½" x 11" (per side)	\$0.50	
Color, 8½" x 14" (per side)	\$1.00	
Color, 11" x 17" (per side)	\$1.00	
Out-sourced copying	Actual Cost	
Oversize documents (plats, etc.)	Actual Cost	
CD-ROM (per disk)	\$5.00	
Computer diskette (per diskette)	\$2.00	
Video tape (per tape)	\$5.00	
DVD recordings of meetings (per DVD)	\$20.00	
<i>Fire Alarm Monitoring Services</i>		
(direct connections to Village's fire alarm monitoring system only)	\$55.00 per month	
<i>Other, Unspecified Services</i>		
	Actual Cost	
<i>Street Cleaning</i>		
	\$550.00	
<i>Unincorporated Fire Service</i>		
	\$80.46 <u>\$89.77</u> /mo	13.040.120
<i>Winnetka Village Code</i>		
	\$200.00	
<i>Winnetka Zoning Ordinance</i>		
	\$10.00	

SECTION 5: Fees for Special Services, Film Production and Special Events.

Services provided or performed in conjunction with film production permits issued pursuant to Chapter 5.20 of the Winnetka Village Code and in conjunction with special event permits issued pursuant to Chapter 5.66 of the Winnetka Village Code shall be subject to the following fee schedule.

SCHEDULE OF SPECIAL SERVICE FEES

Note: The following hourly rates shall be assessed for: (i) all services provided in conjunction with film production and film production permits issued pursuant to Chapter 5.20 of the Village Code; (ii) all services provided in conjunction with film special events and events subject to special events permits issued pursuant to Chapter 5.66 of the Village Code; and (iii) all other non-standard services provided by Village personnel and all other uses of Village equipment not subject to specific fees set out in either this resolution R-11-2012 or resolution R-12-2012.

<u>Department</u>	<u>Hourly Rate</u>
<i>Village Administration & Finance Departments</i>	
Village Manager	\$340
Assistant to the Village Manager	\$280
Village Attorney	\$340
Department Head	\$280
Supervisory Personnel	\$180
Clerical/Support Staff	\$180
 <i>Police Department</i>	
Command Staff (Deputy Chief, Commanders)	\$230
Sergeants	\$180
Patrol Officers	\$150
Support Staff	\$130
Vehicles	\$50
 <i>Fire Department</i>	
Command Staff (Deputy Chief, Captains)	\$230
Lieutenants	\$180
Fire Medics	\$150
Support Staff	\$130
Light Vehicles	\$60
Ambulance	\$100
Fire Truck / Engine	\$450
 <i>Public Works</i>	
Supervisory	\$180
Engineers	\$180
Maintenance Workers	\$130
Light Trucks	\$60
Medium Trucks	\$90
Heavy Trucks, Refuse Trucks, Street Sweepers	\$120
 <i>Community Development</i>	
Assistant Director	\$230
Planners, Architect	\$180
Inspectors	\$150

<u>Department</u>	<u>Hourly Rate</u>
<i>Community Development (cont'd)</i>	
Clerical / Support Staff	\$130
Vehicles	\$50
 <i>Water & Electric</i>	
Deputy Director, Chief Engineer	\$230
Supervisory	\$180
Plant Operators	\$150
Linesmen	\$150
Clerical / Support Staff	\$120
Light Trucks	\$60
Medium Trucks	\$70
Heavy Trucks, Boom Trucks	\$120

SECTION 6: Fee for Returned Payments. A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 7: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 8: Effect of Resolution. This resolution supersedes Resolution R-8-2011.

SECTION 9: Effective Date. This resolution shall be in full force and effect immediately upon its adoption..

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

RESOLUTION NO. R-12-2012

**A RESOLUTION
AMENDING THE SCHEDULE OF FEES FOR
BUILDING, ZONING AND CONSTRUCTION ACTIVITY**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax and (iv) to incur debt; and

WHEREAS, the Council find that all matters pertaining to the regulation of building, zoning and construction activities within the Village of Winnetka, including but not limited to establishing fees for permits for such activities, are matters pertaining to the affairs of the Village.

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

SECTION 1: Permit, License and Registration Fees. Pursuant to the sections of the Winnetka Village Code (“Code”) referred to in the following Schedule Building, Zoning and Construction Activity Fees (“Fee Schedule”), there are hereby established certain permit, license and registration fees, in the amounts and for the purposes set forth in said Fee Schedule:

SCHEDULE OF BUILDING, ZONING AND CONSTRUCTION ACTIVITY FEES

WORK PERFORMED WITHOUT PERMITS

All permit fees for work performed without a required permit shall be double the amount of the fees for the required permits.

PERMIT DEPOSITS (Section 15.32.020)

[**Note:** Deposits must be submitted with permit applications. The Village’s costs, including plan review and reinspections, will be deducted from deposits. Deposit balances will be retained by the Village until a final certification of occupancy is approved.]

For Building Demolition Permits with site restoration plans **\$3,000**

PERMIT DEPOSITS (Section 15.32.020) (Cont'd)

For Installation of New Security, Fire Detection or other Fire and Life Safety Systems (Chapters 8.04 and 15.16)	\$1,500
For Temporary Certificate of Occupancy	\$3,000
For Tree Replacement (for each inch of DBH)	\$250

PLAN REVIEW FEES (Sec. 15.32.020)

For all Building Permits, other than restrictive building permits:

- 15% of building permit fee, \$70 minimum.

For review of Construction Document Revisions

- \$15 for each review where original building permit was subject to minimum fee, building permit is not required, or revision is for a restrictive building permit.
- \$100 for all reviews of any revision to building permit construction documents that do **not** require zoning, engineering, and/or forestry reviews.
- \$130 for all reviews of any revision to building permit construction documents that require zoning, engineering, and/or forestry reviews for minor revisions (as determined by the Director of Community Development).
- 25% of original plan review fee for all reviews of any major revision to building permit construction documents (as determined by the Director of Community Development).

For engineering review required for building in the flood plain:

- \$500 for flood plain development review
- \$500 for LOMR review

For plan reviews required for fire and life safety systems (Sec. 15.16.070) (deducted from any deposits)

- Fire Department review \$100.00
- Technical review services Variable, based on actual cost to Village

CONTRACTOR PERMIT BOND (Sec. 15.32.060) \$20,000

[**Note:** Bond to be payable to the Village of Winnetka; required of all contractors. Pursuant to the Contractor Unified License and Permit Bond Act of 1998, contractor may provide a certified copy of his/its current unified contractor bond in amount of no less than \$50,000, as on file with Cook County Clerk.]

BUILDING PERMIT FEES (Sec. 15.32.020)

Renovations, including remodeling and additions, to Existing Structures and for other construction activity not specified by Resolution of the Council

- \$30 per \$1,000 or fraction thereof of the estimated total project cost, \$70 minimum.

Construction [as defined in Title 17, for all primary structures and additions thereto, including basement and attic areas, whether finished or unfinished, crawl space, attached garages and detached accessory structures, all without deducting for zoning allowances, bonuses or other exceptions]

- \$1.30 per horizontal square foot, but not less than \$70.00,

Below Grade Parking Facilities

- \$0.80 per Gross Floor Area square foot.

RESTRICTIVE PERMITS

[**Note:** Includes initial plan review fee.]

Canopy/Awning (Sec. 15.44.030) \$70 each

[**Note:** Certificate of Appropriateness of Design may be required.]

Construction Trailers (Sec. 15.32.020) \$220 each

Demolition (Sec. 15.52.010)

- For each accessory structure \$45
- For demolition with building permit application and complete construction documents. \$16,070
- For demolition with site restoration plan and schedule. \$16,070
- Reimbursement of payment made by Village of Winnetka to Winnetka Historical Society for research related to demolition of a primary structure \$600

Fences (Sec. 15.44.060) \$65 each

Roofing (Sec. 15.32.020 and 15.44.100) \$65 each

Signs (Sec. 15.60.140)

[**Note:** Signs may require Certificate of Appropriateness of Design.]

- For each non-illuminated signs \$60
- For each illuminated sign (includes electrical permit fee) \$195

Swimming Pools (Sec. 15.56.020) \$515

[**Note:** Includes electrical, plumbing and fence permits]

Tree Enhancement/Tree Protection Plan Review (Sec. 15.28.070)

- For each review per lot in development site \$90

RESTRICTIVE PERMITS (Cont'd)

Landscape/Tree Replacement Plan Review (Sec. 15.28.050 and 15.28.060)

- For each review per lot in development site \$90

Tree Removal Permit Fee (Sec. 15.28.040)

- For each tree \$60

ELECTRICAL PERMITS (Sec. 15.32.020 and 15.44.050)

[Note: Includes initial plan review fee.]

Base Fee for All Permits \$70

Electrical Fixtures, per fixture \$1.10

Heating/Air Conditioning/Ventilation (HVAC), per unit \$25

[Note: Requires HVAC permit.]

Motors over 0.5 hp, per motor \$25

New Service or Modifications to Existing Service Entrance Equipment

[Note: Permit fees are waived if modifications result from Water & Electric Department's scheduled undergrounding program.]

- Less than 200 amps, per new service or modification \$50
- 200 amps or more, per new service or modification \$60

Outlets, per outlet \$1.10

Temporary Service, per service \$340

PLUMBING AND MECHANICAL (HVAC) PERMITS (Sec. 15.32.020 and 15.44.050)

[Note: Includes initial plan review fee.]

Plumbing

- Base Fee for All Plumbing Permits (includes 5 fixtures) \$70
- Plumbing Fixtures (beginning with the sixth fixture), per fixture \$10
- Process Piping for Heating System, per unit \$100

Lawn Sprinklers

- Base Fee \$80
- Per Sprinkler Head \$0.90

HVAC

[Note: Exterior installations require zoning approval.]

- Base Fee for all HVAC Permits \$70
- For replacement of duct work only, per unit \$45

HVAC (Cont'd)

- For totally new system, per unit \$90
- For each roof-top unit, new or replacement \$100
- For each new or replacement AC unit, if total capacity on the property is 8 tons or more. \$100

MISCELLANEOUS FEES

Development Agreement — Base Fee (Sec. 15.32.080(K))	\$1,500
[Note: Base Fee includes standard staff review time and 3 hours of Village Attorney time.]	
Development Agreement — Supplemental Fee (Sec.15.32.080(K))	Variable,
All Village costs in excess of those included in the Base Fee shall be based upon the actual time spent by the Village, plus costs incurred, and shall be incorporated into the Development Agreement.	
	based on Staff time spent and rates set by R-11-2012
Fire Prevention Permit (Sec. 15.16.040)	\$100
Partial Permits (Sec. 15.32.110)	\$150
Permit Renewal (Sec. 15.32.200)	50% of total original permit fees
Stop Work Order (Sec. 15.04.080)	
• 1 st Stop Work Order	\$250
• 2 nd Stop Work Order	\$500
• 3 rd Stop work Order	\$750
Temporary Certificate of Occupancy (Sec. 15.36.010)	\$275
Village Attorney Services (Sec. 5.66.040)	\$340 per hour,
For non-standard services related to post-approval implementation or amendment of development agreements, subdivisions and planned developments	
	½ hour increments

PETITION FILING FEES

Administrative Appeals	
• Building Code Appeals (Sec. 15.72.010)	\$350
• Zoning Appeals (Sec. 17.72.010)	\$450
Certificate of Appropriateness of Design (Sec. 15.40.010)	
• For each new primary structure or addition thereto	\$450
• For each application for signs, canopies, or awnings	\$55
• All other requests	\$110
Consolidation of Land into single parcel (Sec. 16.08.010)	\$550
Driveway Variation (Sec. 12.12.010 and 15.44.040)	\$265
Flood Plain Variation (Sec. 15.68.100)	\$715
Sign Variation (Sec. 15.60.250)	\$220
Special Use Permit (Sec. 17.56.010)	\$935

PETITION FILING FEES (Cont'd)

Subdivision of Land – Base Fee (Sec. 16.04.040)	\$935
[Note: Base Fee includes standard staff review time and 3 hours of Village Attorney time.]	
Subdivision of Land – Supplemental Fee (Sec. 15.32.080(K))	Variable,
All Village costs in excess of those included in the Base Fee shall be based upon the actual time spent by the Village, plus costs incurred. For projects requiring a Development Agreement, the supplemental fee shall be incorporated into the Development Agreement t.	based on Staff time spent and rates set by R-11-2012
Zoning Map Amendment (Sec. 17.72.040)	\$800
Zoning Planned Development (Chapter 17.58)	\$935
Zoning Special Use (Chapter 17.56)	\$935
Zoning Text Amendment (Sec. 17.72.040)	\$800
Zoning Variation by Zoning Administrator (Minor Variation) (Sec. 17.60.015)	\$250
Zoning Variation by Ordinance (Major Variation)(Sec. 17.60.030)	\$800
Zoning Variation by Zoning Board of Appeals (Standard Variation) (Sec. 17.60.020)	\$400

STREETS, SIDEWALKS, DRIVEWAYS AND OTHER IMPERMEABLE SURFACES
(Sec. 12.04.110)

Driveway curb cut, new or enlarged (Sec. 12.12.010)	\$75
[Note: Requires street excavation/occupancy permit and right-of-way deposit]	
Right-of-way Excavation and/or Occupation (Sec. 12.16.010)	\$125
Sewer (Sec. 15.24.090)	\$150
Impermeable Surfaces (including driveways, sidewalks, patios, etc.) (Sec. 12.08.010)	\$75
Street Replacement (Sec. 12.04.20)	
• Base fee - Streets resurfaced 5 or fewer years prior to the date of permit application	\$2,000
• Base Fee - Streets resurfaced more than 5 years prior to the date of permit application	\$1,000
• Per square yard of base (any type of base)	\$125

SECTION 2: Determination of Construction Costs. In setting any fee based on the cost of construction, the Director of Community Development may use any of the following methods:

- A. an estimate furnished by the permit applicant;
- B. a certification of the cost of construction from a licensed architect or a registered structural or professional engineer;
- C. an affidavit from the owner or the owner's agent setting forth the estimated cost of the proposed work; or
- D. a calculation. to be made by the Director, based on the most current edition of the RS Means Square Foot Costs Book.

SECTION 3: Fee for Returned Payments. A fee in the amount of \$150.00 or 5% of the permit fee, whichever is greater, shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

SECTION 4: Home Rule. This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: Effect of Resolution. This resolution supersedes Resolution R-9-2011.

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

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

A RESOLUTION ESTABLISHING THE ANNUAL FEE FOR THE MAINTENANCE AND AVAILABILITY OF FIRE SUPPRESSION AND RESCUE SERVICES TO CERTAIN PREMISES IN UNINCORPORATED NEW TRIER TOWNSHIP

WHEREAS, the Village of Winnetka's water utility provides water service to certain customers located in unincorporated areas outside the corporate limits; and

WHEREAS, Section 13.04.120 of the Winnetka Village Code, "Charges for the maintenance and availability of fire suppression and emergency paramedical and rescue services," provides for the establishment of an annual fee for providing such services to any customer of the Village of Winnetka water utility located outside of the corporate limits of the Village and in the vicinity of one or more fire hydrants maintained by the Village for fire protection purposes; and

WHEREAS, Section 13.04.120 of the Winnetka Village Code establishes the formula for determining said annual fee; and

WHEREAS, calculations performed by Village staff pursuant to Section 13.04.120 of the Winnetka Village Code have established that the annual amount to be charged to each of the premises in unincorporated New Trier Township that receives fire suppression and rescue services from the Village of Winnetka is ~~Nine Hundred Sixty Five Dollars and Fifty Eight cents (\$965.58)~~ One Thousand Seventy-Seven Dollars and Twenty-Four Cents (\$1,077.24); and

WHEREAS, in accordance with Social Security Administration Medicare billing requirements, non-residents receiving emergency medical services from the Village are charged the same fixed, per call charge for such services that Village residents pay, pursuant to the Village's annual general fee and rate resolutions; and

WHEREAS, the Council find that it is fair and reasonable to set the charges for non-resident fire suppression and rescue services at ~~Nine Hundred Sixty Five Dollars and Fifty Eight cents (\$965.58)~~ One Thousand Seventy-Seven Dollars and Twenty-Four Cents (\$1,077.24) for the fiscal year commencing April 1, 2012; and

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

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, the Council find that all matters pertaining to the operation of the Village's water utility, including but not limited to providing water service to residents in nearby unincorporated areas establishing rates for water service, are matters pertaining to the affairs of the Village.

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

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

SECTION 2: Effective April 1, 2012, the annual amount to be charged to each premises that is located in unincorporated New Trier Township and is receiving fire suppression and rescue services from the Village of Winnetka is hereby established in the amount of ~~Nine Hundred Sixty-Five Dollars and Fifty Eight cents (\$965.58)~~ One Thousand Seventy-Seven Dollars and Twenty-Four Cents (\$1,077.24).

SECTION 3: All non-resident water customers who are subject to the foregoing fire suppression fee shall pay for emergency medical services on a per call basis, at the rates established in the Village's general fee and rate resolutions.

SECTION 4: This resolution supersedes Resolution R-10-2011.

SECTION 5: This Resolution is adopted by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Resolution shall take effect immediately upon its adoption.

ADOPTED this 20th day of March, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed:

Village President

Countersigned:

Village Clerk

FIRE CONTRACT WORKSHEET FOR FISCAL YEAR 2012/2013 (beginning April 1, 2012)

The annual reimbursement for fire suppression and emergency paramedical and rescue services provided by the Village of Winnetka to the Village of Kenilworth and to certain premises located in unincorporated New Trier Township is based upon the following terms:

A. POPULATION (latest decennial census figures available):		<2010>	
Total New Trier Township.....			56,205
Incorporated New Trier Township:			
Village of Kenilworth.....	(2,513)		
Village of Winnetka.....	(12,187)		
New Trier Township portion of Village of Glencoe.....	(8,723)		
New Trier Township portion of Village of Wilmette.....	(27,087)		
New Trier Township portion of Village of Glenview.....	(3,173)		
New Trier Township portion of Village of Northfield.....+	(1,696)		
Total Incorporated New Trier Township.....=			(55,379)
Unincorporated New Trier Township			826
Fire Service Area:			
Village of Kenilworth.....			2,513 (16.19%)
Village of Winnetka.....			12,187 (78.49%)
Unincorporated New Trier Township.....+			826 (5.32%)
Total Fire Service Area.....=			15,526

B. EQUALIZED ASSESSED VALUATION (latest figures available):		<2010>	
Total New Trier Township.....			\$5,506,749,440
Incorporated New Trier Township:			
Village of Kenilworth.....	(\$353,108,816)		
Village of Winnetka.....	(\$1,605,591,119)		
New Trier Township portion of Village of Glencoe.....	(\$1,037,807,593)		
New Trier Township portion of Village of Wilmette.....	(\$2,071,880,424)		
New Trier Township portion of Village of Glenview.....	(\$140,395,013)		
New Trier Township portion of Village of Northfield.....+	(\$155,480,897)		
Total Incorporated New Trier Township.....=			(\$5,364,263,862)
Unincorporated New Trier Township			\$142,485,578
Fire Service Area:			
Village of Kenilworth.....			\$353,108,816 (16.81%)
Village of Winnetka.....			\$1,605,591,119 (76.41%)
Unincorporated New Trier Township.....+			\$142,485,578 (6.78%)
Total Fire Service Area.....=			\$2,101,185,513

C. CALLS (for fire suppression and emergency paramedical and rescue services, including false, for twelve-month period January 1st through December 31st):		<2011>	
Fire Service Area:			
Village of Kenilworth.....			181 (7.92%)
Village of Winnetka (including auto and mutual aid calls).....			2,040 (89.32%)
Unincorporated New Trier Township.....+			63 (2.76%)
Total Fire Service Area.....=			2,284

D. FIRE SERVICE AREA ANNUAL BUDGET (for fiscal year corresponding to term of contract):

	<2012/2013>	
Winnetka Fire Department annual budget....including capital		\$5,066,849
Less:		
Fire Prevention -- salaries & retirement <*>.....	(\$765,912)	
Fire Prevention -- services.....	(59,550)	
Fire Prevention -- employee insurance benefits <*>.....	(95,875)	
Foreign Fire Insurance	(60,000)	
Building Improvements	(75,000)	
Major capital in proposed budget.....	(275,000)	
Total subtractions.....		(1,331,337)
Plus:		
Amortized Major Capital <*>.....	\$142,300	
Total Additions.....		142,300
Kenilworth contract annual budget calculation		\$3,877,812

<*> These figures each equal exactly 25% of total budgeted departmental expenditures for salaries, retirement and employee insurance benefits. The resulting dollar figures shown are estimates of the department's respective budgeted amounts allocated to fire prevention activities within Winnetka.

<*> This figure is the sum of:

1990		
1993	Public Safety Bldg Renovation Plans (Fire); \$30,000 over 30 years installment #20 of 30; installments required through FY 2022/23.....	1,000
1995	Pumper Truck; \$211,000 over 20 years; installment #18 of 20; installments required through FY 2014/15.....	10,550
2007	Training Tower \$290,000 over 20 years installment #6 of 20; installments required through FY2027	14,500
1998	Conversion of Pumper to Rescue/Pumper; \$42,000 over 17 years; installment #15 of 17; installments required through FY 20014/15.....	2,471
2012	Staff Vehicle, \$35,000 over 6 years; installments #1 of 6; installments required through FY 2018/2019	5,833
2000	Pumper Truck; \$290,000 over 20 years; installment #13 of 20; installments required through FY 2019/20.....	14,500
2001	Command Vehicle;\$60,000 over 10 years installmant #2of 10; installments required through FY 2021/2022	6,000
2008	Staff Vehicle; \$35,000 over 6 years; installment #5 of 6; installments required through FY 2014/2015.....	5,833
d/c		
2010	Ladder/Quint truck; \$674,400 over 20 years installment # 3 of 25;.....	33,720
2004	Self Contained Breathing Apparatus; \$60,000 over 14 years; installment #9 of 14; installments required through FY 2019/2020.....	4,143
2012	Ambulance:\$275,000 over 12 years installments #1 of 12; installments required through FY 2024/2025	22,917
2006	Ambulance;\$180,000 over 12 years installments #6 of 12; installments required through FY 2019/2020	15,000
2007	Staff Vehicle;\$35,000 over 6 years; installments #6 of 6; installments required through FY 2013/2014	5,833
chief		
	Total amortized major capital	\$142,300

F. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES
 PROVIDED TO THE VILLAGE OF KENILWORTH:

Village of Kenilworth population.....	2,513	
Fire Service Area population...../	15,526	

Village of Kenilworth population as a proportion of Fire Service Area population.....=	16.19%	=====
Village of Kenilworth equalized assessed valuation.....	\$353,108,816	
Fire Service Area equalized assessed valuation...../	2,101,185,513	

Village of Kenilworth equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	16.81%	=====
Village of Kenilworth calls.....	181	
Fire Service Area calls...../	2,284	

Village of Kenilworth calls as a proportion of Fire Service Area calls.....=	7.92%	=====
Fire Service Area annual budget.....	3,877,812	
Average Village of Kenilworth proportion of Fire Service Area.....*	13.64%	

Village of Kenilworth portion of Fire Service Area annual budget.....=	\$528,877.52	
Less Village of Kenilworth latest credit.....-	(21,950.31)	
Joint Services Credit	(32,075.95)	

Village of Kenilworth annual amount due.....=	\$474,851.26	=====

G. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES

PROVIDED TO THE VILLAGE OF WINNETKA (required for computation purposes only):

Village of Winnetka population.....	12,187	
Fire Service Area population...../	15,526	

Village of Winnetka population as a proportion of Fire Service Area population.....=	78.49%	=====
Village of Winnetka equalized assessed valuation.....	\$1,605,591,119	
Fire Service Area equalized assessed valuation...../	2,101,185,513	

Village of Winnetka equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	76.41%	=====
Village of Winnetka calls.....	2,040	
Fire Service Area calls...../	2,284	

Village of Winnetka calls as a proportion of Fire Service Area calls.....=	89.32%	=====
Fire Service Area annual budget.....	\$3,877,812	
Average Village of Winnetka proportion of Fire Service Area.....*	81.41%	

Village of Winnetka portion of Fire Service Area annual budget.....=	\$3,156,858.35	
Less Village of Winnetka latest credit.....-	(128,658.93)	

Village of Winnetka annual amount "due".....=	\$3,028,199.42	=====

H. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES
 PROVIDED TO UNINCORPORATED NEW TRIER TOWNSHIP:

Unincorporated New Trier Township population.....	826	
Fire Service Area population...../	15,526	

Unincorporated New Trier Township population as a proportion of Fire Service Area population.....=	5.32%	=====
Unincorporated New Trier Township equalized assessed valuation.....	\$142,485,578	
Fire Service Area equalized assessed valuation...../	2,101,185,513	

Unincorporated New Trier Township equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	6.78%	=====
Unincorporated New Trier Township calls.....	63	
Fire Service Area calls...../	2,284	

Unincorporated New Trier Township calls as a proportion of Fire Service Area calls.....=	2.76%	=====
Fire Service Area annual budget.....		\$3,877,812
Average Unincorporated New Trier Township proportion of Fire Service Area.....*		4.95%

Unincorporated New Trier Township portion of Fire Service Area annual budget.....=		\$192,076.12
Less Unincorporated New Trier Township latest credit.....-		(7,876.75)

Unincorporated New Trier Township annual amount "due".....=		\$184,199.37

Number of fire contracts between Winnetka Fire Department and Unincorporated New Trier Township...../		171

Annual amount due per contract in Unincorporated New Trier Township.....=		\$1,077.19
		=====

Current Monthly
 Proposed Monthly \$ 89.77

cc: Winnetka Village Manager
 Winnetka Fire Chief
 Winnetka Finance Director
 Kenilworth Village Manager

AGENDA REPORT

SUBJECT: **MC-1-2012 – An Ordinance Amending the Winnetka Village Code as It Pertains to Coach Houses**

PREPARED BY: Katherine S. Janega, Village Attorney

REFERENCE: March 8, 2012 Council Agenda, pp. 116 - 142
 February 7, 2012 Council Agenda, pp.56 - 75
 April 12, 2011 Study Session
 September 13, 2011 Study Session

DATE: March 16, 2012

I. Background

Ordinance MC-1-2012 implements the Council’s directive to relax restrictions on coach houses by amending various provisions of the Zoning Ordinance and Building Code. At the core of the Ordinance are amendments to the Zoning Ordinance that include coach houses and other pre-existing accessory dwelling units as permitted accessory uses in the single-family residential zoning districts, and that replace the annual registration requirement with a simple, one-time certificate of occupancy.

Ordinance MC-1-2012 was introduced at the Village Council’s February 7, 2012 meeting. Because zoning amendments require a public hearing before a body designated by the Village Council, the Village Council designated itself to hold the hearing in its capacity as Committee of the Whole. Pursuant to published notice, the Village Council held the public hearing at the Council meeting on March 8, 2012.

As presented on March 8, 2012, Ordinance MC-1-2012 contained several amendments to address issues raised by the Council at the time of introduction. Further amendments have been made since the public hearing to address a concern raised by some Council members at that time. Those new amendments are in Sections 5 through 9 of Ordinance MC-1-2012. As with the amendments that followed introduction, the new amendments are highlighted by the use of bold type face and are accompanied by a Drafter’s Note on page 3, following the first statement of the new amendment. In addition, the date of March 20, 2012, has been inserted throughout the ordinance to replace the bracketed reference to the effective date that had been included in the prior drafts.

The remainder of this Agenda Report addresses Ordinance MC-1-2012 as a whole, as well as all revisions to the Ordinance since introduction. Section II of this Agenda Report contains a summary table of the key features of the amended Ordinance MC-1-2012. Section III contains a verbal description of the changes to the text of Ordinance MC-1-2012 since introduction.

Final action on Ordinance MC-1-2012 will first require a vote to amend Ordinance MC-1-2012 to include all of the amendments since introduction.

II. Ordinance MC-1-2012 – Key Features

The key features of Ordinance MC-1-2012 fall into two categories: Zoning Ordinance amendments, and related Building Code amendments. The Zoning Ordinance is found in Title 17 of the Village Code, so all Code provisions that begin with the number 17 are Zoning provisions. Similarly, Building Code amendments begin with the number 15, because the Building Code is found in Title 15 of the Village Code. The key features are as follows:

Code Section	Current Provision	Proposed Amendment
17.04.020	<ul style="list-style-type: none"> • Accessory dwelling unit is not defined. The term “coach house” is not used. 	<ul style="list-style-type: none"> • Adds definitions for accessory dwelling unit and coach house
17.12.020 B 17.16.020 B 17.20.020 B 17.24.020 B 17.28.020 B	<ul style="list-style-type: none"> • Occupancy of accessory dwelling units by anyone other than a full-time household employee of the family that occupies the house on the property is a legal nonconforming use in all of the single-family residential zoning districts. • Accessory dwellings are allowed only as living quarters for household help of the family that occupies the house on the property. • All occupancies of accessory dwelling units require annual registration. • Applies only to existing accessory buildings. • Prohibits new construction or alteration of an accessory building with living quarters. 	<ul style="list-style-type: none"> • Accessory dwelling units, including coach houses, are permitted uses in all single-family zoning districts. • There are no restrictions on who may occupy an accessory dwelling unit. • Occupancy of accessory dwelling units requires only a one-time certificate of occupancy. • Applies only to existing accessory structures that currently contain, or formerly contained an accessory dwelling unit. Amendment since hearing adds prohibition against increasing the number of units over what had previously existed. • Applies to existing structures and allows accessory buildings formerly used as dwelling units to be returned to residential use.

Code Section	Current Provision	Proposed Amendment
17.12.020 B 17.16.020 B 17.20.020 B 17.24.020 B 17.28.020 B (cont'd)	<ul style="list-style-type: none"> • Establishes minimum space requirements for occupancy and sets maximum number of occupants. 	<ul style="list-style-type: none"> • Retains same minimum space requirements for occupancy and limitation on number of occupants. • Does not regulate rents, lease terms or landlord-tenant relations.
17.72.020 17.72.030	<ul style="list-style-type: none"> • Requires certificate of occupancy for any change of occupancy or use, and following any work that requires a building permit. • Requires certificate of occupancy to be posted. • Requires annual registration of all two-family dwellings, multi-family dwellings and accessory dwelling units in the single-family zoning districts. 	<ul style="list-style-type: none"> • Requires certificate of occupancy for any change of occupancy or use, following any work that requires a building permit, and for accessory dwelling units. • Records of certificates of occupancy are permanently maintained by the Zoning Administrator. • Accessory dwelling units require only a one-time certificate of occupancy. Annual registration no longer required for accessory dwelling units. Annual registration is retained for the other nonconforming residential buildings in the single-family zoning districts. • For accessory dwelling units that are currently registered, registration is treated as certificate of occupancy and no further action is required.
15.36.020	<ul style="list-style-type: none"> • Certificate of occupancy requires payment of fee. 	<ul style="list-style-type: none"> • No fee required for inspection for certificate of occupancy for accessory dwelling units.
15.36.030	<ul style="list-style-type: none"> • Outstanding Code violations will bar issuance of certificate of occupancy. • Certificate of occupancy is deemed denied if Village does not issue notice that work or premises does not qualify for certificate of occupancy within 14 days after inspection. 	<ul style="list-style-type: none"> • Failure to register existing accessory dwelling unit does not bar issuance of certificate of occupancy. • Denial of certificate of occupancy requires written notice. No automatic denial.

Code Section	Current Provision	Proposed Amendment
Par. 2 of 15.08.080 B (MC-8-2011)	<ul style="list-style-type: none"> • Commercial Property Maintenance Code does not apply. 	<ul style="list-style-type: none"> • Commercial Property Maintenance Code does not apply.

III. Ordinance MC-1-2012 – Summary of Amendments since Introduction

As the table in the previous section indicates, Ordinance MC-1-2012 would amend both the Zoning Ordinance and the Building Code. The zoning amendments would return coach house residences to their former status as permitted uses, unlink them from two-family and multi-family dwellings, and shift from an annual registration process to a one-time, cost-free certificate of occupancy for returning existing coach house structures to a residential use. Corresponding amendments are made to the Building Code’s occupancy certificate provisions, to define the inspection procedures needed to assure that basic occupancy and life safety standards are met. Following is a section-by-section explanation of the draft amendments.

Preamble and Section 1.

As with all ordinances, the recitals provide the legislative and procedural histories of the proposed amendments, including the details on the public hearing required for all zoning amendments. The hearing date, set at the time of introduction, has been inserted into the amended Ordinance. The recitals, in turn, are incorporated by reference into Section 1 of the ordinance, as the Council’s legislative findings.

Sections 2, 3 and 4 – Chapter 17.04 - Definitions.

To provide clarity and ease of reference in the Zoning Ordinance, and to avoid the need to repeat the cumbersome descriptive phrase of “accessory building containing living quarters” throughout the Zoning Ordinance, definitions have been provided for the terms “accessory dwelling unit” and “coach house.”

As a result of discussions among Village staff following introduction, it was determined that the definitions needed further refinement, because of the existence of accessory buildings with two dwelling units and no other accessory use. The definition of “coach house” in Section 3 of Ordinance MC-1-2012 has been amended accordingly. Community Development staff has confirmed that there are two, and possibly three, such buildings.

Sections 5, 6, 7, 8 and 9 – Changing status of Coach Houses to permitted uses.

The central mechanism for easing restrictions on the use of coach house units is to convert their status under the Zoning Ordinance from a nonconforming use to a permitted accessory use. This has been done by amending paragraph B.10 of the “Use” provisions of each of the Single-Family Residential District chapters (see current text, above), thereby eliminating the maximum period of vacancy, and permitting their continued residential occupancy.

As drafted, the amendment would be limited to accessory dwelling units, including coach houses, that pre-date the adoption of MC-1-2012, as long as they are now, or once were, used as residential units. The amended language eliminates the provisions that limit occupancy to household employees and that require registration, while retaining the established minimum space requirements and the limit on number of residents, albeit in a restructured format.

Two revisions have been made to Sections 5 through 9 since the March 8th hearing. The first is to replace the bracketed reference to the cut-off date for eligibility with March 20, 2012. If the ordinance is not passed at the March 20th Council meeting, the date will be changed accordingly.

As noted at prior meetings, there are no special parking restrictions in Sections 5 through 9. As previously reported, Staff has considered the question and concluded that parking would be self-regulatory, because the residential property owners are aware of the prohibition against on-street parking and would likely take parking into consideration in renting their accessory dwelling units. The Council has not directed any amendment on that issue, and none has been made.

Sections 10 and 11 – Certificate of Occupancy replaces annual registration.

Section 10 adds accessory dwelling units to the certificate of occupancy requirements in Section 17.72.020 of the Zoning Ordinance, while Section 11 deletes such units from the annual registration requirement in Section 17.72.030. There have been no further changes to these provisions since introduction.

The amendment to Section 17.72.020 in Section 10 of MC-1-2012 also adds a new subsection D, which contains an unequivocal exemption from the inspection and certificate of occupancy process for accessory dwelling units that are lawfully registered with the Village when the new amendments go into effect. The date of March 20, 2012 has also been inserted in this provision.

The registration requirement in Section 17.72.030 of the Zoning Ordinance was originally added as a means of monitoring non-conforming buildings and uses in the single-family zoning districts, although its phrasing does not clearly contain that limitation. Consequently, the amendment to Section 17.72.030 in Section 11 of MC-1-2012 not only retains the registration requirement for two-family and multi-family dwellings, it now clearly states that it pertains only to such dwellings in the single-family residential zoning districts. (Other Village regulations, such as the recently enacted Commercial Property Maintenance Code and the annual fire and life safety inspections for buildings in the multi-family and commercial zoning districts assure that the Village has ownership and management information for those buildings.)

Sections 12 through 17 – Certificate of Occupancy Amendments

Sections 12 through 17 of MC-1-2012 amend several provisions of Chapter 15.36 of the Village's Building Code, which governs all certificates of occupancy. Because certificates of occupancy are currently linked either to the inspection of work that requires a building permit, or

to a change of use or occupancy, provisions specific to the inspection of accessory dwelling units are necessary.

Accordingly, Section 15.36.010 has been amended by distinguishing between certificates of occupancy for permit work or construction activity and certificates of occupancy for accessory dwelling units. (MC-1-2012, Section 12) Consistent with the amendments to Section 17.72.020 and 17.72.030 of the Zoning Ordinance, the amended provision specifically exempts lawfully registered accessory dwelling units from the certificate of occupancy requirement.

Section 15.36.020, which governs the application for the certificate of occupancy, has been amended to waive the application fee for accessory dwelling units if no building permit was required. (MC-1-2012, Section 13) If an accessory dwelling unit requires construction work that is subject to a building permit, the standard application, certificate of occupancy and fee provisions would apply.

Section 15.36.030, which defines the certificate of occupancy procedures, has been amended by adding a provision that applies only to accessory dwelling units. (MC-1-2012, Section 14) In addition, as noted at the Council's meeting on March 8th, Section 15.36.030 contains two significant amendments that were made following introduction in response to Council discussion at the time of introduction.

First, both subsection A and subsection B have been revised by striking the last sentence, which had created what amounted to an automatic denial if the Community Development Director did not give written notice within 14 days of the reason permit work or an accessory dwelling unit did not qualify for a certificate of occupancy after an inspection. The 14-day provision pertaining to permit inspections (subsection A) is in the current Village Code, and the provision added for accessory dwelling unit occupancy permits (subsection B) was drafted to mirror the current provision. Staff has reviewed the 14-day provisions and determined that they are no longer necessary, as the results of an inspection are immediately made known to the property owner or the owner's contractor. (MC-1-2012, pp. 9-10)

The second amendment is to subsection B of Section 15.36.030. (MC-1-2012, p.10) The amendment eliminates an ambiguity that could have been interpreted as a "Catch 22" for owners of currently unregistered accessory dwelling. The amendment clearly excludes the failure to register an accessory dwelling unit from the list of unresolved violations that could prevent issuance of a certificate of occupancy.

The actual criteria for issuance of a certificate of occupancy are currently set out in Village Code Section 15.36.040, which contains general criteria related to permit work, and Section 15.36.050, which contains the criteria for the change of use or occupancy. The title to Section 15.36.040 has been amended so that it clearly applies only to permit work. (MC-1-2012, Section 15)

It was not necessary to amend Section 15.36.050, but a new Section 15.36.055 has been added, to govern accessory dwelling units. (MC-1-2012, Section 16) The criteria under new Section 15.36.055 are twofold. The first requirement pertains to habitability standards and uses language taken directly from Section 15.36.050. The second requirement is compliance with the requirements of the new paragraph 10 that has been added to Subsection B of the use sections in all five single family residential zoning districts. (See MC-1-2012, Sections 5 through 9) As noted at the Council's March 8th meeting, the language in Section 15.36.055 is based on the language in Section 15.36.050, and the opening phrasing in both provisions is identical. This use of parallel language helps to assure consistency in construing and administering the new provisions, since Section 15.36.050 has long been in effect, without controversy.

The final amendment to Chapter 15.36 is to Section 15.36.060. (MC-1-2012, Section 17) Currently, Section 15.36.060 requires certificates of occupancy to be permanently posted. This provision dates back to earlier times, when the Village provided frames for occupancy certificates and the certificates were posted in a prominent place, not unlike the posting of inspection certificates in elevators. This practice has long since been abandoned, with the Village retaining copies of certificates of occupancy as they are issued. Section 15.36.060 has therefore been amended to reflect the current practice.

Recommendation:

- 1) Consider amending Ordinance MC-1-2012, as shown in the amended draft in the agenda materials.
- 2) Consider adopting, as amended, Ordinance MC-1-2012, Amending the Winnetka Village Code as It Pertains to Coach Houses.

ORDINANCE NO. MC-1-2012

**AN ORDINANCE
AMENDING THE WINNETKA VILLAGE CODE
AS IT PERTAINS TO COACH HOUSES**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) find that establishing standards and criteria for the use and development of lands and buildings within the Village is a matter pertaining to the government and affairs of the Village; and

WHEREAS, on May 3, 2005, the Village Council, in the exercise of its home rule authority, passed Ordinance M-6-2005, which, *inter alia*, adopted an Amended Affordable Housing Plan (“Amended Plan”) and directed the Winnetka Plan Commission to conduct a study and report to the Village Council concerning the details of the various components of the Village's housing policies, including potential amendments to the Winnetka Zoning Ordinance and other provisions of the Winnetka Village Code; and

WHEREAS, pursuant to the Village Council’s directive, the Plan Commission undertook an intensive and detailed study, which, after five years, culminated in a study titled “*A Study of Housing Conditions and Needs in the Village of Winnetka*” (“Housing Study”), and an affordable housing report titled “*Reinvigorating a Tradition of Varied, Moderately Priced and Affordable Housing*” (“Housing Report”); and

WHEREAS, one of the recommendations included in the Plan Commission’s report was that the Village Council consider relaxing restrictions on coach houses to allow property owners to return previously used coach houses to the Village’s housing stock; and

WHEREAS, the Village Council determined that the Plan Commission’s recommendations regarding coach houses merit consideration and action as a stand-alone housing and property rights issue, and directed Village Staff to draft possible amendments to the Village Code that would implement the Plan Commission’s coach house recommendations; and

WHEREAS, after discussing possible coach house amendments, the Village Council directed staff to prepare an ordinance, set a date for a public hearing and designated itself as the hearing body for the proposed amendments; and

WHEREAS, on due notice thereof, the Village Council, sitting as a Committee of the Whole, held a public hearing on March 8, 2012, to consider this ordinance and the draft amendments contained herein.

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

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

SECTION 2: Subsection A of Section 17.04.030, “Definitions,” of Chapter 17.04 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended by adding a new paragraph 3.1, which shall provide as follows:

3.1. Accessory Dwelling Unit. See “Dwelling Unit, Accessory,” below.

SECTION 3: Subsection C of Section 17.04.030, “Definitions,” of Chapter 17.04 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended by adding a new paragraph 1.5, which shall provide as follows:

1.5. Coach House. “Coach House” means an accessory structure that contains no more than two a single accessory dwelling units, as defined in this section., and no other accessory use.

[**DRAFTER’S NOTE:** This definition was modified following introduction to allow for up to two dwelling units in a single coach house, based on discussions with the Community Development Department, which has confirmed that there are two, and possibly three such existing buildings. The prohibition of other accessory uses has been stricken because the “traditional” coach house derives its name from the pairing of a residential unit with an area for storage of a carriage or vehicle.]

SECTION 4: Subsection D of Section 17.04.030, “Definitions,” of Chapter 17.04 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended by adding a new paragraph 8, which shall provide as follows:

8. Dwelling Unit, Accessory. “Dwelling Unit, Accessory” means a dwelling unit that is an accessory use and that is located in an accessory building on a zoning lot in one of the single family residential zoning districts. An “Accessory Dwelling Unit” may be located in a Coach House, as defined in this chapter, or it may be located in combination with a non-residential accessory use in a single accessory building.

SECTION 5: Paragraph 10 of Subsection B, “Accessory Buildings and Uses” of Section 17.12.020, “Permitted Uses,” of the R-5 Single-Family Residential District regulations in Chapter 17.12 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

10. An accessory dwelling unit, subject to the following conditions:

a. The accessory structure in which the accessory dwelling unit is located was constructed before March 20, 2012.

b. The accessory structure in which the accessory dwelling unit is located was originally constructed as a dwelling unit or was occupied as a dwelling unit at some point in time before March 20, 2012.

c. No accessory structure shall be modified to increase the number of accessory dwelling units above the number of accessory dwelling units (i) that were included in the accessory building as originally constructed or (ii) that were occupied in whole or in part as a dwelling unit at some point in time before March 20, 2012.

~~e.~~d. The accessory dwelling unit shall contain not less than three hundred fifty (350) square feet of interior, habitable floor area for the first two persons residing in such dwelling unit, plus one hundred fifty (150) square feet of interior, habitable floor area for each additional person residing in such accessory dwelling unit.

~~d.~~e. No more than seven persons shall reside in any accessory dwelling unit.

~~e.~~f. The owner of the accessory dwelling unit shall obtain a certificate of occupancy as provided in Section 17.72.020 and Chapter 15.36 of this code.

~~No accessory building shall be erected or altered to contain living quarters, except an existing accessory building containing living quarters for a full-time household employee or employees of the family occupying the principal building. Use of an accessory building or a building originally erected as an accessory building, existing and containing occupied living quarters but not occupied by a full-time household employee of the family occupying the principal building shall be considered and treated as a legal nonconformity under Chapter 17.64. Uses permitted in this paragraph may include occupancy by additional persons entitled to occupy a single-family dwelling if the living quarters contain not less than three hundred fifty (350) square feet of interior floor area for the first two persons residing in such single-family dwelling and one hundred fifty (150) square feet of additional interior floor area for each person residing in such single-family dwelling; provided, however, that no occupancy otherwise permitted under this paragraph shall be allowed or continued unless the owner of the principal building shall comply with the registration requirements of Section 17.72.030; provided further that, the number of persons entitled to occupy such living quarters shall not exceed seven;~~

[DRAFTER'S NOTE: In the discussion that followed the public hearing on March 8, 2012, some Council members expressed concern that existing coach houses could be converted into multiple units. Subparagraph c has been added to address that concern. The same provision has been added to Sections 6 through 9 of this ordinance, which cover the other single-family residential zoning districts.]

SECTION 6: Paragraph 10 of Subsection B, "Accessory Buildings and Uses" of Section 17.16.020, "Permitted Uses," of the R-4 Single-Family Residential District regulations in

Chapter 17.16 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

10. An accessory dwelling unit, subject to the following conditions:

a. The accessory structure in which the accessory dwelling unit is located was constructed before March 20, 2012.

b. The accessory structure in which the accessory dwelling unit is located was originally constructed as a dwelling unit or was occupied as a dwelling unit at some point in time before March 20, 2012.

c. No accessory structure shall be modified to increase the number of accessory dwelling units above the number of accessory dwelling units (i) that were included in the accessory building as originally constructed or (ii) that were occupied in whole or in part as a dwelling unit at some point in time before March 20, 2012.

~~e.~~d. The accessory dwelling unit shall contain not less than three hundred fifty (350) square feet of interior, habitable floor area for the first two persons residing in such dwelling unit, plus one hundred fifty (150) square feet of interior, habitable floor area for each additional person residing in such accessory dwelling unit.

~~d.~~e. No more than seven persons shall reside in any accessory dwelling unit.

~~e.~~f. The owner of the accessory dwelling unit shall obtain a certificate of occupancy as provided in Section 17.72.020 and Chapter 15.36 of this code.

~~No accessory building shall be erected or altered to contain living quarters, except an existing accessory building containing living quarters for a full-time household employee or employees of the family occupying the principal building. Use of an accessory building or a building originally erected as an accessory building, existing and containing occupied living quarters but not occupied by a full-time household employee of the family occupying the principal building shall be considered and treated as a legal nonconformity under Chapter 17.64. Uses permitted in this paragraph may include occupancy by additional persons entitled to occupy a single family dwelling if the living quarters contain not less than three hundred fifty (350) square feet of interior floor area for the first two persons residing in such single family dwelling and one hundred fifty (150) square feet of additional interior floor area for each person residing in such single-family dwelling in excess of two; provided, however, that no occupancy otherwise permitted under this paragraph shall be allowed or continued unless the owner of the principal building shall comply with the registration requirements of Section 17.72.030; provided further that, the number of persons entitled to occupy such living quarters shall not exceed seven;~~

SECTION 7: Paragraph 10 of Subsection B, “Accessory Buildings and Uses” of Section 17.20.020, “Permitted Uses,” of the R-3 Single-Family Residential District regulations in Chapter 17.20 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is

10. An accessory dwelling unit, subject to the following conditions:

a. The accessory structure in which the accessory dwelling unit is located was constructed before **March 20, 2012.**

b. The accessory structure in which the accessory dwelling unit is located was originally constructed as a dwelling unit or was occupied as a dwelling unit at some point in time before **March 20, 2012.**

c. **No accessory structure shall be modified to increase the number of accessory dwelling units above the number of accessory dwelling units (i) that were included in the accessory building as originally constructed or (ii) that were occupied in whole or in part as a dwelling unit at some point in time before March 20, 2012.**

~~e.~~**d.** The accessory dwelling unit shall contain not less than three hundred fifty (350) square feet of interior, habitable floor area for the first two persons residing in such dwelling unit, plus one hundred fifty (150) square feet of interior, habitable floor area for each additional person residing in such accessory dwelling unit.

~~d.~~**e.** No more than seven persons shall reside in any accessory dwelling unit.

~~e.~~**f.** The owner of the accessory dwelling unit shall obtain a certificate of occupancy as provided in Section 17.72.020 and Chapter 15.36 of this code.

~~No accessory building shall be erected or altered to contain living quarters, except an existing accessory building containing living quarters for a full time household employee or employees of the family occupying the principal building. Use of an accessory building or a building originally erected as an accessory building, existing and containing occupied living quarters but not occupied by a full time household employee of the family occupying the principal building shall be considered and treated as a legal nonconformity under Chapter 17.64. Uses permitted in this paragraph may include occupancy by additional persons entitled to occupy a single family dwelling if the living quarters contain not less than three hundred fifty (350) square feet of interior floor area for the first two persons residing in such single family dwelling and one hundred fifty (150) square feet of additional interior floor area for each person residing in such single family dwelling in excess of two; provided, however, that no occupancy otherwise permitted under this paragraph shall be allowed or continued unless the owner of the principal building shall comply with the registration requirements of Section 17.72.030; provided further that, the number of persons entitled to occupy such living quarters shall not exceed seven~~

SECTION 8: Paragraph 10 of Subsection B, “Accessory Buildings and Uses” of Section 17.24.020, “Permitted Uses,” of the R-2 Single-Family Residential District regulations in Chapter 17.24 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

10. An accessory dwelling unit, subject to the following conditions:

a. The accessory structure in which the accessory dwelling unit is located was constructed before **March 20, 2012.**

b. The accessory structure in which the accessory dwelling unit is located was originally constructed as a dwelling unit or was occupied as a dwelling unit at some point in time before **March 20, 2012.**

c. **No accessory structure shall be modified to increase the number of accessory dwelling units above the number of accessory dwelling units (i) that were included in the accessory building as originally constructed or (ii) that were occupied in whole or in part as a dwelling unit at some point in time before March 20, 2012.**

~~e.~~**d.** The accessory dwelling unit shall contain not less than three hundred fifty (350) square feet of interior, habitable floor area for the first two persons residing in such dwelling unit, plus one hundred fifty (150) square feet of interior, habitable floor area for each additional person residing in such accessory dwelling unit.

~~d.~~**e.** No more than seven persons shall reside in any accessory dwelling unit.

~~e.~~**f.** The owner of the accessory dwelling unit shall obtain a certificate of occupancy as provided in Section 17.72.020 and Chapter 15.36 of this code.

~~No accessory building shall be erected or altered to contain living quarters, except an existing accessory building containing living quarters for a full time household employee or employees of the family occupying the principal building. Use of an accessory building or a building originally erected as an accessory building, existing and containing occupied living quarters but not occupied by a full time household employee of the family occupying the principal building shall be considered and treated as a legal nonconformity under Chapter 17.64. Uses permitted in this paragraph may include occupancy by additional persons entitled to occupy a single family dwelling if the living quarters contain not less than 350 square feet of interior floor area for the first two persons residing in such single family dwelling and 150 square feet of additional interior floor area for each person residing in such single family dwelling in excess of two; provided, however, that no occupancy otherwise permitted under this paragraph shall be allowed or continued unless the owner of the principal building shall comply with the registration requirements of Section 17.72.030; provided further that, the number of persons entitled to occupy such living quarters shall not exceed seven;~~

SECTION 9: Paragraph 10 of Subsection B, “Accessory Buildings and Uses” of Section 17.28.020, “Permitted Uses,” of the R-1 Single-Family Residential District regulations in Chapter 17.28 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

10. An accessory dwelling unit, subject to the following conditions:

a. The accessory structure in which the accessory dwelling unit is located was constructed before **March 20, 2012.**

b. The accessory structure in which the accessory dwelling unit is located was originally constructed as a dwelling unit or was occupied as a dwelling unit at some point in time before March 20, 2012.

c. No accessory structure shall be modified to increase the number of accessory dwelling units above the number of accessory dwelling units (i) that were included in the accessory building as originally constructed or (ii) that were occupied in whole or in part as a dwelling unit at some point in time before March 20, 2012.

~~e.~~d. The accessory dwelling unit shall contain not less than three hundred fifty (350) square feet of interior, habitable floor area for the first two persons residing in such dwelling unit, plus one hundred fifty (150) square feet of interior, habitable floor area for each additional person residing in such accessory dwelling unit.

~~d.~~e. No more than seven persons shall reside in any accessory dwelling unit.

~~e.~~f. The owner of the accessory dwelling unit shall obtain a certificate of occupancy as provided in Section 17.72.020 and Chapter 15.36 of this code.

~~No accessory building shall be erected or altered to contain living quarters, except an existing accessory building containing living quarters for a full-time household employee or employees of the family occupying the principal building. Use of an accessory building or a building originally erected as an accessory building, existing and containing occupied living quarters but not occupied by a full-time household employee of the family occupying the principal building, shall be considered and treated as a legal nonconformity under Chapter 17.64. Uses permitted in this paragraph may include occupancy by additional persons entitled to occupy a single-family dwelling if the living quarters contain not less than 350 square feet of interior floor area for the first two persons residing in such single-family dwelling and 150 square feet of additional interior floor area for each person residing in such single-family dwelling in excess of two; provided, however, that no occupancy otherwise permitted under this paragraph shall be allowed or continued unless the owner of the principal building shall comply with the registration requirements of Section 17.72.030; provided further that, the number of persons entitled to occupy such living quarters shall not exceed seven.~~

SECTION 10: Section 17.72.020, “Certificate of occupancy or use,” of Chapter 17.72, “Administration and Enforcement,” of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 17.72.020 Certificate of occupancy or use.

A. Certificate Required. No building or structure, or addition to such building or structure, the construction or alteration of which requires a building permit, shall be used or occupied unless a certificate of occupancy has first ~~been~~been issued by the Zoning Administrator, as provided in Title 15 of this code.

B. Application for Certificate. The application for a building permit shall also be deemed to be an application for certificate of occupancy. For an accessory dwelling unit

or other use or occupancy where ~~Where~~ no building permit is required, application for a certificate of occupancy shall be made directly to the Zoning Administrator, in writing.

C. Changes in Occupancy or Use. No change in occupancy or use of land, structures, buildings or portions of such land, structures or buildings shall be made, nor shall any new occupancy or use be established on land or in structures or buildings used wholly or partially for nonresidential purposes, including home occupations, unless a certificate of occupancy or use has first been issued by the Zoning Administrator. The Zoning Administrator shall retain a permanent record copy of every ~~Any~~ certificate of occupancy or use issued under this subsection, including a certificate of occupancy or use issued for a home occupation or for an accessory dwelling unit, ~~shall be subject to inspection by the Director to determine that the use is in conformity with the Zoning Ordinance. Every certificate of occupancy required as a result of a change in use or occupancy, whether issued in connection with a building permit or not, shall be permanently posted in a prominent place on the premises at all times.~~

D. Accessory Dwelling Unit. Notwithstanding the foregoing, no certificate of occupancy or use shall be required for any accessory dwelling unit that is lawfully registered under Section 17.72.030 of this Chapter as of March 20, 2012 and the Zoning Administrator shall retain a permanent record copy of the annual registration form then on file for such accessory dwelling as evidence of compliance with this section.

SECTION 11: Section 17.72.030, “Registration of two-family and multiple-family dwelling units and accessory buildings containing living quarters,” of Chapter 17.64, “Administration and Enforcement,” of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 17.72.030 Registration of certain two-family and multiple-family dwellings, ~~units and accessory buildings containing living quarters.~~

A. Annual registration required. ~~The owner of every~~ All two-family dwellings and all, multiple-family dwellings or accessory building containing living quarters, subject to the provisions and regulations of Section 17.12.010, 17.16.010, 17.20.010, 17.24.010 or 17.28.010, shall be registered by their owners or individually or by their owners’ authorized an agent, register each such dwelling unit with the Zoning Administrator ~~on a yearly basis prior to February 1st each year. Such registration shall be completed on forms furnished by the Zoning Administrator and filed with the Zoning Administrator prior to February 1st of each year.~~

B. Registration forms. ~~Such~~ The annual registration shall be filed on forms provided by the Zoning Administrator, which forms shall contain the following information with respect to each dwelling unit subject to registration:

1. The street address and unit number of the dwelling unit;
2. The floor or floors on which the dwelling unit is situated;
3. The number of square feet of the interior floor area contained within the dwelling unit;

4. The number of persons entitled to occupy the dwelling unit;
5. The number of persons in fact occupying the dwelling unit;
6. The name and address of the owner of the premises; and
7. The name and address of the owner's agent, if any.

C. B.—Registration files. Upon the receipt of a completed registration form, the Zoning Administrator shall mark the same “Approved for Filing,” affix the Zoning Administrator’s signature to such form and place the form in a file open for public inspection.

SECTION 12: Section 15.36.010 of Chapter 15.36, “Certificates of Occupancy,” of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 15.36.010 Certificate of occupancy required.

A. Permit work or construction activity. A certificate of occupancy, indicating completion of the permit work or other construction activity, shall be obtained from the Village, as provided in this section, prior to any use or occupancy of a structure.

B. Accessory dwelling unit. Except as provided in Section 17.72.020 of this code, a certificate of occupancy shall be obtained from the Village prior to the occupancy of any accessory dwelling unit. No certificate of occupancy or use shall be required for any accessory dwelling unit that is lawfully registered under Section 17.72.030 of this Chapter as of March 20, 2012.

SECTION 13: Section 15.36.020 of Chapter 15.36, “Certificates of Occupancy,” of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 15.36.020 Application for certificate.

The application for a building permit shall also be deemed to be an application for certificate of occupancy. Where no building permit is required, application for a certificate of occupancy shall be made directly to the Director, in writing. No fee shall be charged for an application for a certificate of occupancy for an accessory dwelling unit where no building permit is required.

SECTION 14: Section 15.36.030 of Chapter 15.36, “Certificates of Occupancy,” of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 15.36.030 Occupancy permit procedures.

A. Permit work or construction activity. Upon completion of the permit work or other construction activity, and upon the written request of the owner, the Director shall cause the permit work to be inspected. If, upon inspection, the Director determines that

the permit work has been completed in conformity with the approved construction documents, and if there are no pending building or departmental orders or uncorrected violations of this code or statutory law, then the Director shall issue a certificate of occupancy. No work shall be inspected if any permit authorizing the work for which the inspection is requested has lapsed as provided in Section 15.32.190. If, upon inspection, the permit work does not qualify for a certificate of occupancy, the Director shall provide a written notice to the owner stating the reasons why a certificate of occupancy cannot be issued. ~~If such written notice has not been given to the owner a certificate of occupancy has not been issued within a fourteen (14) days period, the certificate shall be deemed to have been denied.~~

[DRAFTER'S NOTE: The last sentence of the above provision was deleted following introduction, to address concerns expressed at that time about an automatic denial in the absence of a detailed response from the Village. After conferring with Community Development staff, it was determined that the provision is unnecessary, as the Village's inspection process results in immediate written feedback to the owner regarding the results of the inspection. There is a corresponding deletion in the following subsection B.]

B. Accessory dwelling units. Upon the written request of the owner, the Director shall cause the accessory dwelling unit to be inspected. If, upon inspection, the Director determines that the inspected premises meets the criteria for occupancy as provided in Section 15.36.055, and if there are no pending building or departmental orders or uncorrected violations of this code or statutory law other than the failure to register the accessory dwelling unit that is the subject of the inspection, then the Director shall issue a certificate of occupancy. If, upon inspection, the premises does not qualify for a certificate of occupancy, the Director shall provide a written notice to the owner stating the reasons why a certificate of occupancy cannot be issued. ~~If such written notice has not been given to the owner and a certificate of occupancy has not been issued within fourteen (14) days after the inspection, the certificate shall be deemed to have been denied.~~

[DRAFTER'S NOTE: The reason for striking the last sentence is explained in the previous Drafter's Note. The new language was added following introduction to address concerns that the failure to register an accessory dwelling unit would be considered a violation that would preclude the issuance of the certificate of occupancy.]

SECTION 15: Section 15.36.040 of Chapter 15.36, "Certificates of Occupancy," of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 15.36.040 General criteria for issuance of certificate for permit work.

No certificate of occupancy for any permit work shall be issued unless (1) the Director has determined that the work has been completed in accordance with the permits and approved construction documents; (2) the permit work has been routinely inspected, as required by the Director in accordance with this code, and is found to be in compliance

with this code and in conformity with the approved construction documents and, where applicable, with a certificate of appropriateness of design issued for the permit work; and (3) the Director has determined, after reviewing any compliance plan required pursuant to Chapter 15.54 of this Code, that the work has been performed in full compliance with that chapter. The Director may require as-built drawings or surveys certified by an appropriate Illinois registered professional if he or she determines that such documentation is necessary for approval of the permit work. The Director may require a certificate of completion and compliance from an appropriate Illinois registered design professional prior to approval of the permit work.

SECTION 16: Chapter 15.36, “Certificates of Occupancy,” of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended by adding a new Section 15.36.055, which shall be titled “Criteria for occupancy of accessory dwelling units” and shall provide as follows:

Section 15.36.055 Criteria for occupancy of accessory dwelling units.

No certificate of occupancy shall be issued for an accessory dwelling unit for which a building permit is not required, unless the Director determines, upon inspection, (1) that the dwelling unit meets minimum health and life-safety requirements, including structural, electrical, mechanical, health and sanitation, and plumbing and HVAC standards, and (2) the proposed unit complies with the applicable requirements of Sections 17.12.020(B)(10), 17.16.020(B)(10), 17.20.020(B)(10), 17.24.020(B)(10) and 17.28.020(B)(10), and Section 17.72.020 of Title 17 of this code.

[**DRAFTER’S NOTE:** The reference to HVAC (*i.e.*, heating, ventilation and air conditioning) was deleted following further staff review of the draft Ordinance after introduction. The deletion eliminates the implication that accessory dwelling units must be air conditioned, although it is considered an optional amenity. Because both heating and cooling systems are part of a building’s mechanical systems, the reference to mechanical standards is broad enough to cover both.]

SECTION 17: Section 15.36.060 of Chapter 15.36, “Certificates of Occupancy,” of the Winnetka Building Code, Title 15 of the Winnetka Village Code, is hereby amended to provide as follows:

Section 15.36.060 Posting-Record of certificate of occupancy.

The Director shall retain a permanent record copy of every ~~Every~~ certificate of occupancy required as a result of a change in use or occupancy for home occupations, two-family and multifamily uses, accessory dwelling units and all nonresidential uses, whether issued in connection with a building permit or not, ~~shall be permanently posted in a prominent place on the premises at all times.~~

SECTION 18: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 19: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012.

Signed:

Village President

Countersigned:

Village Clerk

Introduced: February 7, 2012

Posted: February 9, 2012

Public Hearing: March 8, 2012

Passed and Approved:

Posted:

AGENDA REPORT

TO: Village Council

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

SUBJECT: M-3-2012 - Winnetka Park District (530-600 Hibbard Rd.)
A.C. Nielsen Tennis Center and Service Center Improvements

DATE: March 8, 2012

The Winnetka Park District is requesting approval of a Special Use Permit in accordance with Section 17.56 of the Winnetka Zoning Ordinance to permit a building addition to the A.C. Nielsen Tennis Center, modifications to the parking lot along Hibbard Rd., improvements to the Service Center, and related site improvements.

The plans before the Board were developed as part of a master plan process conducted by the Park District in recent years. The improvements currently under consideration are Phase One of improvements to the Skokie Playfields campus and consist of the following: (A) an addition to the A.C. Nielsen Tennis Center, (B) parking lot modifications, and (C) modification to the Service Center at the north boundary of the site.

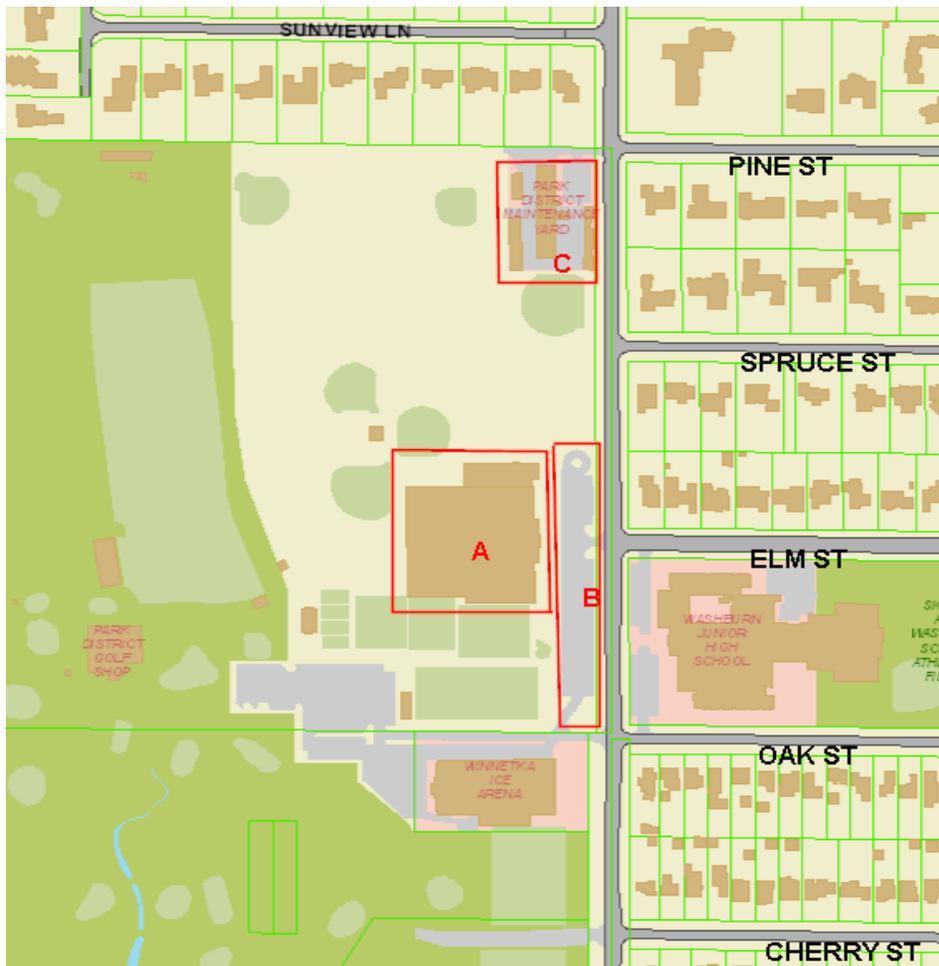


Figure 1

Phase Two of the Park District's proposed improvements include reconfiguration of playfields and the golf driving range. A Special Use Permit application was submitted March 1, 2012 for Phase Two and is scheduled for review by the Plan Commission, Zoning Board of Appeals, and the Design Review Board in March and April.

A.C. Nielsen Tennis Center

A single-story addition located on the south end of the east side of the building, measuring approximately 1,800 s.f., would provide a larger reception area, lobby, lounge, and new office space (p. 38). The additional area would allow for the renovation of existing spaces including locker rooms and bathrooms, as well as making those facilities ADA compliant.

Tennis Center and Playfields Parking Lot Modification

The existing parking configuration (p. 34) results in several deficiencies identified by the Park District, including poor internal circulation, limited patron drop-off space for both the playfields and the Tennis Center, and inadequate vehicle stacking space at both Hibbard Rd. driveways.

The proposed parking configuration would improve internal circulation by providing two dedicated drop-off areas, one at the Tennis Center entrance and one at the far north end of the lot serving playfield users and visitors to the administration offices. Also, exiting traffic flow would be improved with a larger stacking area at the Elm St. and Hibbard Rd. exit drive, as well as new dedicated right turn lanes at both exits.

Internal landscape islands are proposed to soften the new parking lot and provide a visual break to asphalt areas. Perimeter screening is also proposed with the intent of providing a buffer to views of the parking area from Hibbard Rd. and adjacent parcels. A conceptual landscape plan is included on p. 36, the plan depicts a new 10 ft. wide multi-use path adjacent to Hibbard Rd., which would replace the 5 ft. wide sidewalk.

The proposed parking area would be lit with five new 25 ft. tall light poles as shown on p. 37. Photometric readings show light intensity resulting from the new light fixtures ranging from a high value of approximately 5.0 foot-candles near the base of each fixture to a low 0.0 value at Hibbard Rd., demonstrating that the proposed parking lot lighting will not spill onto adjacent properties.

Service Center Improvements

Interior and exterior renovations are proposed for the Service Center building. The proposed improvements would not change the footprint of the existing Service Center; the exterior alterations are intended to improve the appearance of the buildings. Also, restrooms within the existing Service Center building would be made available to the public.

The existing outdoor storage bins currently located along Hibbard Rd. would be removed to accommodate an additional 17 parking spaces (pgs. 42-43). Similar to the Tennis Center parking lot, the Service Center parking lot is shown developed with internal and perimeter plant material and similarly illuminated. The widened entrance drive off Hibbard Rd. is

intended to allow use of the expanded parking lot by the public, whereas it is currently limited to staff use.

In total, the proposed addition to the Tennis Center and the parking lot improvements, at both the Tennis Center and Service Center, would add 19,429.91 s.f. of impermeable lot coverage. As indicated on the attached zoning matrix (p. 5) the proposed improvements comply with the zoning ordinance.

Traffic and Parking Study

As part of the Special Use Permit application, a Parking and Traffic Assessment was prepared by Gewalt Hamilton Associates (GHA) (pgs. 22-33). The GHA study concludes with the following determinations and findings:

- The planned expansion of the Tennis Center and changes to the operation of the Service Center are expected to have a negligible impact on the volume of traffic generated by the site;
- Modifications to the configuration of the parking lot will improve on-site circulation;
- There will be a slight increase in the number of parking spaces provided;

Director of Public Works/Village Engineer Steve Saunders has reviewed the parking and traffic assessment by GHA, his memorandum is attached (pgs. 13-16). In response to comments from Mr. Saunders, GHA submitted the attached letter dated January 24, 2012 and revised Exhibits (p. 17-21).

The attached written application submitted by the Park District addresses the six standards for granting a Special Use Permit (pgs. 6-12).

Recommendations of Lower Boards

At the Plan Commission meeting January 25, 2012, the nine voting members present voted unanimously to find the application consistent with the Comprehensive Plan.

At the Zoning Board of Appeals meeting February 13, 2012 the six members present voted unanimously to recommend approval of the Special Use Permit.

At its meeting February 16, 2012, the Design Review Board (DRB) reviewed the Special Use Permit application for consistency with Village Design Guidelines and voted unanimously to give favorable comment on the project. Because of the large scope of work, and due to the fact some of the plans were somewhat conceptual in nature, the DRB requested that some items be brought back for further review, including material samples for the brick and stone, a detailed landscape plan, detailed sign drawings, and a detail for the exterior wall materials at the service center building.

The DRB conditioned its favorable comments on: (a) Village Engineer review of turning movements in reconfigured parking lot; (b) expressing concern regarding the addition of impermeable area in the floodplain, and the review by the Village Engineer of the

adequacy of civil and storm water plans, with no variances from floodplain regulations;
(c) further review of any building mounted lighting, if proposed.

Recommendation:

Consider introduction of Ordinance M-3-2012, granting the special use permit to permit a building addition to the A.C. Nielsen Tennis Center, modifications to the parking lot along Hibbard Rd., improvements to the Service Center, and related site improvements.

ZONING MATRIX

ADDRESS: 530-600 Hibbard Rd. (Park District Tennis and Service Centers)

CASE NO: 12-02-SU

ZONING: R-2

ITEM	REQUIREMENT	EXISTING	PROPOSED	TOTAL	STATUS
Min. Lot Size	24,000 SF	160 acres	N/A	N/A	OK
Min. Average Lot Width	100 FT	(+) 1000 FT	N/A	N/A	OK
Max. Roofed Lot Coverage	1,745,464 SF (1)	135,907 SF	2,005.91 SF	137,912.91 SF	OK
Max. Gross Floor Area	1,607,641.88 SF (1)	130,589 SF	1,817.78	132,406.78	OK
Max. Impermeable Surface	3,490,928 SF (1)	614,631 SF	19,429.91 SF	634,060.91 SF	OK
Min. Front Yard (East)	50 FT	115 FT (2)	93.39 FT (3)	N/A	OK
Min. Side Yard (North)	12 FT	(+) 30 FT	N/A	N/A	OK
Min. Total Side Yards	(+) 300 FT	(+) 300 FT	N/A	N/A	OK
Min. Rear Yard (West)	25 FT	(+) 25 FT	N/A	N/A	OK

NOTES:

(1) Based on entire Park District property of 160 acres.

(2) Setback to A. C. Nielsen Tennis Center

(3) Setback to proposed covered entry to A. C. Nielsen Tennis Center

**AN ORDINANCE
GRANTING A SPECIAL USE PERMIT
TO ALLOW THE WINNETKA PARK DISTRICT TO CONSTRUCT
IMPROVEMENTS TO THE SERVICE CENTER AND
NIELSEN TENNIS CENTER (530-600 Hibbard)**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) find that establishing standards for the use and development of lands and buildings within the Village are matters pertaining to the affairs of the Village; and

WHEREAS, the Winnetka Park District is the beneficial owner of the following described real estate (the “Subject Property”), which is commonly known as 530-600 Hibbard, Winnetka, Illinois:

The North ½ of the East ½ of the Northeast ¼ of Section 19 (except the easterly 33 feet thereof), Township 42 North, Range 13, East of the Third Principal Meridian in the Village of Winnetka, Cook County, Illinois; and

WHEREAS, the Subject Property is located in the R-2 Zoning District provided in Chapter 17.24 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

WHEREAS, the Winnetka Park District is a body corporate and politic of the State of Illinois and operates a tennis complex and service center on the Subject Property, which is a 160-acre parcel that is part of the Skokie Play Fields, on the west side of Hibbard Road between Pine and Oak Streets; and

WHEREAS, park facilities are permitted as special uses in the R-2 Single-Family Residential District, subject to the conditions and requirements pertaining to special uses, as set forth in Chapter 17.56 of the Winnetka Zoning Ordinance; and

WHEREAS, on July 16, 2002, the Council adopted Ordinance M-22-2002, granting the Winnetka Park District a special use permit to allow the construction of a one-story addition for administrative offices along the north side of the existing A.C. Nielsen Tennis Center building on the Subject Property at 540 Hibbard Road; and

WHEREAS, on March 5, 2003, the Council adopted Ordinance M-10-2003, granting the Winnetka Park District a special use permit to allow the construction of a one-story garage building at the Skokie Playfield Service Center located at the north end of the Subject Property and commonly known as 600 Hibbard Road; and

WHEREAS, the Winnetka Park District (“Applicant”) has now filed an application for an amendment to its existing special use permit pursuant to Section 17.56.010(I) of the Winnetka Zoning Ordinance, to allow the construction of a building addition to the A.C. Nielsen Tennis Center, modifications to the adjacent parking lot along Hibbard Road, improvements to its Service Center and other related site improvements; and

WHEREAS, a single-story addition measuring approximately 1,800 square feet is proposed for the south end of the east side of the A.C. Nielsen Tennis Center, to provide a larger reception area, lobby, lounge and new office space, as well as allow for the renovation of existing spaces such as locker rooms and bathrooms, to bring these facilities up to ADA standards; and

WHEREAS, the proposed new parking configuration includes plans for: (a) two dedicated drop-off areas, one at the Tennis Center entrance and one at the far north end of the lot serving playfield users and visitors to the administration offices; (b) a larger stacking area at the Elm Street and Hibbard Road exit drive, and new dedicated right turn lanes at both exits; (c) internal landscape islands to soften the new parking lot and provide a visual break from asphalt areas; (d) perimeter screening to provide a buffer to views of the parking area from Hibbard Road and adjacent parcels; and (e) five new 25-foot tall light poles that will have a light intensity such that the parking lot lighting will not spill onto adjacent properties; and

WHEREAS, the proposed Service Center improvements consist of interior and exterior renovations that include: (a) exterior alterations which are intended to improve the appearance of the buildings; (b) renovation of restrooms, which will then be made available to the public; (c) removal of existing outdoor storage bins along Hibbard Road to accommodate 17 additional parking spaces; (d) landscaping and lighting similar to the lighting proposed for the parking lot; and (e) widening of the entrance drive off Hibbard Road to allow the use of the expanded parking lot by the public; and

WHEREAS, on February 16, 2012, on due notice thereof, the Design Review Board considered the design of the proposed improvements and unanimously issued favorable comment

on the design of the project and requested that some items be brought back for further review, including material samples for the brick and stone, a detailed landscape plan, detailed sign drawings and a detail for the exterior wall materials at the Service Center building; and

WHEREAS, the Design Review Board further conditioned its favorable comments upon: (a) Village Engineer review of turning movements in the reconfigured parking lot; (b) Village Engineer review of the impact of the addition of impermeable area in the flood plain and the adequacy of civil and storm water plans, with no variances from floodplain regulations; and (c) further review of any building-mounted lighting, if proposed; and

WHEREAS, on February 13, 2012, on due notice thereof, the Zoning Board of Appeals held a public hearing to consider the amendment to the special use permit for the proposed improvements to the Nielsen Tennis Center, parking lot and Service Center, and by the unanimous vote of the Board's six members, has recommended that the requested special use permit be granted; and

WHEREAS, no owners of property located within 250 feet of the Subject Property have filed written objections to the special use application; and

WHEREAS, the proposed new construction complies with all zoning bulk, lot coverage and setback requirements; and

WHEREAS, the Director of Public Works has reviewed the traffic impact study prepared by the Applicant's traffic engineers and concurs with the conclusions that (i) the planned expansion of the Tennis Center and changes to the operation of the Service Center are expected to have a negligible impact on the volume of traffic generated by the site; (ii) modifications to the configuration of the parking lot will improve on-site circulation; and (iii) there will be a slight increase in the number of parking spaces provided; and

WHEREAS, on January 25, 2012, on due notice thereof, the Plan Commission convened to consider the proposed additional facilities, at which time 10 voting members of the Plan Commission were present; and

WHEREAS, the Applicant's representative member of the Plan Commission recused himself from the consideration of the application, whereupon the remaining nine members considered the requested special use and, by the unanimous vote of the nine participating members, found the proposed special use to be consistent with the Comprehensive Plan,

Winnetka 2020, and have reported to the Council recommending that the special use be granted; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's goal to preserve and enhance those public assets, public lands, natural resources and architecturally significant structures that create the attractive appearance and peaceful, single-family residential character of the Village; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's goal to limit commercial, institutional and residential development within the Village to minimize the potentially adverse impacts on adjacent residential neighborhoods; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to protect residential neighborhoods and homes from the encroachment of incompatible land uses and traffic patterns, and is compatible with the objective to maintain the quiet ambience of residential neighborhoods; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to ensure safe and attractive access to educational and community institutions and is compatible with the goal to preserve or expand the quantity, quality and distribution of open space and recreational opportunities; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to preserve significant trees and encourage new tree planting on public and private properties to the greatest extent possible and is compatible with the objective to encourage the preservation of open space inside and outside the Village; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's recommendation to ensure proposals do not have an adverse impact on the residential character of the surrounding residential neighborhoods and is compatible with the recommendation to encourage governmental and non-governmental institutions to work with their constituents, neighbors and the Village to minimize the impact of traffic and parking on surrounding residential streets; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to ensure that commercial, institutional and residential development is appropriate to the character of, and minimizes the adverse impact on, its surrounding neighborhood; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to use high quality design and materials when constructing public improvements; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to support the development of recreational facilities to meet the needs of residents of all ages; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan's objective to engage in a public process that balances institutional goals and minimizes any adverse impact to the character of the adjacent residential neighborhood; and

WHEREAS, the proposed special use is consistent with the objective to foster greater cooperation among all institutions in the joint use of their recreational facilities; and

WHEREAS, the Village Council accepts the Plan Commission's finding that the proposed special use is consistent with the recommendations stated in Section 4.3.6 of the Comprehensive Plan to cooperate with the Winnetka Park District in achieving the District's goal of providing Village residents with high quality recreational programs and open space, to work with the Park District to minimize the impact of existing programs on adjacent neighborhoods, and to coordinate planning for new facilities and programs to balance recreational needs of the community with the residential character of the surrounding neighborhood; and

WHEREAS, the Council finds that the proposal to construct a one-story addition to the Tennis Center, reconfigure and add new lighting and landscaping to the parking lot of the Tennis Center and Playfields, and renovate the Service Center is consistent, overall, with the Comprehensive Plan, *Winnetka 2020*; and

WHEREAS, the special use will not impede the normal and orderly development and improvement of other property in the immediate vicinity for uses permitted by right in the zoning district, nor will it substantially diminish or impair property values in the immediate vicinity, as the proposed improvements will not alter the existing use of the Subject Property and are not in close proximity to any of the single family residential uses in the neighborhood; and

WHEREAS, adequate parking, utilities, access roads, drainage and other facilities necessary for the operation of the special use either exist or will be provided, in that (i) the proposed improvements have been designed to meet existing needs; (ii) the proposed improvements will add additional public parking and will provide improved access and

circulation within the existing parking areas; and (iii) the Subject Property is currently fully served by all utilities; and

WHEREAS, the proposed improvements will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity, in that the Park District is an established presence in the neighborhood, the proposed parking lot configuration will improve the ingress and egress to both the Tennis Center and Playfields, and the expanded facilities will not be in close proximity to any of the single family residential uses in the neighborhood; and

WHEREAS, the proposed improvements will be beneficial to the public health, safety, comfort and general welfare of the Village, by improving (i) on-site parking, (ii) the functionality of the Tennis Center and Playfields, (iii) and the accessibility of the Park District's facilities on the Subject Property; and

WHEREAS, the special use in all other respects conforms to the applicable regulations of the Winnetka Zoning Ordinance and other Village ordinances and codes.

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

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

SECTION 2: That, pursuant to Sections 17.56.010 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, a special use permit is hereby granted with respect to the Subject Property, which is located in the R-2 Single-Family Residential Zoning District, to allow the Subject Property to be improved with the construction of a building addition at the south end of the A.C. Nielsen Tennis Center, modifications to the adjacent parking lot along Hibbard Road and improvements to the Park District Service Center, and other related site improvements, thereby improving the building exterior, eliminating outdoor storage bins, providing additional public rest room facilities, providing additional public parking, improving circulation and lighting in the public parking areas, and improving accessibility of the Park District's facilities on the Subject Property, all as depicted in the plans and elevations submitted with the application for special use.

SECTION 3: That, pursuant to Section 17.56.010 (G) of the Winnetka Zoning Ordinance, all stipulations, conditions and restrictions set forth in this Ordinance as part of the terms under which the special use is granted, may be modified or revised from time to time by

the Village Council following public notice and hearing, using the same procedures set forth in the Zoning Ordinance for processing the original special use application.

SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ____ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2012

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 20, 2012

Posted:

Passed and Approved:

Posted:

CASE NO. 12-02-SU

APPLICATION FOR SPECIAL USE

Name of Applicant Winnetka Park District

Property Address 540 Hibbard Road

Home and Work Telephone Number 501-2040

Fax and Email 501-5779 tschwartz@winpark.org

Architect Information: Name, Address, Telephone, Fax & Email
Gewalt Hamilton Associates - Don Matthews, dmatthews@gha-engineers.com
850 Forest Edge Drive, Vernon Hills, IL 60061 (p) 847-478-9700 (f) 847-478-9701

The Lakota Group - Scott Freres, sfreres@thelakotagroup.com
212 W. Kinzie, 3rd Floor, Chicago, IL 60654 (p) 312-467-5445 (f) 312-467-5484

Green & Associates - Colin Marshall, cmarsh@greenassociates.com
111 Deerlake Road, Suite 135, Deerfield, IL 60015 (p) 847-317-0852 (f) 847-317-0899

H. Gary Frank Architects - Gary Frank, gary@hgaryfrankarchitects.com
525 Chestnut Street, Winnetka, IL 60093 (p) 847-501-4212 (f) 866-543-5783

Attorney Information: Name, Address, Telephone, Fax & Email
N/A

Date Property Acquired by Owner N/A

Nature of Any Restrictions on Property N/A

Explanation of Special Use Requested

The Winnetka Park District has undergone a Master Planning Process for Skokie Playfields over the last several years. Based on the recommendations from that plan, WPD is submitting for a Special Use Permit for the first phase of improvement projects to the campus. This includes a new building addition to the Tennis Center creating a new entrance and lobby space, modifications to the parking lot along Hibbard Road to improve circulation and drop-off, and improvements to the service center including buiding enhancements and additional public parking.

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,

Terry Schwartz
Property Owner

12-27-11
Date

540 Hibbard Rd.
Address

**WINNETKA PARK DISTRICT
SKOKIE PLAYFIELDS
SPECIAL USE PERMIT**

EXPLANATION OF SPECIAL USE REQUESTED

Over the last several years, The Winnetka Park District has undergone a Master Planning process for the Skokie Playfields. From this process, several initiatives have emerged to improve the overall quality of the site and modifications that allow for the Park District to continue providing the desired programs and amenities to the residents of Winnetka.

The Winnetka Park District requests a special use permit for the first projects targeted as part of the Master Plan implementation. These include:

- A.C. Nielsen Tennis Center Addition
- Tennis Center and Skokie Playfields Parking Lot Modifications
- Service Center Improvements

A.C. Nielsen Tennis Center Addition

The WPD plans to create a new addition to the A.C Nielsen Tennis Center. Located on the South end and on the east side of the existing building. The new addition will allow for an improved vehicular drop off, reception area, lobby, lounge, and new office space. Improvements will also include the renovation of some of the existing spaces including the Men’s and Women’s locker room facilities, ADA compliant bathrooms an ADA compliant 2nd floor access along with the south wing offices. Also, as part of the plan the landscaping, vehicular traffic and parking will be re-designed by Lakota Group and Gewalt Hamilton, respectively.

Tennis Center and Skokie Playfields Parking Lot Modifications

WPD plans to modify the existing parking lot along Hibbard Road. The existing lot includes one main bay of parking that serves for the only circulation through the lot. There is limited drop-off space at the north end near the playfields and no drop-off space at the Tennis Center entrance. Additionally, due to the proximity to Hibbard Road, there is little stacking space at the signalized intersection of Hibbard Road and Elm Street.

The new parking configuration looks to improve circulation with dedicated drop-off lanes in front of the playfields and the Tennis Center. It also provides a modernized traffic signal, additional stacking storage, and a dedicated right turn lane at the Hibbard and Elm Street intersection. In addition, a dedicated right turn lane at the Hibbard and Oak Street intersection is proposed.

As part of the overall Master Plan, a 10’ wide multi-use path is planned along Hibbard Road, which would be implemented in front of the parking lot as part of this project.

New parking lot lighting, landscape and screening would also be included as part of the project.

Service Center Improvements

WPD plans to improve the existing Service Center located adjacent to the Skokie Playfields, at the corner of Hibbard Road and Pine Street.

The footprints of the Service Center building and equipment storage buildings will remain unchanged. The condition of the Service Center will be improved on the interior and exterior. The condition of the equipment storage buildings will be improved on the exterior.

The Service Center buildings and paved area behind fencing will be for the use of Park District staff. The expanded parking area on the east side of the building will become a publicly accessible parking area for use by the users of the recreational fields. In addition, renovated toilet rooms within the building will be accessible to the public after working hours through an exterior entrance.

The 10' wide multi-use path would also be implemented in front of the Service Center as part of this project.

The property is currently zoned as R-2, Single Family Residential District, which does not specifically permit a service center building use, according to the Winnetka Village Code. For this reason, modifications to the building and parking require a Special Use permit.

EXPLANATION OF SPECIAL USE 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;

The design and construction of the Tennis Center addition, the parking lot, and the improved Service Center will be completed according to all applicable building codes. The service areas of the site will remain behind fencing. The modified parking lot will provide safer circulation by separating drop-offs from active parking areas and by increasing stacking at the Hibbard and Elm intersection. The expanded Service Center parking area improves access to the play fields and decreases parking on residential streets. The improved access to the play fields will also decrease the number of recreational users who are currently crossing Hibbard Road to access the Skokie Playfields.

The parking areas will be screened per the landscape requirements of the Village of Winnetka Design guidelines.

The new multi-use path will provide safer off-street pedestrian and bicycle circulation and access to the park.

The Tennis Center addition will be sprinklered and meet fire code requirements.

The restoration of the existing Service Center building will enhance the quality of the built environment and restore period details to the original building, which dates from the 1920's. Improving the building's function will improve the effectiveness of the Park District staff who maintain the Park District's golf courses.

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;

The proposed addition to the Tennis Center will use the same materials as the existing building and blend into the existing fabric of the campus.

The parking lot modifications will include additional landscape to appropriately screen the parking from Hibbard Road.

The proposed improvement of the Service Center does not change the building area, massing or function. The restored condition of the building and site will be an improvement for the visual appearance of the immediate vicinity. The improvement of the site improves access to the adjacent play fields.

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;

The proposed improvements will have a positive impact on other property in the immediate vicinity.

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 Tennis Center parking lot modifications and traffic signal improvements will improve circulation and drop-off, reducing back-ups and pedestrian/automotive conflicts. The multi-use path will provide improved pedestrian and bicycle circulation, increase alternate transportation opportunities to the park.

Ingress and egress to the Service Center will be improved through the widening of the existing access off Hibbard Road. The new width of the access will allow much improved entrance to the site and exit to Hibbard Road.

The traffic and parking improvements are discussed in greater detail in the Parking and Traffic Assessment memorandum prepared by Gewalt Hamilton Associates dated December 29, 2011.

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

In addition to the circulation improvements to the Tennis Center parking lot, the modifications will also provide a net increase of two spaces to the overall quantity with no change to the number of accessible spaces.

The Service Center parking will be expanded to provide public use of the parking area. The number of parking spaces on the site will be increased from 26 to 43 (including accessible spaces). The number of accessible parking spaces will be increased from one to two.

The total net increase in parking at both the Tennis Center and the Service Center lots is therefore 19 spaces (18 standard + 1 accessible). Again, traffic and parking improvements are discussed in greater detail in the Parking and Traffic Assessment memorandum prepared by Gewalt Hamilton Associates dated December 29, 2011.

Existing electrical, gas and site plumbing utilities that serve the Service Center will continue to be used; however, an additional water service is planned to provide new fire protection to the Service Center Building.

Similarly, the Tennis Center expansion is anticipated to be serviced by existing utilities although new storm sewer services may be needed to connect to new roof downspouts from the expansion.

Both the Service Center and Tennis Center parking lots will be lighted. The submission includes a photometric plan for both areas. The lighting design follows industry standards for public parking lots and will not result in light spilling onto adjacent private property.

Stormwater Management for all of the proposed improvements will be provided in accordance with Village Standards. The Tennis Center improvements will increase the impervious coverage in that area by 0.38 acres. The Service Center improvements will slightly reduce the impervious coverage in that lot but the relocation of the material storage bins to the maintenance yard will increase the impervious coverage in that area. The net increase in impervious area due to the Service Center modifications is 0.07 acres.

The total net 0.45 acre increase in impervious coverage necessitates the creation of 0.15 acre feet of detention. All of the detention is proposed to be created on the surface of the new Tennis Center parking lot.

Also, all of the proposed improvements are located within the regulatory flood plain; however, no fill is proposed in the Service Center zone and the grading in the Tennis Center lot creates a net gain of 0.16 acre feet of flood storage in that zone.

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

All Village of Winnetka regulations, ordinances, and codes will be followed.

Memorandum

To: Winnetka Plan Commission
Winnetka Zoning Board of Appeals

CC: Brian Norkus, Assistant Director of Community Development

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

Date: January 24, 2012

Re: Winnetka Park District Special Use: Nielsen Tennis Center and Park
District Service Center Improvements

The Winnetka Park District has submitted an application for a Special Use permit for improvements at the A.C. Nielsen Tennis Center and the Park District Service Center. The tennis center improvements consist of an entrance expansion and complete re-design of the parking lot, while the service center improvements consist of interior improvements, and expansion of the parking area east of the building.

This memorandum provides comments and review of the traffic and parking aspects of the proposed improvements. Among the standards enumerated for approval of a Special Use, the following two contain references to traffic and parking concerns:

1. 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,
2. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided.

The proposed project will be reviewed against each of these two standards.

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.

The proposed improvements include a significant re-imagining of the main parking lot east of the tennis center, intended to improve access and circulation

in the parking lot. The lot will be re-configured to provide a dedicated pickup and drop-off area adjacent to the building, internally separated and distinct parking areas, a longer exit area from the parking lot with a dedicated right-turn lane, internal landscape and pedestrian buffer areas, and a new signal at the intersection of Elm and Hibbard. These improvements will significantly improve ingress and egress, and attendant vehicle and pedestrian maneuvers, as will as traffic circulation within the parking lot.

The applicant has completed a preliminary analysis of the functionality of the intersection of Elm and Hibbard under the proposed signal, and the intersection performance is illustrated in the following table:

	Eastbound	Westbound	Northbound	Southbound	Intersection
Weekday morning Peak existing	LOS C	LOS C	LOS A	LOS A	LOS A 9.9 sec delay
Weekday morning peak proposed*	LOS C	LOS C	LOS A	LOS A	LOS B 10.6 sec delay
Weekday evening Peak existing	LOS C	LOS C	LOS A	LOS A	LOS B 12.7 sec delay
Weekday evening peak proposed*	LOS C	LOS C	LOS B	LOS B	LOS B 14.3 sec delay

* Assumes 20% increase in baseline traffic

Level of Service is a measure of average delay at signalized intersections, and LOS A and B are usually considered excellent in urbanized areas. LOS C is often used as a design LOS.

It is reasonable to conclude that the proposed conditions will provide an improved ingress and egress environment for the facility, and will enhance vehicle and pedestrian safety in the parking area.

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

Tennis Center and Parking Lot Modifications.

The proposed addition to the tennis center, consisting of a lounge, lobby, reception area, and office space, will not in and of itself cause any meaningful

alteration to existing facility use or traffic patterns. The remainder of this review will focus on the attendant modifications to the parking lot.

The parking analysis prepared by the applicant indicates an inventory on-site of 314 spaces including 10 handicapped-accessible spaces. These spaces are located in three areas near the tennis center: immediately east of the tennis center (97 spaces, 4 accessible); the area west of the tennis center, primarily serving the golf course (118 spaces, 4 accessible); and the area west of and north of the ice arena (99 spaces, 2 accessible). Staff has confirmed the accuracy of this inventory. Under the proposed reconfiguration of the parking area east of the tennis center, the applicant is proposing to provide 99 spaces (4 accessible), for a net gain of two spaces, from 314 to 316.

The applicant has undertaken to evaluate the sufficiency of this parking supply by two methods. First, the applicant has provided peak parking demand information from published sources for the four key recreational uses adjacent to the parking areas - the golf course, the ice arena, the athletic fields, and the tennis club. Total peak demand for the four uses is approximately 560 spaces, if all uses are assumed to peak simultaneously. While this is a theoretical possibility, in practice some of the activities have different seasonal peaks, and some have peaks at different times of day, allowing for shared use of spaces. Recognizing this, the applicant has performed parking occupancy counts for a week day (September 13, 2011) and a Saturday morning (October 1, 2011) to evaluate the sufficiency of the existing parking.

Weekday occupancy counts were taken hourly from 7:00 AM to 8:00 PM, while the Saturday counts were taken from 11:00 AM to 4:00 PM. The initial counts were taken during fall 2011 when golf course play was reduced because of poor ground conditions related to the July flooding event. At staff's request, the applicant re-evaluated these figures and adjusted them to reflect more normal conditions using historical data. Adjusted weekday occupancy counts (attached) illustrate that during the weekday, the main parking areas east and west of the tennis center exceed 90% occupancy and approach 100% at times. This condition essentially indicates that these two areas are at design capacity at these times. Peak demand for the parking west and north of the ice rink, however, is considerably below that saturated level, indicating that sufficient "overflow" parking exists in this location.

In terms of parking occupancy, the addition to the tennis center, which adds some amenities but does not increase the number of courts, will only negligibly increase demand. The proposed parking lot reconfiguration adds two parking spaces to the facility, so it is reasonable to conclude that the proposed tennis center improvements will not create any additional unmet parking demand, and

January 24, 2012

that the proposed improvements will be served by parking equally sufficient to the current situation.

Service Center Improvements

The proposed improvements to the service center consist of interior renovations, removal of exterior storage bins, and an expansion of the parking lot. An additional 17 spaces will be provided, and the parking lot reconfigured, so that these spaces will be available for users of the athletic fields north of the tennis center. It is important to note that the applicant's parking occupancy studies do not account for overflow on-street parking that occurs in the residential areas east of Hibbard Road. Village staff is aware that such overflow parking does occur, and the proposed additional 17 spaces provide a close and accessible alternative to this parking, which should provide some benefit to adjacent property owners.

January 24, 2012

Mr. Steve Saunders
Director of Public Works
Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093

✓ 850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
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Re: Traffic and Parking Study
Skokie Play Fields Expansion

Dear Mr. Saunders:

We have received your correspondence of January 19, 2012 which contained several comments regarding your preliminary review of the above referenced project. Listed below are the comments contained in your e-mail to Don Matthews of our office, followed by our responses to those comments.

1. **Comment:** I would like to get an understanding of whether September 13 and October 1 were "typical" days for the golf course.
 - a. Could you obtain a summary of weather data and total play at the golf course for those two days?
 - b. I'd also like to understand how that data compares with overall play data for the golf course.

Response:

a: Weather data we have researched indicates that on September 13th the average temperature during the day was in the high 60's to mid 70's. On the 1st of October, the morning temperature was in the mid 40's increasing through the day to the mid 50's.

b: Golf course staff has provided us with data regarding rounds played on the dates in question and how they relate to "typical" days. On Tuesday September 13, 100 rounds were played on the 18-hole course and 21 rounds on the Par-3 course. The 2010 data for the same date was 126 rounds and 34 rounds on the 18-hole and Par-3 respectively. Due to wet weather for several days prior to Saturday October 1st a regularly scheduled outing was relocated, but the course remained open and 131 rounds were played on the 18-hole course compared with a typical fall Saturday average of approximately 175-180 rounds.

In general course staff has indicated that that the wet weather and the July flooding reduced the number and frequency of rounds played for much of the 2011 season. Therefore, in an effort to provide a comparison between our observations and "typical days" parking demands, we increased our weekday observed demand and Saturday observed demand for those lots that serve the golf course by 126% and 135% respectively and re-calculated the hourly and average demands. As can be seen in the attached revised exhibits, there is still sufficient parking in the B & C lots to accommodate typical demand days for the golf course assuming overflow into the lot west of the ice rink.

2. **Comment:** have you done any detail work on the traffic signal design, to the point you could provide proposed timings and levels of service?

Mr. Steve Saunders
Winnetka Public Works
Park District – Tennis Center Expansion

Response: Formal design of the traffic signal modifications has not begun at this time. However we have reviewed the existing and proposed operations of the signalized access opposite Elm Street and have enclosed a comparison between the existing and projected Level of Service along with summary printouts from the HCS software. Note that while we do not expect an increase in activity at the Elm Street entrance as a result of the parking expansion or tennis center expansion, we have analyzed a 20% increase in traffic for both the AM and PM peak hours for design. As can be seen, even with a 20% increase in traffic through the intersection, all individual movements are expected to operate at or above the “design” LOS C, with overall intersection operations at LOS B. These operations suggest that the improvements can readily accommodate the current traffic volumes and that additional capacity exists to provide safe and efficient operations for additional growth.

I hope that you find these responses helpful in your continued review. If you have any further questions, or require additional information, please do not hesitate to contact me at 847/478-9700 x161.

Sincerely,
Gewalt Hamilton Associates, Inc.



Daniel P. Brinkman, P.E., PTOE
Associate / Senior Transportation Engineer

Encl: As Noted

CC: Scott Freres – The Lakota Group
Terry Schwartz - Winnetka Park District
Don Matthews – GHA

4118 Traffic & Parking Comments 1.doc

Exhibit 3A revised
Weekday Parking Occupancy Observations

Winnetka Park District - Skokie Playfields; Winnetka, IL

Observation Date: Tuesday September 13, 2011

Note: based on information provided by Winn PD, 2010 golf play was approximately 126% of play on date of observations

Hour Beginning	Occupied Spaces												
	Zone A			Zone B			Zone C			Zone B & C		Adjusted Demand	
	Std	HC	%	Std	HC	%	Std	HC	%	combined	%	combined	%
7:00 AM	5	1	6%	10	0	10%	6	0	6%	16	7%	20	9%
8:00 AM	16	1	18%	48	0	49%	3	0	3%	51	24%	64	30%
9:00 AM	55	1	58%	74	0	76%	4	0	4%	78	36%	98	45%
10:00 AM	88	1	92%	96	0	99%	3	0	3%	99	46%	125	57%
11:00 AM	79	1	82%	93	1	97%	4	0	4%	98	45%	123	57%
12:00 PM	89	1	93%	87	1	91%	14	0	14%	102	47%	129	59%
1:00 PM	71	1	74%	70	0	72%	5	0	5%	75	35%	95	44%
2:00 PM	47	0	48%	65	0	67%	6	0	6%	71	33%	89	41%
3:00 PM	41	0	42%	62	0	64%	6	0	6%	68	31%	86	39%
4:00 PM	60	2	64%	55	0	57%	23	1	25%	79	36%	100	46%
5:00 PM	61	0	63%	44	0	45%	45	0	46%	89	41%	112	52%
6:00 PM	60	0	62%	36	0	37%	25	0	26%	61	28%	77	35%
7:00 PM	70	0	72%	27	0	28%	13	0	13%	40	18%	50	23%
8:00 PM	33	0	34%	15	0	15%	16	0	16%	31	14%	39	18%
Average			58%			58%			13%		32%		40%

Existing Supply			
Zone	Std	HC	Total
A	93	4	97
B	114	4	118
C	97	2	99
Site Total	304	10	314



Exhibit 3B revised
Saturday Parking Occupancy Observations
Winnetka Park District - Skokie Playfields; Winnetka, IL

Observation Date: Saturday October 1, 2011

Note: based on information provided by Winn PD Saturdays are typically tournament days, fall weekends are approx 135% of observed date play

Hour Beginning	Occupied Spaces												
	Zone A			Zone B			Zone C			Zone B & C		Adjusted Demand	
	Std	HC	%	Std	HC	%	Std	HC	%	combined	%	combined	%
11:00 AM	71	0	73%	92	0	95%	42	0	43%	134	62%	181	83%
12:00 PM	48	0	49%	73	0	75%	35	0	36%	108	50%	136	63%
1:00 PM	31	0	32%	63	0	65%	27	0	28%	90	41%	113	52%
2:00 PM	33	0	34%	80	0	82%	9	0	9%	89	41%	112	52%
3:00 PM	32	0	33%	77	0	79%	15	0	15%	92	42%	116	53%
4:00 PM	33	0	34%	61	0	63%	41	1	43%	103	47%	130	60%
Average			43%			77%			29%		47%		61%

Existing Supply			
Zone	Std	HC	Total
A	93	4	97
B	114	4	118
C	97	2	99
Site Total	304	10	314



Exhibit A Intersection Capacity Analyses

Winnetka Park District - Tennis Center Expansion; Winnetka, Illinois

Part A. Parameters - Type of Traffic Control (Source: 2000 Highway Capacity Manual)

I. Traffic Signals

LOS	Delay (sec / veh)	Description
A	≤ 10	All signal phases clear waiting vehicles without delay
B	>10 and ≤ 20	Minimal delay experienced on select signal phases
C	>20 and ≤ 35	Some delay experienced on several phases; often used as design criteria
D	>35 and ≤ 55	Usually considered as the acceptable delay standard
E	>55 and ≤ 80	Very long delays experienced during the peak hours
F	>80	Unacceptable delays experienced throughout the peak hours

II. Stop Sign

LOS	Delay (sec / veh)
A	≤ 10
B	>10 and ≤ 15
C	>15 and ≤ 25
D	>25 and ≤ 35
E	>35 and ≤ 50
F	>50

Part B. Results

	Roadway Conditions	LOS Per Movement By Approach								Intersection / Approach							
		>= Shared Lane - = Non Critical or not Allowed Movement								Delay (sec / veh)	LOS						
		Eastbound			Westbound			Northbound				Southbound					
LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT						
Hibbard Rd @ Elm Avenue		Signalized										Intersection Delay					
A. Weekday Morning Peak Hour																	
Existing Traffic (See Exhibit 4)		• Current		>	C	<	>	C	<	A	A	<	A	A	<	9.9	A
With 20% Traffic Growth		• As Planned		>	C	C	>	C	<	A	A	<	A	A	<	10.6	B
B. Weekday Evening Peak Hour																	
Existing Traffic (See Exhibit 4)		• Current		>	C	<	>	C	<	A	A	<	A	A	<	12.7	B
With 20% Traffic Growth		• As Planned		>	C	C	>	C	<	A	B	<	A	B	<	14.3	B

MEMORANDUM

To: Dr. Terry Schwartz
Executive Director – Winnetka Park District

From: Daniel P. Brinkman, P.E., PTOE

Date: December 29, 2011

Subject: Parking & Traffic Assessment
Service Center Modifications and Tennis Center Expansion
Winnetka Park District
Winnetka, IL

PART I. PROJECT CONTEXT

Per your request, *GEWALT HAMILTON ASSOCIATES, INC.* (GHA) has reviewed the planned modifications to the operations at the Park District's Service Center, the A. C. Nielsen Tennis Center and the associated parking and access modification as presented on the Tennis Center Site Plan prepared by GHA dated December 29, 2011 and the Service Center Site Plan prepared by Green Associates dated December 27, 2011. (*See Appendix I*)

The following details our approach, methodology and findings regarding the current parking and traffic operations and the potential impacts of the planned modifications and expansion. The information has been organized to flow from a review of the current conditions through the planned site improvements and conclude with our finds and recommendations for your consideration.

In summary, the planned expansion to the Tennis Center and Service Center are expected to have a negligible impact on the volume of traffic generated by the site. Furthermore, the associated parking lot modifications are expected to improve both on-site circulation as well as provide a slight increase in the overall parking supply for the various uses at the Skokie Playfields site.

PART II BACKGROUND INFORMATION

Exhibit 1 – Location Map

The Skokie Playfield site is located north of Willow Road and East of Hibbard Road in Winnetka, Illinois. The primary access is via a signalized entrance located opposite Elm Street with a secondary entrance located one block south opposite Oak Street. The Winnetka Golf Club is located to the west of the subject site and the Duke Childs Play Fields are located to the south.

Exhibit 2 – Existing Parking Areas

The Skokie Playfield site currently has three primary parking areas (See *Exhibit 2*), with supplemental parking for the Service Center to the north along Hibbard Road. The three primary parking areas for the purpose of this study are defined as:

- A. Lot east of the A. C. Nielsen Tennis Center and north of Oak Street.
- B. Lot west of the Tennis Center and north of Oak Street
- C. Lot west of and adjacent to the north side of the Ice Rink.

While parking occupancy data was collected for all of the parking areas, our primary focus will be on Area A given the planned modifications to this lot.

Exhibit 3 – Existing Parking Occupancy

Exhibits 3A and 3B summarize the existing parking counts conducted by GHA. Parking occupancy was observed and recorded on hour one hour intervals on a weekday between 7:00 am and 8:00 pm and on a Saturday afternoon between 11:00 am and 4:00 pm. There are a total of 314 parking spaces in Zones A-C including 10 handicapped accessible spaces.

The Average demand for parking in Zones A and B was 58% (e.g. 58% occupancy). However there were several observed periods (generally between 10 and 1 pm) where demand was at or over 90%. Occupancy of 90% is significant as that is generally considered the “design” goal for parking occupancy. The Institute of Transportation Engineers (ITE) recommends that parking supply be designed for 110% of the anticipated demand to minimize vehicles searching and circulating looking for parking spaces.

Exhibit 4 – Existing Traffic Volumes

In addition to the weekday parking data collection efforts, GHA conducted turning movement counts at the main entrance for the Tennis Center opposite Elm Street. Data was collected between 7:00-9:00 am and 3:00-6:00 pm on Tuesday September 13, 2011. The results of the count are illustrated on Exhibit 4. Volume data is also provided for the Hibbard intersection with the Service Center access and Pine Street. These volumes are based on previous data collected for the Park District for a 2008 study which considered relocating the Service Center.

No unusual activities (e.g. emergency vehicle activity, roadway construction, etc) or inclement weather were observed during our counts that would be expected to impact traffic volumes or travel patterns in the vicinity of the Skokie Playfields.

Summaries of the existing traffic counts can be found in Appendix II

PART III DEVELOPMENT CHARACTERISTICS

As previously mentioned, the Winnetka Park District is proposing improvements to the Skokie Playfields site that are illustrated on the site plan included as Appendix I. Key elements include:

- An approximately 1,800 square foot addition and entrance modifications for the Tennis Center.
- Expansion of the existing parking lot and access drive for the Service Center
- Reconfiguration of the parking lot and main entrance intersection at Elm Street

PART IV EVALUATION

PARKING REQUIREMENTS

The Village of Winnetka Zoning ordinance does not have published requirements for recreational uses on residentially zoned lots. The parking requirement is typically a function of a parking study, special use or planned development process. Additional criteria with respect to age of the development also apply.

For reference, based on information published by the ITE, the following peak parking demands can be expected for the various amenities provided on site:

Component	Size	ITE peak demand	Spaces required
Golf Course	27 holes	8.8 spaces per hole	238 spaces
Ice Rink*	±25,000 sq. ft.	3 spaces per 1,000 sf	75 spaces
Athletic Fields**	5 fields	38 spaces per field	190 spaces
Racquet / Tennis Club	16 courts	3.56 spaces per court	57 spaces
TOTAL =			560 spaces

*= ITE data based on limited observations

**= ITE data for youth soccer fields

As can be seen, if all of the amenities were to simultaneously peak, a total of 560 spaces would be the anticipated demand. In reality not all of the uses peak simultaneously and there can be great variation between uses from season to season. It is the variety of uses and the shared parking that goes on that allows the Skokie playfield site to (in most cases) provide adequate parking for the staff, players and visitors, realizing that there may not always be convenient parking, but that there is generally parking available somewhere on site to accommodate the demands.

Parking Expansion

The planned improvements are anticipated to benefit the current parking situation on site by 1) providing additional space for public use adjacent to the Service Center and 2) providing additional parking as well as dedicated drop-off areas in the main lot east of the Tennis Center, both are discussed briefly below:

The existing site configuration of the Service Center provides parking on the north and east sides of the building. There are currently 25 standard parking spaces and 1 handicapped accessible parking space for a total of 26 parking spaces. Furthermore, there is a paved service yard along the east side of the building with access to material storage bins used by Park District staff only. This area is currently not accessible for parking.

The proposed site plan relocates the material storage bins to the northwest maintenance area, north of the driving range. This allows the full paved area east of the Service Center to be redeveloped for expanded public access parking. This additional parking in close proximity to the recreational playing fields is very beneficial, and is expected to reduce the number of recreational users who are currently parking on neighboring residential streets.

The proposed new number of parking spaces is 43 total spaces, two of which will be accessible parking spaces. This improvement results in a net increase of 17 additional parking spaces gained on the Service Center site.

East of the Tennis Center, the main lot is currently accessed primarily via the signalized entrance opposite Elm Street. North of Elm there is a wide two way drive aisle with 90° parking spaces that terminates in a small turn around area. South of Elm Street the parking lot has the same configuration of a wide two way aisle and 90° parking. At the south end of the parking area, the drive aisle curves west and intersects another access drive. A total of 97 parking spaces are provided.

As shown on the proposed plan, north of Elm the parking lot will be re-configured to provide one way counterclockwise circulation with angle parking spaces and a formal drop-off / pick up area will be developed. There will be 17 parking spaces in the northern portion of the re-configured lot.

South of Elm, the parking area will be split into two components: the west portion of the lot closest to the Tennis Center and tennis courts will provide for a new formal drop-off / pick-up area at the improved Tennis Center entrance and provide one way southbound travel along with 16 angle parking spaces.

The eastern portion of the lot south of Elm will provide two-way circulation and 90° parking spaces. The southern intersection will be improved and signed to ensure conformance with the combination of one and two way circulation aisles. In all, 99 parking spaces will be provided east of the Tennis Center, an increase of 2 spaces over the existing supply with the added benefit of 2 formalized and separate drop off areas that do not obscure parking spaces.

Driveway Expansions

Each of the three entrance drives from Hibbard Road is proposed to be improved.

The existing driveway from Hibbard Road to the Service Center parking area is approximately 18-foot wide. The driveway will be widened to approximately 24-foot and provide a single inbound and outbound lane.

The signalized entrance opposite Elm will be extended slightly into the site, increasing stacking space for exiting vehicles and will be widened to provide an additional outbound lane marked for separate right turns. Modernized traffic and pedestrian signals will be provided.

Lastly the access drive opposite Oak Street will also be widened to provide an additional outbound lane marked for right turns only.

An improved system of on and off-site sidewalks and pathways will be provided as well.

PART VI SUMMARY

In summary, the anticipated expansion of the Tennis Center is not expected to result in an increase in traffic to and from the site. The improved parking lot will provide both an increased supply of parking and vastly improved circulation.

PART VII TECHNICAL ADDENDUM

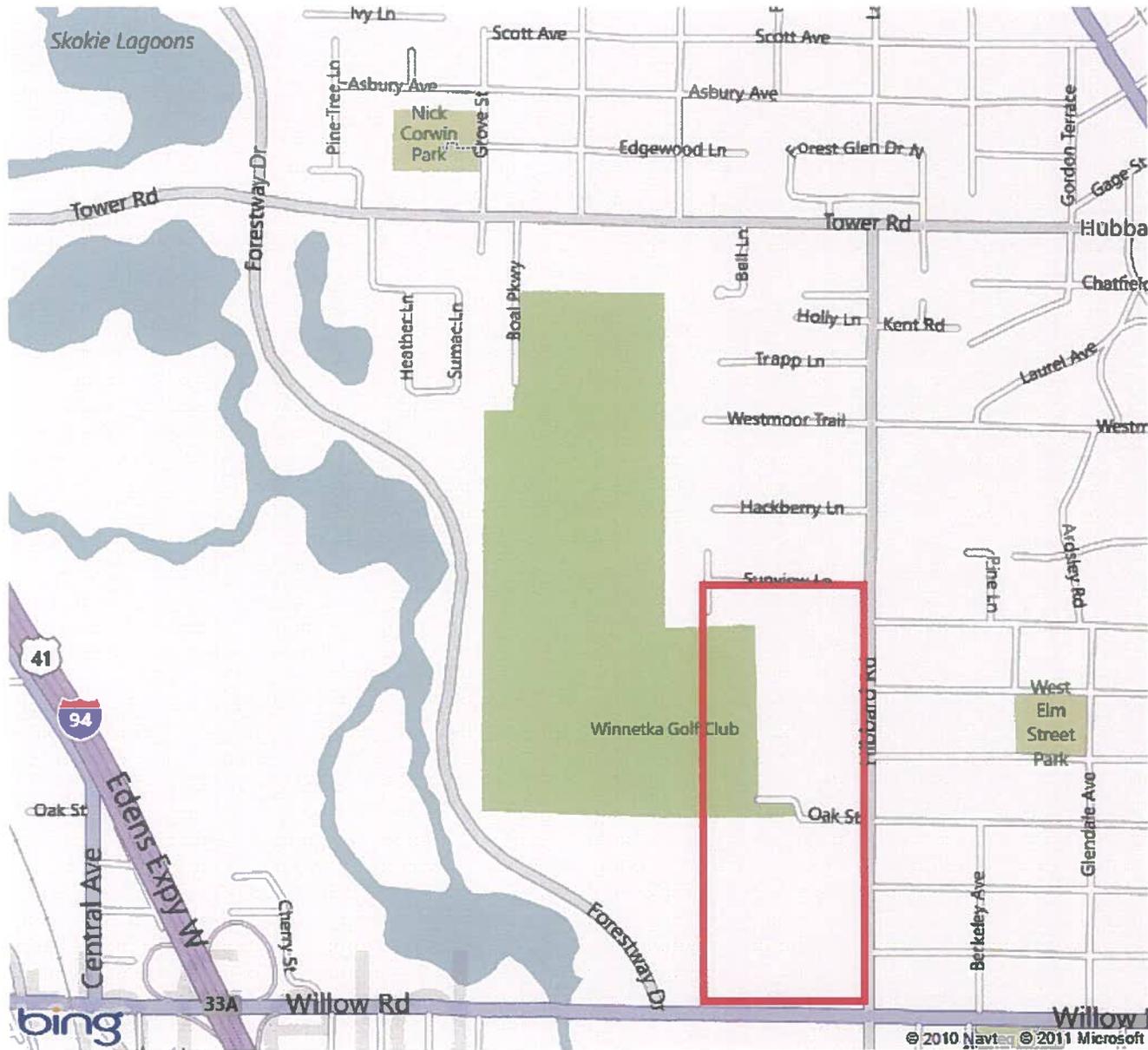
The following *Exhibits* were previously referenced. They provide technical support for our observations, findings, and recommendations discussed in the text.

Exhibits

1. Site Location Map
2. Existing Parking Areas
3. Weekday and Saturday Parking Occupancy Observations
4. Existing Traffic Volumes

Appendices

- I. Tennis Center Site Plan dated December 29, 2011
- II. Service Center Site Plan dated December 27, 2011
- III. Existing Traffic Data



Subject Site – Winnetka Park District – Skokie Playfields; Winnetka, IL



Not To Scale

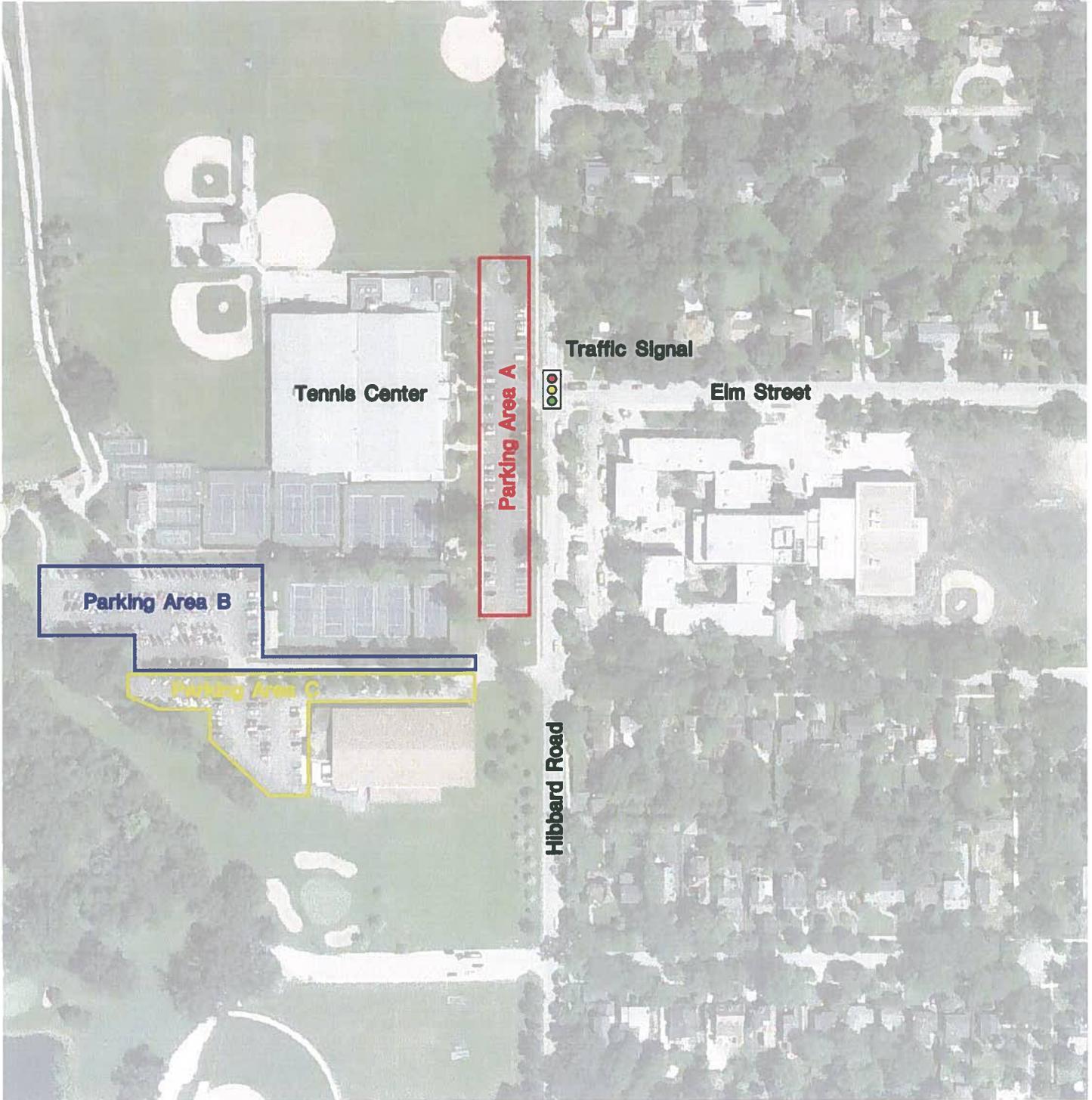


Exhibit 3A
Weekday Parking Occupancy Observations
Winnetka Park District - Skokie Playfields; Winnetka, IL

Observation Date: Tuesday September 13, 2011

Hour Beginning	Zone A			Occupied Spaces Zone B			Zone C		
	Std	HC	%	Std	HC	%	Std	HC	%
7:00 AM	5	1	6%	10	0	10%	6	0	6%
8:00 AM	16	1	18%	48	0	49%	3	0	3%
9:00 AM	55	1	58%	74	0	76%	4	0	4%
10:00 AM	88	1	92%	96	0	99%	3	0	3%
11:00 AM	79	1	82%	93	1	97%	4	0	4%
12:00 PM	89	1	93%	87	1	91%	14	0	14%
1:00 PM	71	1	74%	70	0	72%	5	0	5%
2:00 PM	47	0	48%	65	0	67%	6	0	6%
3:00 PM	41	0	42%	62	0	64%	6	0	6%
4:00 PM	60	2	64%	55	0	57%	23	1	25%
5:00 PM	61	0	63%	44	0	45%	45	0	46%
6:00 PM	60	0	62%	36	0	37%	25	0	26%
7:00 PM	70	0	72%	27	0	28%	13	0	13%
8:00 PM	33	0	34%	15	0	15%	16	0	16%
	Average		58%			58%			13%

Existing Supply			
Zone	Std	HC	Total
A	93	4	97
B	114	4	118
C	97	2	99
Site Total	304	10	314



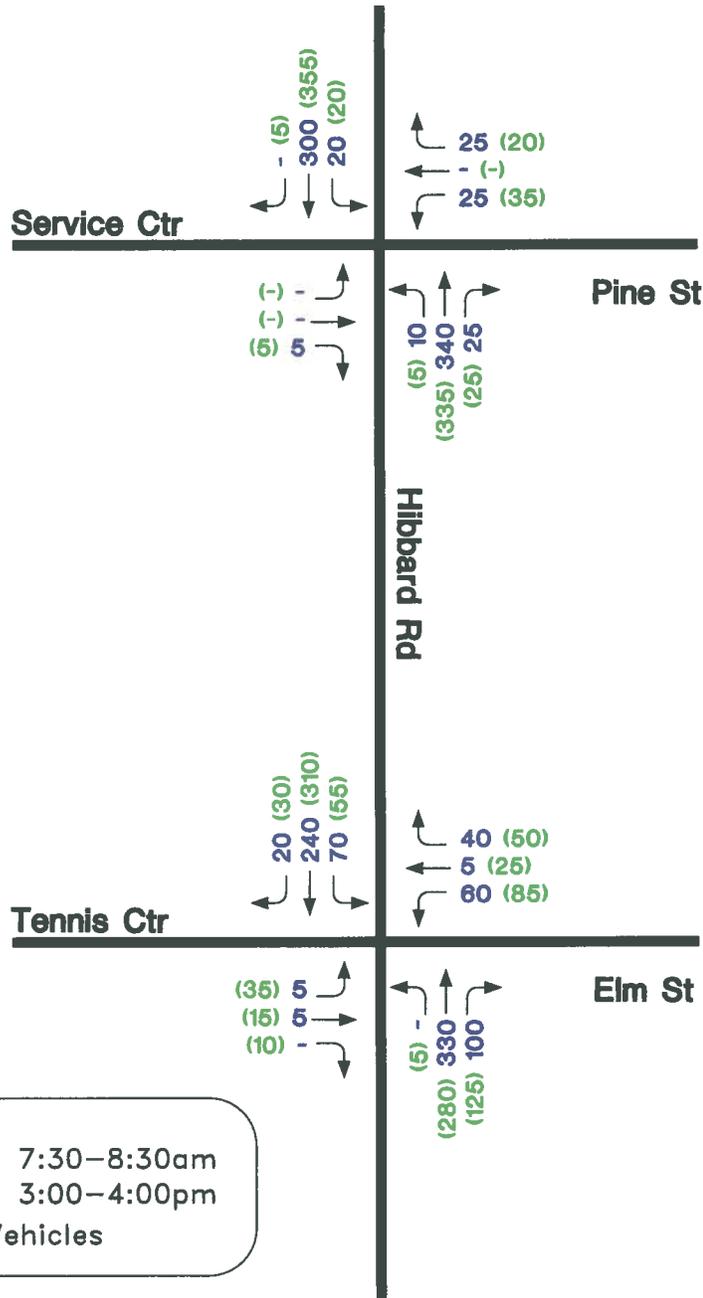
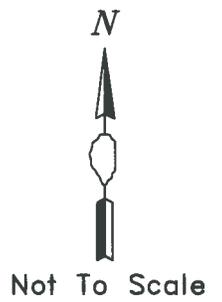
Exhibit 3B
Saturday Parking Occupancy Observations
Winnetka Park District - Skokie Playfields; Winnetka, IL

Observation Date: Saturday October 1, 2011

Hour Beginning	Zone A			Occupied Spaces Zone B			Zone C		
	Std	HC	%	Std	HC	%	Std	HC	%
11:00 AM	71	0	73%	92	0	95%	42	0	43%
12:00 PM	48	0	49%	73	0	75%	35	0	36%
1:00 PM	31	0	32%	63	0	65%	27	0	28%
2:00 PM	33	0	34%	80	0	82%	9	0	9%
3:00 PM	32	0	33%	77	0	79%	15	0	15%
4:00 PM	33	0	34%	61	0	63%	41	1	43%
	Average		43%			77%			29%

Zone	Existing Supply		Total
	Std	HC	
A	93	4	97
B	114	4	118
C	97	2	99
Site Total	304	10	314





Legend:
 XX - AM Peak Hour 7:30-8:30am
 (XX) - PM Peak Hour 3:00-4:00pm
 - - Less than 5 Vehicles

Gewalt Hamilton Associates, Inc.

850 Forest Edge Drive
Vernon Hills - Gurnee - Chicago
Civil - Municipal - Traffic

Winnetka PD Skokie Playfield Parking 4118.900
Hibbard @ Elm
7-9am
JVD

File Name : Hibbard-Elm AM
Site Code : 00004118
Start Date : 9/13/2011
Page No : 1

Groups Printed- Unshifted

Start Time	Hibbard Southbound					Elm Westbound					Hibbard Northbound					Winn PD Access Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
07:00 AM	7	53	0	0	60	9	0	3	0	12	0	58	15	0	73	1	0	0	0	1	146
07:15 AM	6	47	2	0	55	16	1	4	0	21	0	61	12	0	73	0	0	0	0	0	149
07:30 AM	15	77	2	0	94	11	1	2	0	14	0	78	25	0	103	0	0	0	0	0	211
07:45 AM	13	62	3	0	78	14	0	9	0	23	0	90	33	0	123	2	0	0	0	2	226
Total	41	239	7	0	287	50	2	18	0	70	0	287	85	0	372	3	0	0	0	3	732
08:00 AM	13	45	5	0	63	11	1	7	0	19	1	69	16	0	86	3	3	0	0	6	174
08:15 AM	29	57	7	0	93	21	2	20	1	44	1	92	26	0	119	2	3	1	0	6	262
08:30 AM	5	65	2	0	72	11	2	4	0	17	1	69	21	0	91	2	3	0	0	5	185
08:45 AM	7	62	9	0	78	16	1	11	0	28	0	74	28	0	102	0	1	1	0	2	210
Total	54	229	23	0	306	59	6	42	1	108	3	304	91	0	398	7	10	2	0	19	831
Grand Total	95	468	30	0	593	109	8	60	1	178	3	591	176	0	770	10	10	2	0	22	1563
Apprch %	16	78.9	5.1	0		61.2	4.5	33.7	0.6		0.4	76.8	22.9	0		45.5	45.5	9.1	0		
Total %	6.1	29.9	1.9	0	37.9	7	0.5	3.8	0.1	11.4	0.2	37.8	11.3	0	49.3	0.6	0.6	0.1	0	1.4	

Start Time	Hibbard Southbound					Elm Westbound					Hibbard Northbound					Winn PD Access Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:30 AM																					
07:30 AM	15	77	2	0	94	11	1	2	0	14	0	78	25	0	103	0	0	0	0	0	211
07:45 AM	13	62	3	0	78	14	0	9	0	23	0	90	33	0	123	2	0	0	0	2	226
08:00 AM	13	45	5	0	63	11	1	7	0	19	1	69	16	0	86	3	3	0	0	6	174
08:15 AM	29	57	7	0	93	21	2	20	1	44	1	92	26	0	119	2	3	1	0	6	262
Total Volume	70	241	17	0	328	57	4	38	1	100	2	329	100	0	431	7	6	1	0	14	873
% App. Total	21.3	73.5	5.2	0		57	4	38	1		0.5	76.3	23.2	0		50	42.9	7.1	0		
PHF	.603	.782	.607	.000	.872	.679	.500	.475	.250	.568	.500	.894	.758	.000	.876	.583	.500	.250	.000	.583	.833

Gewalt Hamilton Associates, Inc.

850 Forest Edge Drive
Vernon Hills - Gurnee - Chicago
Civil - Municipal - Traffic

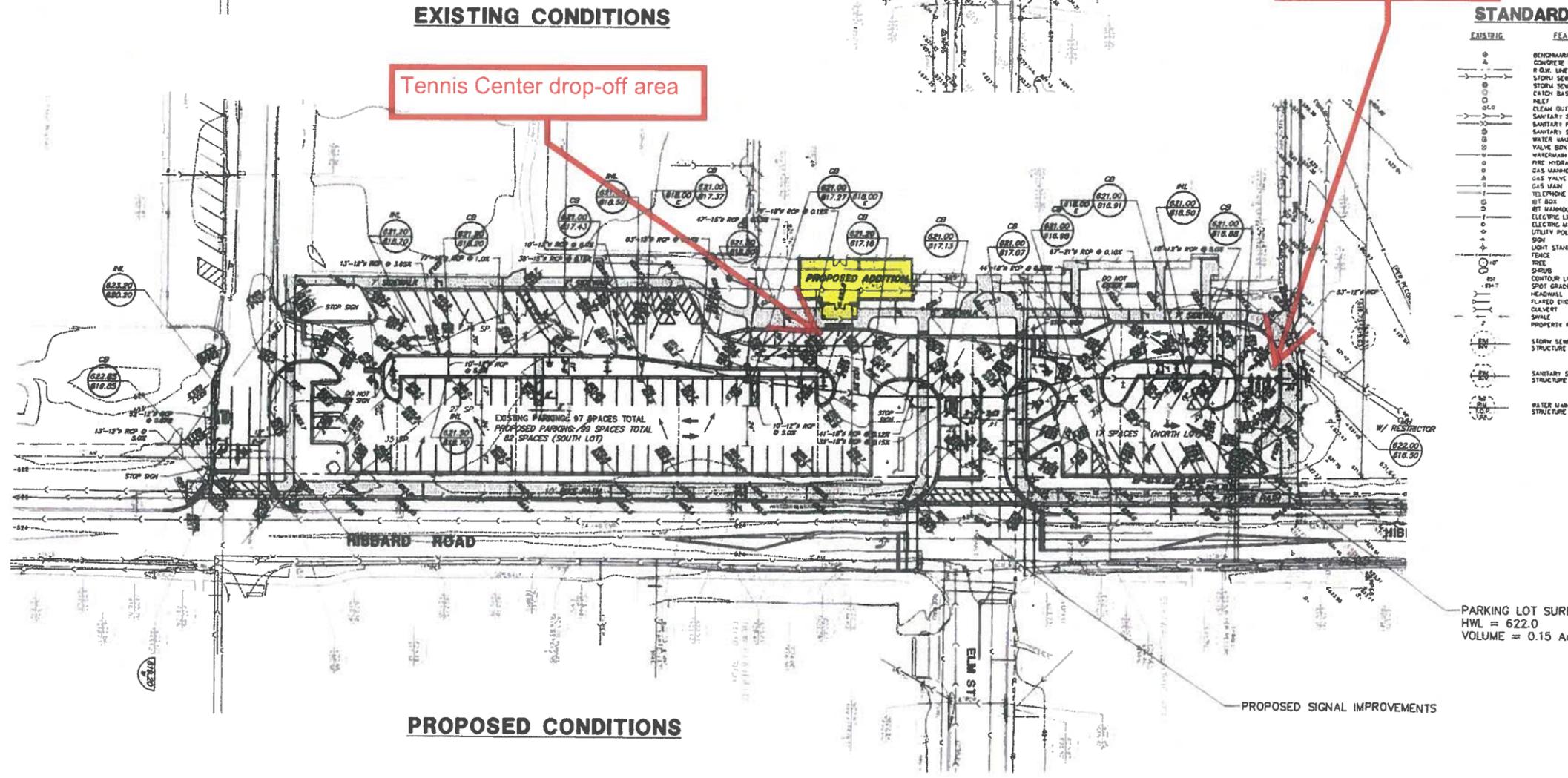
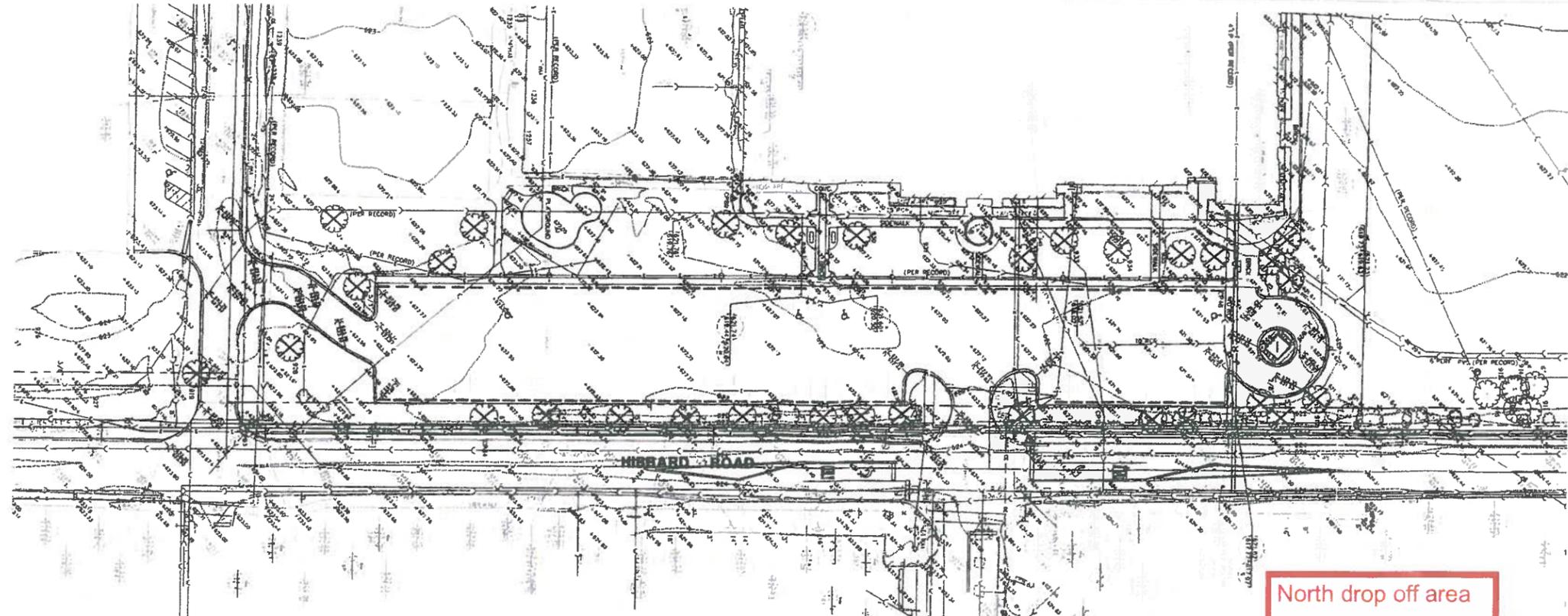
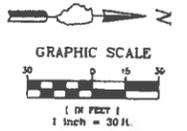
Winnetka PD Skokie Playfields Pkg 4118.900
Hibbard @ Elm
3-6 pm
CCF

File Name : Hibbard-Elm PM
Site Code : 41189002
Start Date : 9/13/2011
Page No : 1

Groups Printed- Unshifted

Start Time	Hibbard Southbound					Elm Westbound					Hibbard Northbound					Winn PD Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
03:00 PM	1	65	2	0	68	16	2	13	0	31	1	72	31	1	105	2	3	1	0	6	210
03:15 PM	16	87	8	1	112	19	4	8	5	36	0	65	30	3	98	1	2	3	0	6	252
03:30 PM	22	87	15	0	124	22	5	12	3	42	1	73	28	101	203	27	3	2	34	66	435
03:45 PM	17	69	7	0	93	27	13	17	0	57	1	71	35	29	136	6	4	5	12	27	313
Total	56	308	32	1	397	84	24	50	8	166	3	281	124	134	542	36	12	11	46	105	1210
04:00 PM	8	35	0	0	43	20	0	10	0	30	0	41	23	2	66	2	4	1	0	7	146
04:15 PM	13	62	1	0	76	22	1	12	1	36	0	58	24	4	86	1	0	1	1	3	201
04:30 PM	9	82	4	1	96	23	1	6	1	31	3	55	30	14	102	3	1	2	6	12	241
04:45 PM	10	68	11	0	89	18	4	7	0	29	1	71	31	7	110	8	2	4	0	14	242
Total	40	247	16	1	304	83	6	35	2	126	4	225	108	27	364	14	7	8	7	36	830
05:00 PM	5	62	9	0	76	20	11	11	0	42	1	44	21	8	74	8	13	4	2	27	219
05:15 PM	11	76	23	0	110	30	11	19	1	61	7	79	26	6	118	16	16	4	2	38	327
05:30 PM	13	76	6	0	95	38	2	14	0	54	0	60	26	5	91	9	0	2	3	14	254
05:45 PM	5	74	7	0	86	21	5	12	0	38	3	83	18	1	105	5	3	3	1	12	241
Total	34	288	45	0	367	109	29	56	1	195	11	266	91	20	388	38	32	13	8	91	1041
Grand Total	130	843	93	2	1068	276	59	141	11	487	18	772	323	181	1294	88	51	32	61	232	3081
Apprch %	12.2	78.9	8.7	0.2		56.7	12.1	29	2.3		1.4	59.7	25	14		37.9	22	13.8	26.3		
Total %	4.2	27.4	3	0.1	34.7	9	1.9	4.6	0.4	15.8	0.6	25.1	10.5	5.9	42	2.9	1.7	1	2	7.5	

Start Time	Hibbard Southbound					Elm Westbound					Hibbard Northbound					Winn PD Eastbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
Peak Hour Analysis From 03:00 PM to 05:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:00 PM																					
03:00 PM	1	65	2	0	68	16	2	13	0	31	1	72	31	1	105	2	3	1	0	6	210
03:15 PM	16	87	8	1	112	19	4	8	5	36	0	65	30	3	98	1	2	3	0	6	252
03:30 PM	22	87	15	0	124	22	5	12	3	42	1	73	28	101	203	27	3	2	34	66	435
03:45 PM	17	69	7	0	93	27	13	17	0	57	1	71	35	29	136	6	4	5	12	27	313
Total Volume	56	308	32	1	397	84	24	50	8	166	3	281	124	134	542	36	12	11	46	105	1210
% App. Total	14.1	77.6	8.1	0.3		50.6	14.5	30.1	4.8		0.6	51.8	22.9	24.7		34.3	11.4	10.5	43.8		
PHF	.636	.885	.533	.250	.800	.778	.462	.735	.400	.728	.750	.962	.886	.332	.667	.333	.750	.550	.338	.398	.695



North drop off area

Tennis Center drop-off area

STANDARD SYMBOLS

EXISTING	FEATURE	PROPOSED
○	REINFORCED CONCRETE P.O.W. MONUMENT	○
—	R.O.W. LINE	—
○	STORM SEWER	○
○	STORM SEWER MANHOLE	○
○	CATCH BASIN	○
○	WELL	○
○	CLEAN OUT	○
○	SANITARY SEWER	○
○	SANITARY FORCEMAIN	○
○	SANITARY SEWER MANHOLE	○
○	WATER MAIN	○
○	WATER MAIN VALVE BOX	○
○	WATER MAIN FIRE HYDRANT	○
○	GAS MANHOLE	○
○	GAS VALVE	○
○	GAS MAIN	○
○	TELEPHONE LINES	○
○	BT BOX	○
○	BT MANHOLE	○
○	ELECTRIC LINES	○
○	ELECTRIC MANHOLE	○
○	UTILITY POLE	○
○	SIGN	○
○	LIGHT STANDARD	○
○	TREE	○
○	SHRUB	○
○	CONTOUR LINE	○
○	SPOT GRADE	○
○	HEADWALL	○
○	FLARED END SECTION	○
○	CLAVET	○
○	SHALE	○
○	PROPERTY PVI	○
○	STORM SEWER STRUCTURE ELEVATION	○
○	SANITARY SEWER STRUCTURE ELEVATION	○
○	WATER MAIN STRUCTURE ELEVATION	○

PARKING LOT SURFACE DETENTION
 HWL = 622.0
 VOLUME = 0.15 Ac.Ft.

PROPOSED SIGNAL IMPROVEMENTS

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NO. BY DATE	REVISION
DESIGNED BY: LHM	
CHECKED BY: DEB	
DATE: 12-29-11	
GHA PROJECT #	4118.000
SCALE:	1" = 30'

**SKOKIE PLAYFIELDS
 WINNETKA PARK DISTRICT
 WINNETKA, ILLINOIS**

**SITE PLAN
 TENNIS CENTER**

SHEET NUMBER
1
 OF 1 SHEETS

LAKOTA
 THE LAKOTA GROUP INC.

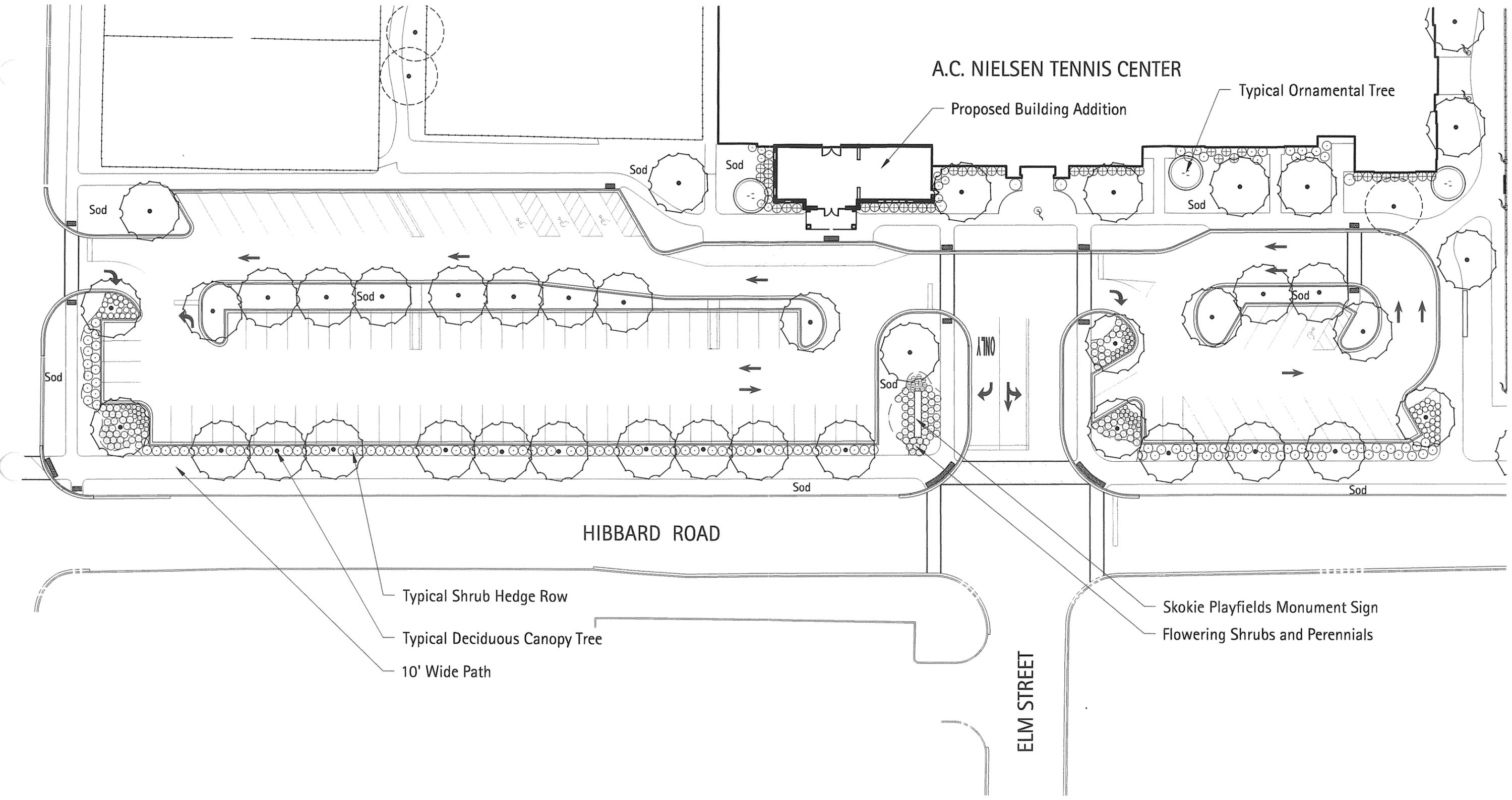


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NO.	DATE	DESCRIPTION
1	11/14	ISSUED
2	11/22	REVISED
3	11/22	REVISED
4	11/22	REVISED
5	11/22	REVISED
6	11/22	REVISED
7	11/22	REVISED
8	11/22	REVISED
9	11/22	REVISED
10	11/22	REVISED

SKOKIE PLAYFIELDS
 WINNETKA PARK DISTRICT
 WINNETKA, ILLINOIS

DESIGN DEVELOPMENT
PROPOSED CONDITIONS



Winnetka Park District

Skokie Playfields Parking Lot

Winnetka, Illinois

Conceptual Landscape Plan

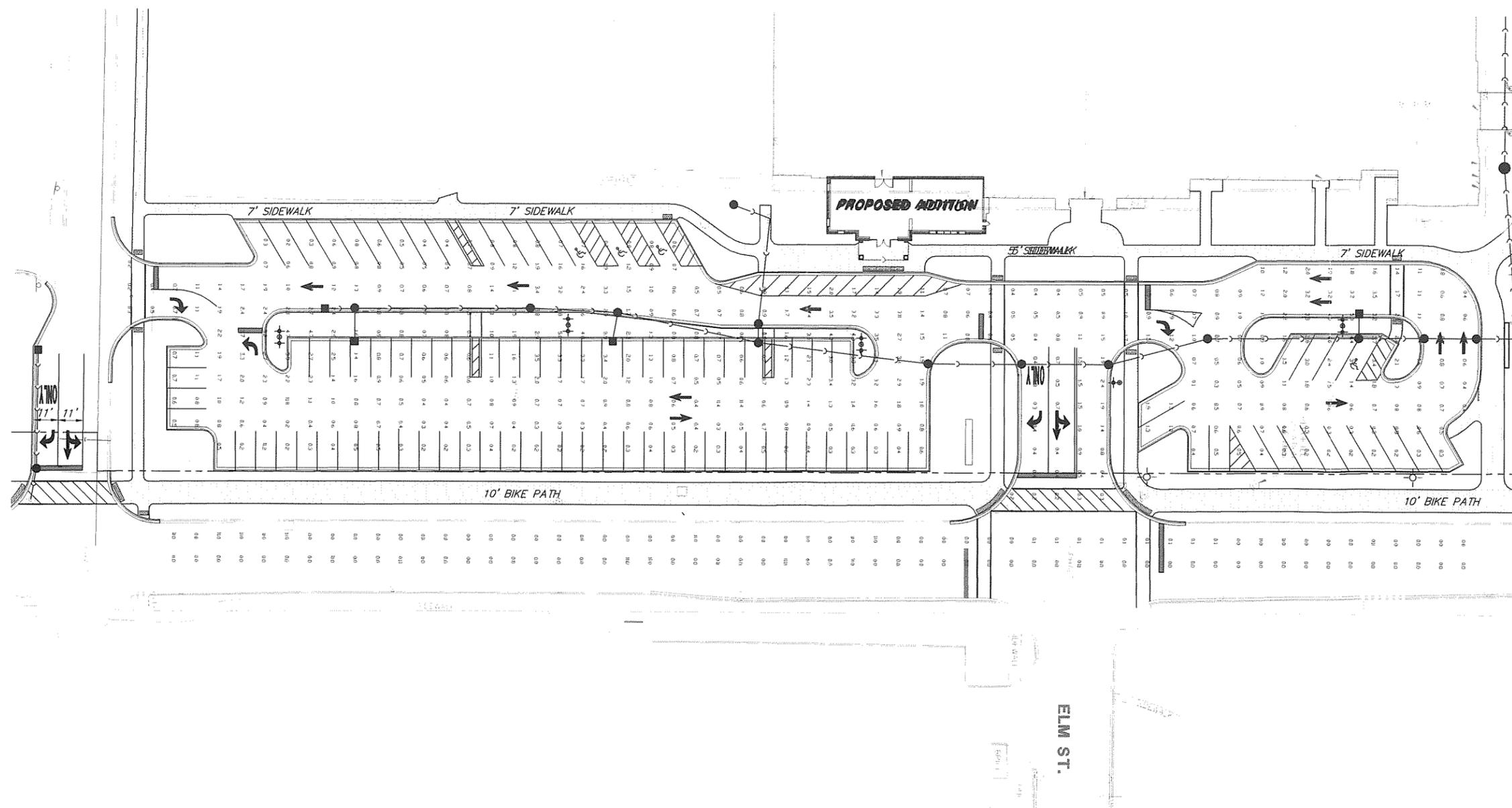
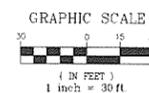
LAKOTA

THE LAKOTA GROUP INC

0' 20' 40'

LEGEND

- ⊕ PROPOSED LIGHT POLE
150W, HIGH PRESSURE SODIUM LUMINAIRE
25 FT M.H., SINGLE ARRANGEMENT
- ⊕⊕ PROPOSED LIGHT POLE
150W, HIGH PRESSURE SODIUM LUMINAIRE
25 FT M.H., DUAL ARRANGEMENT



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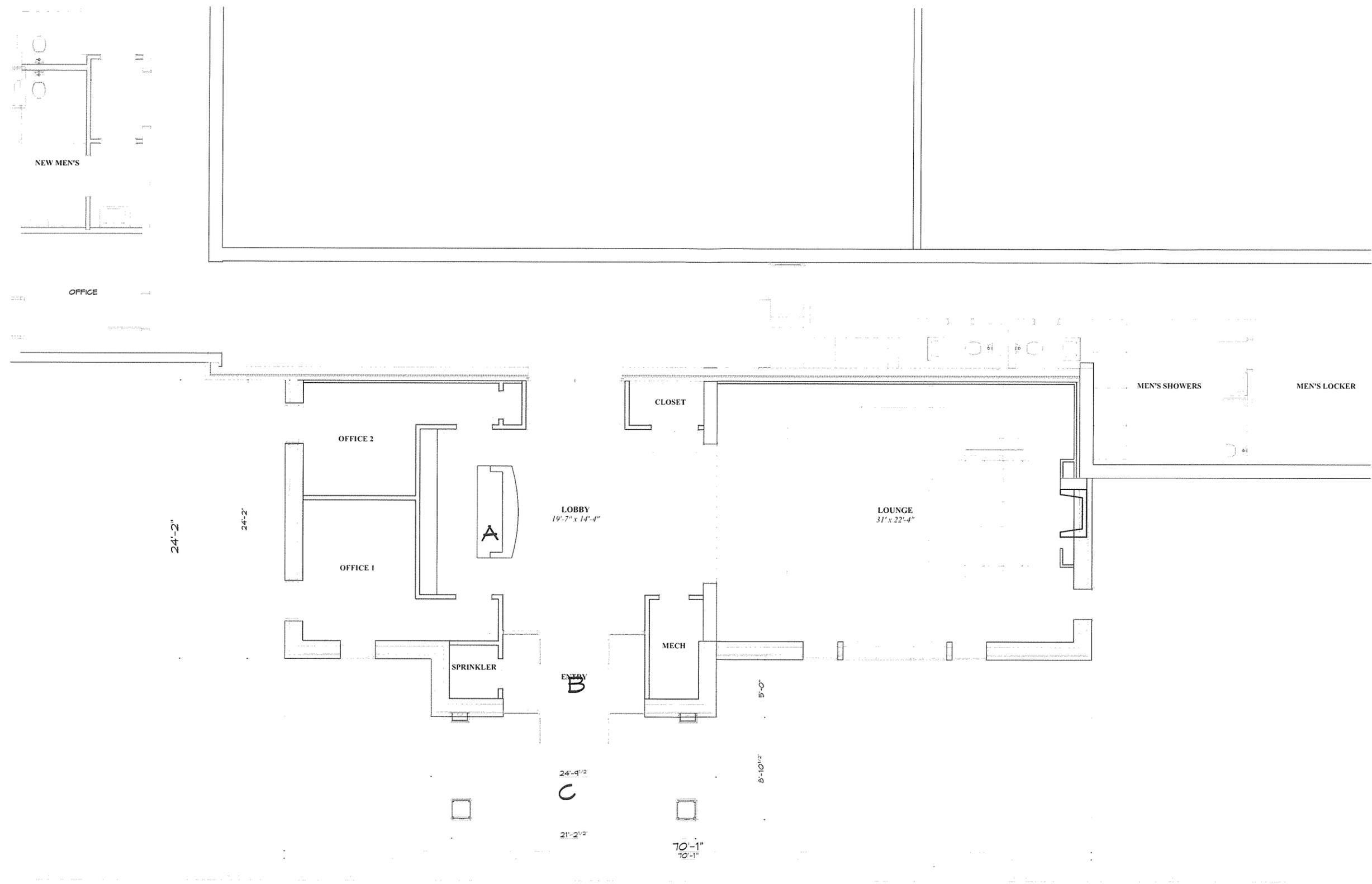
NO.	BY	DATE	REVISION

DRAWN BY: LLM
CHECKED BY: DEM
DATE: 12-29-11
GHA PROJECT #: 4118.000
SCALE: 1"=30'

**SKOKIE PLAYFIELDS
WINNETKA PARK DISTRICT
WINNETKA, ILLINOIS**

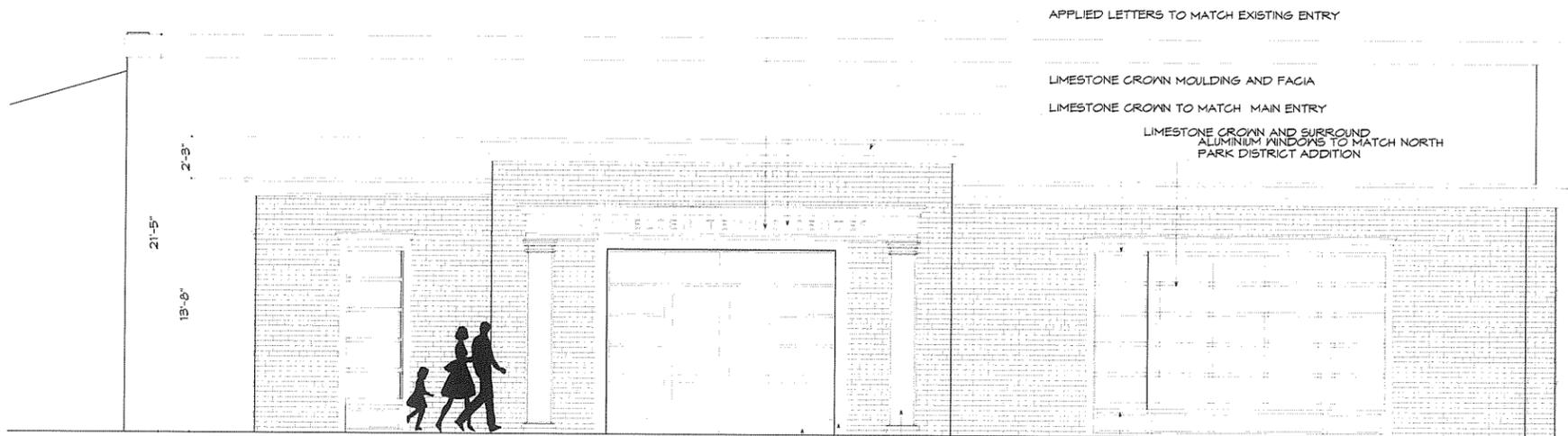
**PHOTOMETRIC PLAN
TENNIS CENTER**

SHEET NUMBER:
E1
OF 1 SHEETS



1ST FLOOR ADDITION
SCALE: 1/4" = 1'-0" 1.

122211



APPLIED LETTERS TO MATCH EXISTING ENTRY

LIMESTONE CROWN MOULDING AND FASCIA

LIMESTONE CROWN TO MATCH MAIN ENTRY

LIMESTONE CROWN AND SURROUND
ALUMINIUM WINDOWS TO MATCH NORTH
PARK DISTRICT ADDITION

LIMESTONE PANELING

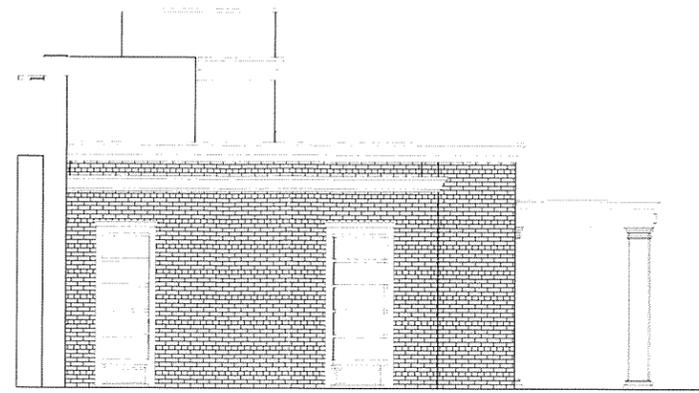
LIMESTONE COLUMNS

LIMESTONE SURROUND

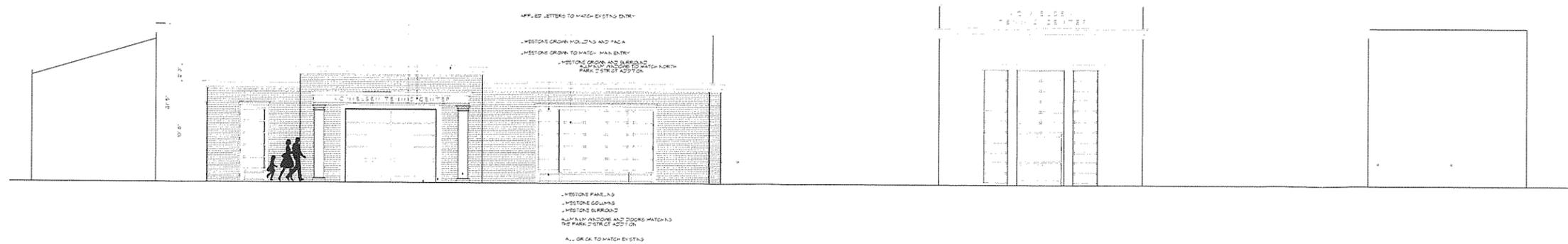
ALUMINIUM WINDOWS AND DOORS MATCHING
THE PARK DISTRICT ADDITION

ALL BRICK TO MATCH EXISTING

ADDITION EAST ELEVATION 3
SCALE: 1/4" = 1'-0"



SOUTH ELEV 2
SCALE: 3/16" = 1'-0"



APPLIED LETTERS TO MATCH EXISTING ENTRY

LIMESTONE CROWN MOULDING AND FASCIA

LIMESTONE CROWN TO MATCH MAIN ENTRY

LIMESTONE CROWN AND SURROUND
ALUMINIUM WINDOWS TO MATCH NORTH
PARK DISTRICT ADDITION

LIMESTONE PANELING

LIMESTONE COLUMNS

LIMESTONE SURROUND

ALUMINIUM WINDOWS AND DOORS MATCHING
THE PARK DISTRICT ADDITION

ALL BRICK TO MATCH EXISTING

EAST ELEVATION 1
SCALE: 1/8" = 1'-0"

A. C. NIELSEN TENNIS CENTER
WINNETKA, ILLINOIS

H. GARY FRANK ARCHITECTS AIA, LTD
723 Elm Street Winnetka, IL 60093
Office: 847.501.4212 Fax: 866.543.5783 email: gary@hgaryfrankarchitects.com
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A-2

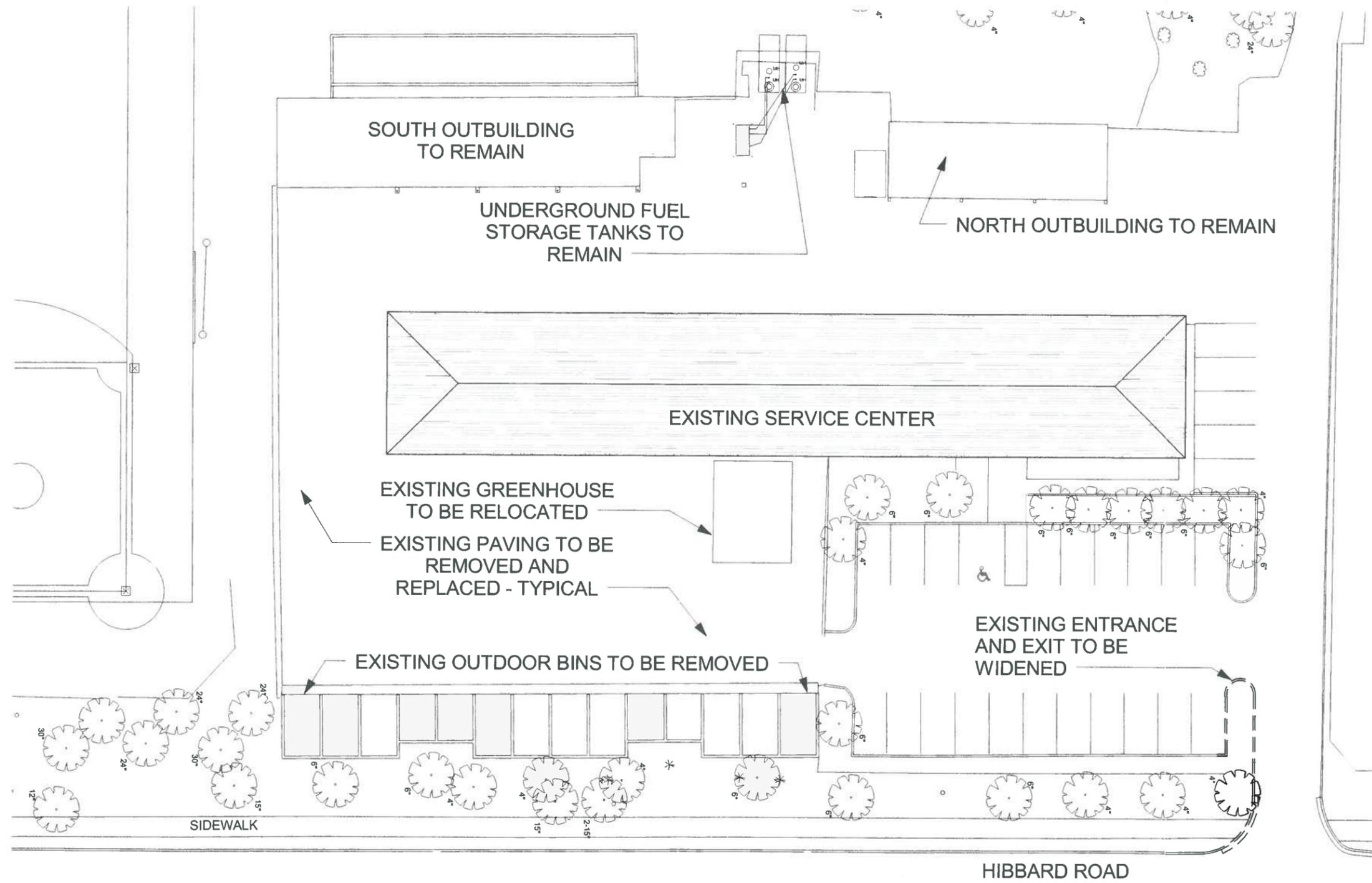


AC NIELSEN TENNIS CENTER

VELOCITY
30 CAR



Existing East Elevation



EXISTING SITE DEMOLITION PLAN

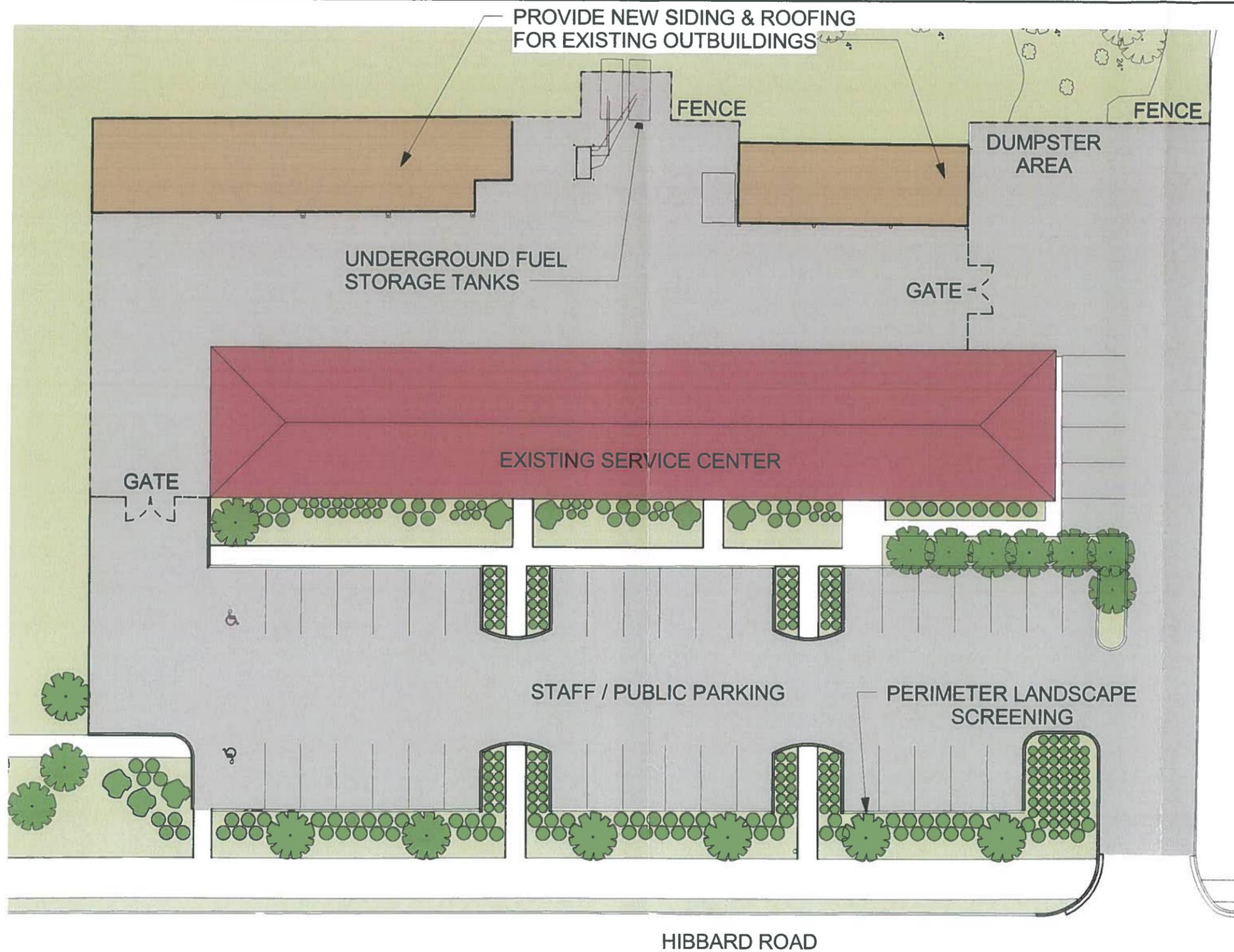
1" = 30'-0"

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WINNETKA PARK DISTRICT SERVICE CENTER MASTERPLAN
 WINNETKA PARK DISTRICT
 27 DECEMBER 2011

EXISTING SITE DEMOLITION PLAN





PROPOSED SITE PLAN

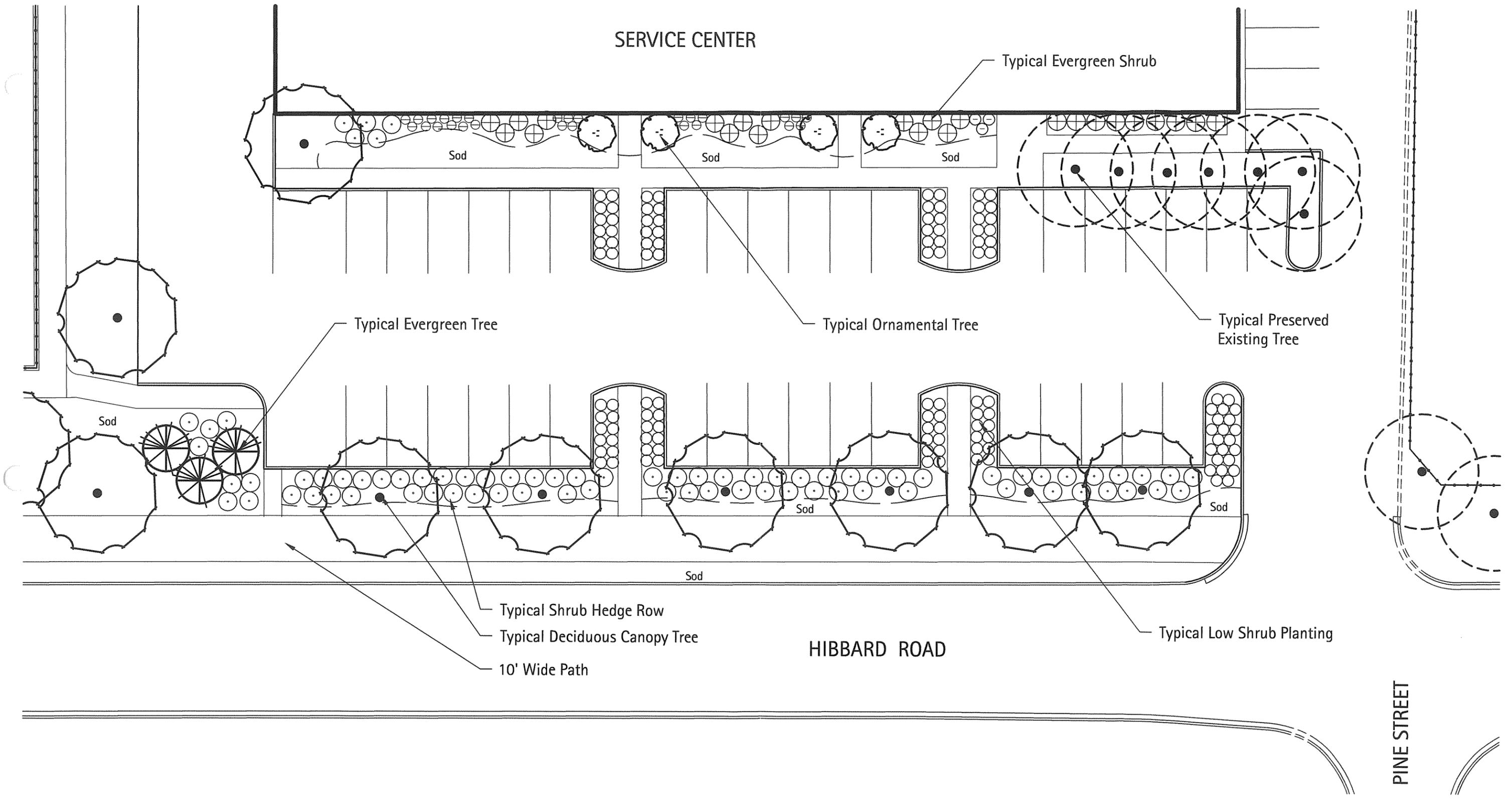
1" = 30'-0"

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WINNETKA PARK DISTRICT SERVICE CENTER MASTERPLAN
 WINNETKA PARK DISTRICT
 27 DECEMBER 2011

PROPOSED SITE PLAN

GREEN ASSOCIATES
 ARCHITECTURE
 CONSTRUCTION SERVICES



Winnetka Park District

Service Center Parking Lot

Winnetka, Illinois

Conceptual Landscape Plan

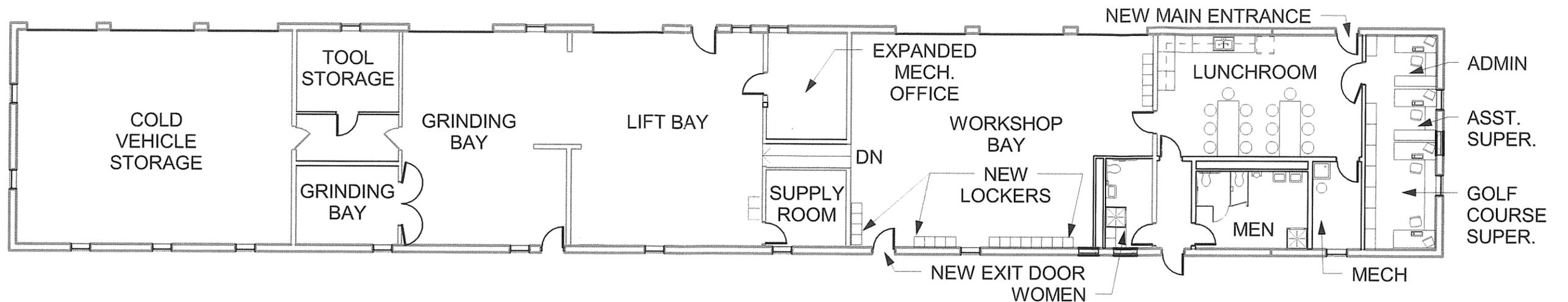
LAKOTA

THE LAKOTA GROUP INC

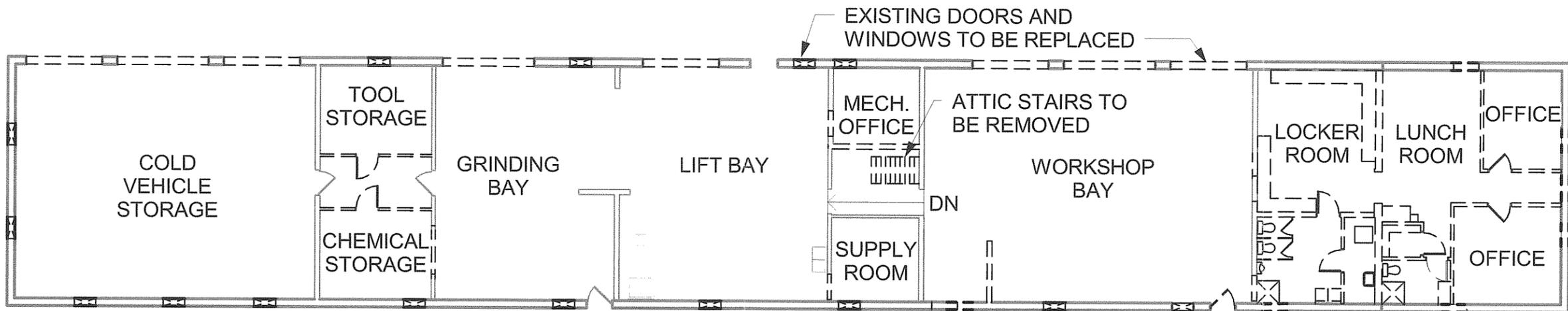


PINE STREET

December 23, 2011



2 FIRST FLOOR PLAN
 1/16" = 1'-0"
 0' 8' 16' 32'



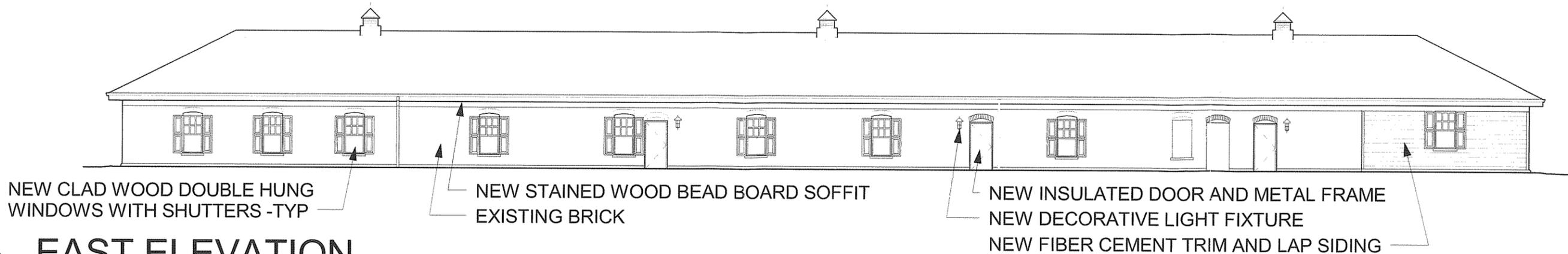
1 FIRST FLOOR DEMOLITION PLAN
 1/16" = 1'-0"
 0' 8' 16' 32'

© 2011 GREENASSOCIATES, INC.

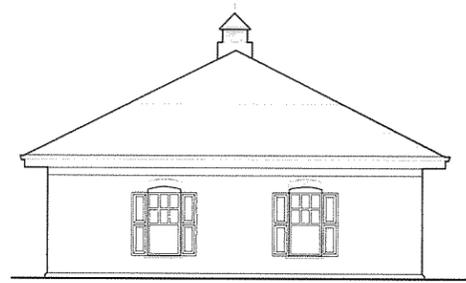
WINNETKA PARK DISTRICT SERVICE CENTER MASTERPLAN
 WINNETKA PARK DISTRICT
 27 DECEMBER 2011

EXISTING SERVICE CENTER DEMOLITION FLOOR PLAN
IMPROVED SERVICE CENTER FLOOR PLAN

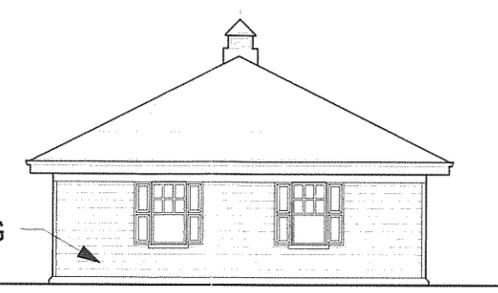
GREEN ASSOCIATES
 ARCHITECTURE
 CONSTRUCTION SERVICES



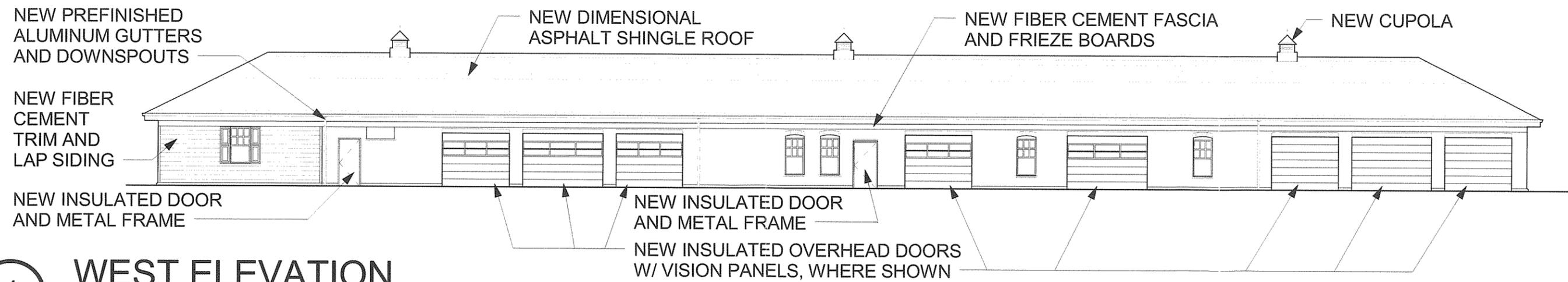
4 EAST ELEVATION
1/16" = 1'-0"



3 SOUTH ELEVATION
1/16" = 1'-0"



2 NORTH ELEVATION
1/16" = 1'-0"



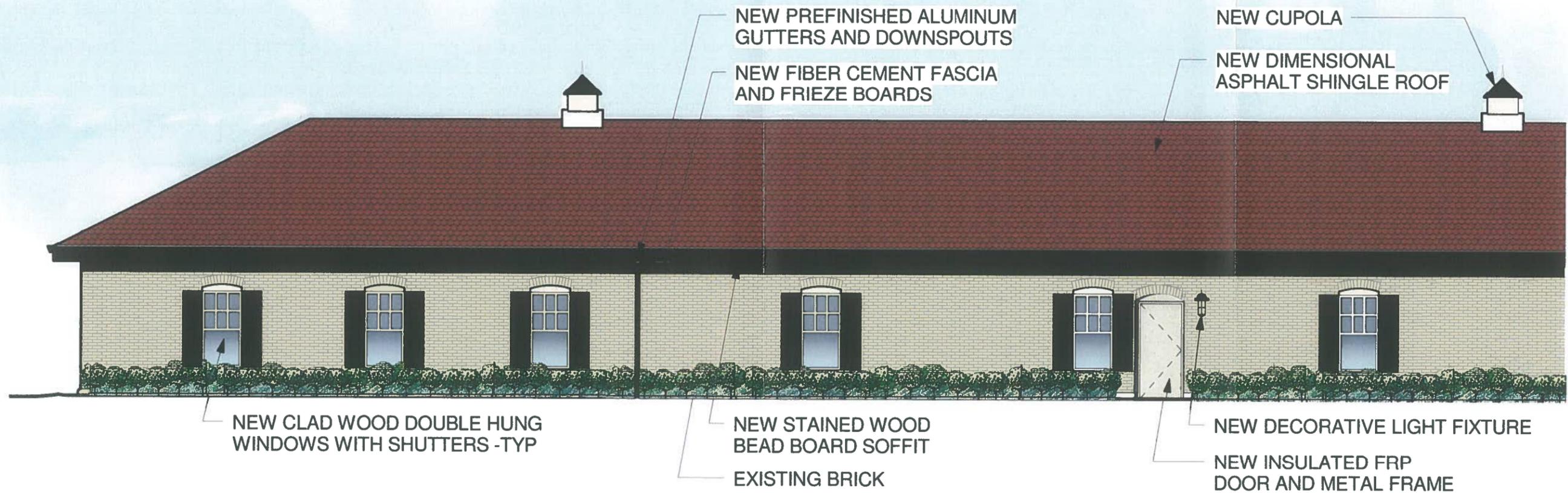
1 WEST ELEVATION
1/16" = 1'-0"

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WINNETKA PARK DISTRICT SERVICE CENTER MASTERPLAN
WINNETKA PARK DISTRICT
27 DECEMBER 2011

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

PROPOSED ELEVATIONS



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

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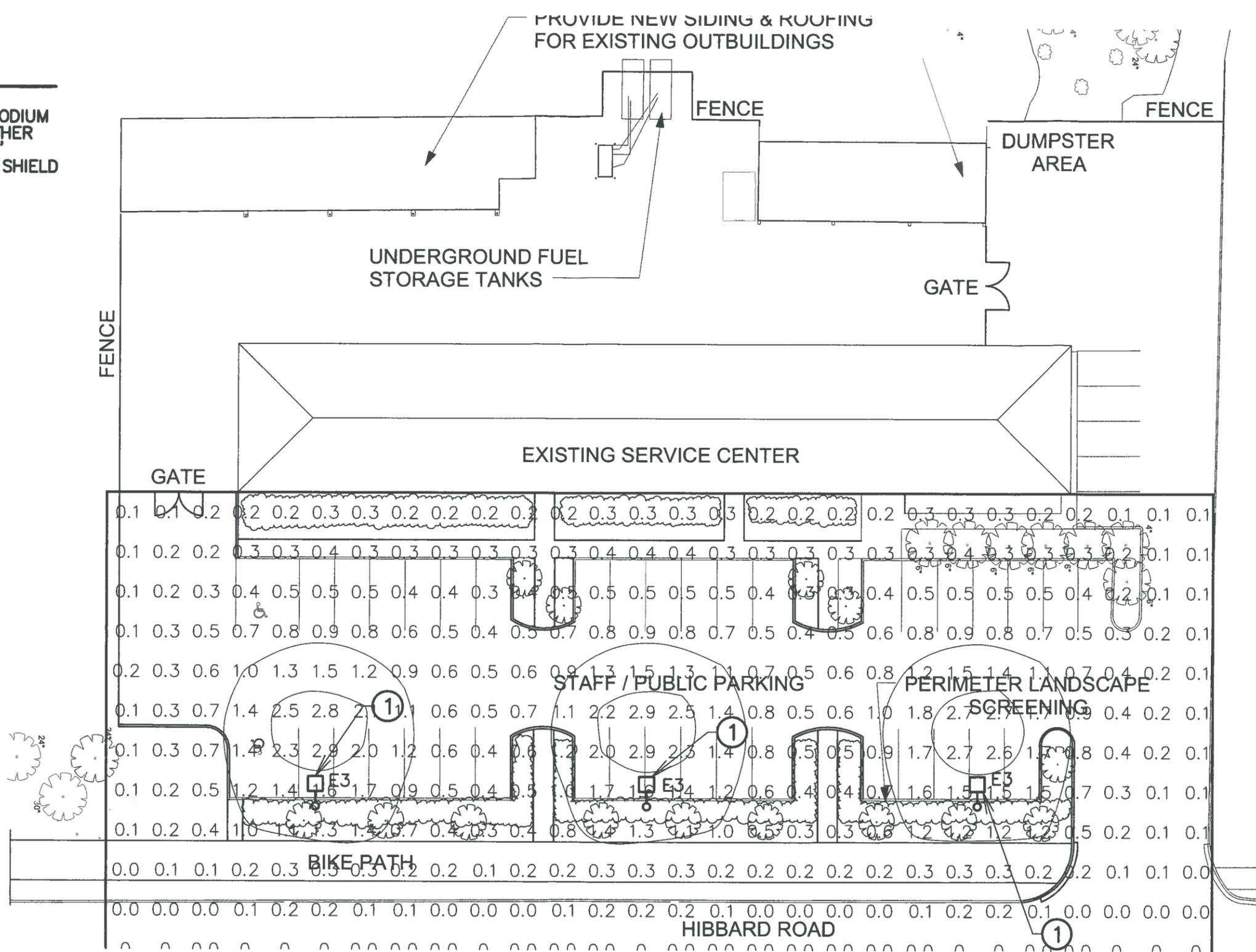
WINNETKA PARK DISTRICT SERVICE CENTER MASTERPLAN
WINNETKA PARK DISTRICT
27 DECEMBER 2011

PROPOSED ENLARGED ELEVATION

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

NOTES

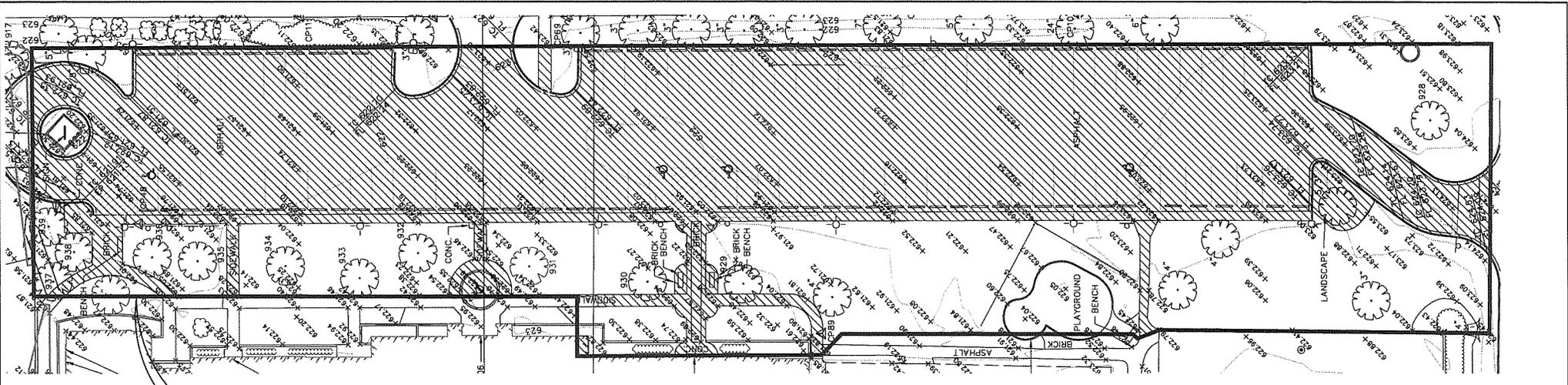
- ① 150 WATT HIGH PRESSURE SODIUM LIGHT FIXTURE TO MATCH OTHER PARK DISTRICT FIXTURES. 25' POLE AND EXTERNAL GLARE SHIELD (HOUSE SIDE SHIELD).



PROPOSED SITE PLAN

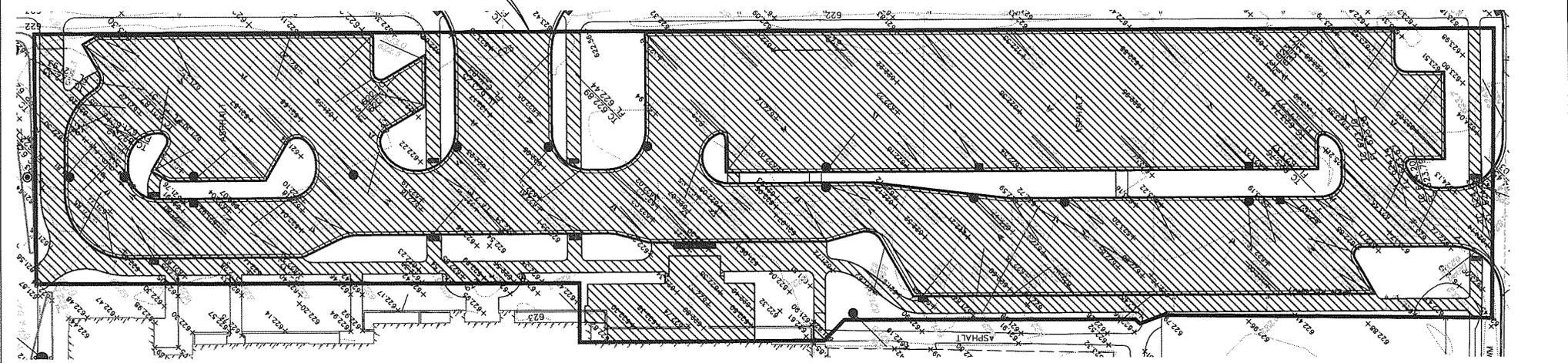
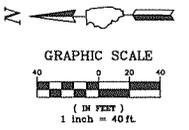
1" = 30'-0"





EXISTING CONDITIONS

TOTAL AREA - 74,112 SF
PERVIOUS AREA - 33,071 SF
IMPERVIOUS AREA - 41,041 SF



PROPOSED CONDITIONS

TOTAL AREA - 74,112 SF
PERVIOUS AREA - 13,791 SF
IMPERVIOUS AREA - 60,374 SF

GHA GEWALT HAMILTON ASSOCIATES, INC.
 850 Forest Edge Drive • Vernon Hills, IL 60061
 Tel.: 847.478.9700 • Fax.: 847.478.9701

EX 1 - IMPERVIOUS COVERAGE EXHIBIT
 TENNIS CENTER PARKING LOT
 SKOKIE PLAYFIELDS - WINNETKA PARK DISTRICT
 VILLAGE OF WINNETKA, ILLINOIS

FILE: 4118_Moster_Detention_12-28-11 MZ.dwg		
DRAWN BY:	KAJ	GHA PROJECT #
DATE	12-28-11	4118.120
CHECKED BY:	MZ	SCALE: 1" = 40'

**WINNETKA PLAN COMMISSION
MEETING MINUTES
JANUARY 25, 2012**

Members Present: Becky Hurley, Chairperson
Jan Bawden
Jack Coladarci
Chuck Dowding
Paul Dunn
John Golan
John Jansson
Jeanne Morette
John Thomas
Susan Whitcomb

Non-voting Member(s) Present: Gene Greable
Joni Johnson

Members Absent: Louise Holland

Village Staff: Brian Norkus, Assistant Director of Community
Development

Comment to Village Council and Zoning Board of Appeals Regarding Special Use Permit Application by the Winnetka Park District, 540 Hibbard Road, for Consistency with Winnetka 2020 Comprehensive Plan - (a) Proposed Modification to Service Center Building, (b) Expansion of Nielsen Tennis Center and (c) Reconfiguration of Parking Area and Related Site Improvements

Mr. Thomas informed the Commission that upon the advice of the Village Council, he must recuse himself from the discussion and left the meeting at this time.

Terry Schwartz, the Executive Director of the Winnetka Park District, introduced himself to the Commission. He stated that the request represented an accumulation of five years of work and referred to the request as a project which could advance the community significantly in the next couple of years. Mr. Schwartz stated that there would be other representatives also who would be speaking on the matter and introduced Scott Freres of the Lakota Group, Don Matthews of Gewalt Hamilton Associates, Colin Marshall of Greene & Associates Architects, and Gary Frank of H. Gary Frank Architects.

Mr. Freres provided a PowerPoint presentation to the Commission which he stated focused on the Skokie playfield master plan special use and that they would be targeting two specific initiatives. He stated that he would give an overview of what they have been working on over the past several years. He stated that the project has been driven out of the master plan process which has been a five year process which included three years of planning.

Mr. Freres informed the Commission that the plan was approved on April 28, 2010 by the Park District Board as a master plan and that numerous initiatives focused on it and came out of this process. He stated that the Park District Board met again in July and focused their efforts on what they called their target initiatives for Phase 1 which consisted of three items, the first of which is the ballfield reconfiguration and the storm water management plan. Mr. Freres stated that while those items are a major part of the process, they would not be a part of the submission at this meeting. He informed the Commission that the service center improvements would be a part of the special use permit as well as the tennis center improvements of which there are two components. Mr. Freres stated that they are the building component which related to the push-out expansion and improvements to the main lobby entrance and that associated with that are the parking lot improvements and the geometric configurations of the existing parking lot at the Elm Street and Hibbard Road intersection.

Mr. Freres stated that the Park District Board has authorized the design team to proceed with the zoning approval and design development process, and that there has been detailed site surveying, tree inventory review, groundwater monitoring, detailed site design layout and preliminary budget testing. He stated that there has been continuous input and coordination with the Village staff and the storm water engineering consultants, the park board/staff, the recreation/user groups and regulating agencies. Mr. Freres stated that they are aware that they are sitting in the major flood plain.

Mr. Freres went on to state that Phase 1 of the plan included storm water management reconfiguration and the ballfield reconfiguration while maintaining best management practices throughout the entire project components. He reiterated that the playfield reconfiguration storm water system will be forthcoming and that at this meeting, they are presenting initiative no. 2 which included the Nielsen Center improvements of a 2,000 square foot tennis center entry lobby, improving the lounge area, improved vehicular and pedestrian circulation and pedestrian and bicycle facilities. Mr. Freres informed the Commission that with regard to the parking lot reconfiguration, there would be a total of 19 additional parking spaces. He also stated that there would be improved directional wayfinding signage and an enhanced landscape character. Mr. Freres stated that Gary Frank would discuss those specifics.

Gary Frank of H. Gary Frank Architects stated that he is excited to have the opportunity to improve the character of the community. He then identified the existing entrance of the Nielsen Center and stated that the front entrances are not always used. Mr. Frank stated that the Park District asked how it could be improved and that they need new offices and a new lobby and lounge space.

Mr. Dunn asked if there would be no angled parking at the building.

Mr. Frank responded that the rendering was done before the reconfiguration and that the plans are correct. He then referred to the configuration inside of the building and identified the parking drop-off area. Mr. Frank referred to an overhang to protect those coming in and out of the facilities and that there would be a nice vestibule and entry area. He stated that the main offices would be moved to the front of the facility and that there would be a nice

lounge/recreation area which would have uses similar to that at the paddle hut. Mr. Frank then identified the existing entrance and stated that the building would be brought out in front of the existing building. He stated that the rendering showed that the proposed addition would match the building in terms of aesthetics. Mr. Frank then identified elevation drawings of the building. Mr. Frank then stated that the traffic and parking, lighting and landscaping items would be discussed by Don Matthews.

Don Matthews of Gewalt Hamilton Associates introduced himself to the Commission and stated that he is responsible for dealing with the site improvements. He stated that he would talk primarily about the tennis center parking lot. Mr. Matthews stated that with regard to the improvements to the tennis center, he referred the Commission to an illustration and stated that the improvements to the parking lot would improve circulation at the drop-off area at the north end of the lot. He stated that there is currently a tight cul-de-sac which he identified for the Commission which allowed one vehicle to pass through at a time. Mr. Matthews then identified the one-way circular drop-off area which would provide room for five or six vehicles and that there would be an inside lane as well.

Mr. Matthews also stated that the illustration showed the drop-off drive in the front of the tennis center lobby which would not interfere with the circulation in the parking lot. He then stated that in terms of ingress and egress, there would be an increase in the stacking lane coming off Hibbard Road and that there would be a second outbound lane added. Mr. Matthews stated that there would be a modernized, signalized intersection and that they planned on working with the Village in connection with the details.

Mr. Matthews stated that there would be an improvement to the Oak lane driveway extension. He then stated that with regard to the number of parking spaces in the parking lot, he referred the Commission to the engineering plan which showed the parking lot in greater detail. Mr. Matthews stated that at the south end of the parking lot, they planned to add a second outbound lane.

Mr. Matthews stated that the packet of materials included the traffic and parking study which was prepared with the exception of the entire site being redeveloped. He stated that in connection with these improvements, they did not expect an increase in any traffic volume or parking and that they would not be adding any more uses to the space or demand. Mr. Matthews stated that as a whole, the entire site had sufficient parking and that the peak time is from 10:00 AM to 1:00 PM in the afternoon on weekdays and on weekends. He then identified more convenient parking for the ball fields.

Mr. Matthews then stated that with regard to the storm water management improvements, the bulk of it would be discussed with the proposed ballfield improvements. He stated that for this submission, they considered these projects as if they were stand alone projects and that if the other improvements did not move forward, these improvements would satisfy the Village requirements and can move forward on their own. Mr. Matthews informed the Commission that with these improvements, there would be a net gain of half an acre of new impervious area which has been quantified with the design and re-grading of the parking lot to place retention on the

surface of the parking lot and then drain into the sewers and then toward the golf course. He also stated that with regard to the flood plain storage, grading would be done so that there is no loss of flood storage.

Mr. Matthews then stated that with regard to the tennis center lighting, he referred the Commission to a drawing which showed the evaluation of the photometrics of the parking lot. He stated that they found that the lighting system that is proposed would not result into the spillage of light on the adjoining properties. Mr. Matthews then referred to a photograph of the existing light standard in the parking lot which is similar to that of the new configuration. He stated that the only difference is that most of the lights proposed have a single head and that they would be the same height at 25 feet with the same wattage and look in terms of the color of the fixtures and that the light would be directed downward.

Mr. Freres stated that while not included in the packet of materials, with regard to the landscape plan, they met with Jim Stier and Steve Saunders. He then identified the new trees in the illustration and stated that the trees which they planned on saving and relocating are those with the light green circles. Mr. Freres then referred to the large trees along the face of the building which include three honey locust 12 inch caliper trees which they planned on moving and relocating on the overall site. He stated that there are other red maple trees in the front of the Nielsen Center which are too big to move and which would be removed as part of the process, along with some trees which are not in good condition.

Mr. Freres stated that with regard to the existing foundation plantings, they plan to save as many of them to the extent possible. He also stated that in connection with the increased amount of impervious surface, he referred to the goals of the Design Review Board and the design guidelines and stated that it is their intent to comply in terms of the interior parking landscape. Mr. Freres stated that their goal focused on putting those design guidelines in the plan and that they have exceeded the interior lot landscape requirements in terms of green space. He also identified a continuous hedge along the edge of the parking areas.

Mr. Freres then stated that a big part of the plan was putting in a community bike/walking trail along Hibbard Road. He stated that they felt that it is part of good planning for the community recreation center. Mr. Freres stated that there would be a 10 foot pedestrian bike trail which would be provided within the public right-of-way. He stated that the idea was to provide within the public right-of-way the idea of moving people from their initial plans which was from Pine to Oak to the north and out to Willow Road. Mr. Freres stated that there is a plan to link all of the bike trails ultimately.

Mr. Jansson asked where is the easternmost line of the parking lot and if it is going farther east.

Mr. Freres stated that there is a 5 foot parkway with a 10 foot bike path and then room in the parking lot. He confirmed that there would be room for the bike trail.

Ms. Johnson asked if the sod is 5 feet wide.

Mr. Freres confirmed that is correct.

Mr. Coladarci asked if the path is below street level.

Mr. Freres stated that even with the curb, it is slightly less.

Mr. Matthews stated that the lot would be pushing more west toward the building.

Mr. Coladarci asked if they considered making the bike path lower than Hibbard Road.

Mr. Matthews informed the Commission that the bike path is higher than the parking lot and lower than the street.

Mr. Coladarci asked if it could be dropped down more.

Mr. Freres stated that retaining walls and handicap access are the problem and that it needed to be ADA compliant.

Mr. Coladarci stated that would make it less likely that a child would ride a bike across the street.

Mr. Freres indicated that they are trying to limit those using the parking lot for school traffic and that the shrubs would help a little. He stated that the goal is the improvement of signalization.

Mr. Matthews noted that it would be safer for the competing uses of the bike path and that the details still need to be worked out. He informed the Commission that when they design the bike path, they have to be careful to have recovery zones on either side.

Chairperson Hurley suggested that the applicant go through the presentation before any other questions are asked.

Mr. Freres stated that in summary of the tree preservation, there are 10 trees which are above the required 8 inch caliper to be removed, two of which are in poor condition. He stated that there are three trees which are above 8 caliper inches which will be relocated and that they would relocate trees in the Hibbard Road right of way where they can. Mr. Freres also stated that they planned to relocate 2 additional trees and that they would be putting back in 26 to 38 new trees. He reiterated that their goal is to meet the requirement and exceed the requirement in terms of the replacement caliper inches. Mr. Freres then introduced Colin Marshall.

Colin Marshall of Green & Associates stated that the goals of the service center improvements are threefold, first to improve the condition and the function of the site, second to improve the appearance and condition of the building exterior and third, to improve the condition and function of the interior of the building. He then identified the northeast corner of the Skokie playfield site. Mr. Marshall stated that the site improvements would have the most impact on the public and use of this area.

Mr. Marshall stated that with regard to the existing east parking area, half of it is given to staff for parking and that the lower half is part of the service yard. He informed the Commission that the material storage bins are proposed to be relocated to the screened northwest service area which would allow the south half to be developed into the expanded parking area used by the public. Mr. Marshall described it as a huge improvement since there is not a lot of parking adjacent to the north end of the playfield.

Mr. Marshall stated that second, with regard to the improved appearance of the streetscape on Hibbard Road, they would be meeting and exceeding the parking landscape requirements. He indicated that they planned to pay special attention to restoring the appearance of the building. Mr. Marshall stated that it is a screened and nondescript building now. Mr. Marshall commented that the building had the potential for a nice restoration and that there are nice period details on the building which date back to the 1920's. He stated that the bike path would continue in an area which he identified for the Commission and would improve pedestrian and bicycle safety. He then stated that the 17 additional parking spaces would be a huge benefit to the site. Mr. Marshall concluded by stating that with regard to the interior of the building, while it would include the upgrade of offices for the Park District, the restrooms would also be upgraded as well as other upgrades and modifications.

Mr. Freres then stated that with regard to tree preservation, for those concerned with green efforts, they are planning on saving evergreens and columnar maples. He stated that what would transform the space more than anything else would be the sheds coming down. Mr. Freres stated that the focus would be on saving the big evergreens, Arbor Vitaes and white pines and that they would fill in the area with new tree plantings and shrub planting against the parking area, as well as to fill in the islands with grasses and other ornamental, low maintenance items along the face of the building. He informed the Commission that 7 trees would be removed which are above 8 caliper inches, 5 of which are ash or silver maple which are in poor condition. Mr. Freres reiterated that they are planning on putting in the amount of caliper of trees which would meet or exceed the requirements.

Mr. Freres stated that with regard to timing, the goal for the construction of the tennis park and service center would be to start in July and completing it by January 2013. He noted that the service center completion would be based on the phasing requirements. Mr. Freres then asked the Commission if they had any questions.

Chairperson Hurley asked the Village staff for their comment.

Mr. Norkus stated that he would provide a brief description of the Commission's role in the special use process. He stated that the Commission is charged with evaluating the project and issuing findings to the Village Council as to whether the application is consistent or not with the 2020 Comprehensive Plan. Mr. Norkus stated that to assist the Commission in making that determination, he called to the Commission's attention the relative policy statements and objectives in the Comprehensive Plan and stated that on page 4, there are several findings for the Commission to consider. He stated that the application would also be reviewed by the by the Zoning Board of Appeals and Design Review Board, and that all three lower boards will have

their recommendations transmitted to the Village Council which would most likely occur in March. Mr. Norkus stated that the application would go through the Environmental and Forestry Commission in February which would be looking at the tree removals and replacements.

Mr. Norkus stated that lastly, the materials point out the Village staff making several comments with regard to the Park District's traffic and parking study. He noted that Steve Saunders' memorandum was emailed to everyone earlier in the day, and that Mr. Saunders is present to answer any questions the Commission may have.

Mr. Saunders introduced himself to the Commission as the Public Works Director and Engineer. He stated that in reviewing the traffic and parking study, the application for a minor addition to the tennis center and service center and would not change or increase the intensity of use. Mr. Saunders then stated that with regard to the traffic impact, he looked at the existing conditions and that the memorandum attached to his memorandum indicated the level of service at the intersection would decrease at the intersection. He also stated that it assumed a 20% increase in traffic overall, but not directly associated with the use. Mr. Saunders concluded that with regard to the traffic, there would be no deleterious impact.

Mr. Saunders then stated that in connection with the parking situation, the applicant would be providing additional spaces with 19 parking spaces mostly at the north end which would help with the athletic field area where there is pressure now. He stated that with regard to overflow parking, it was not evaluated in the applicant's study. Mr. Saunders indicated that the project went a long way toward improving the current conditions. He stated that by separating parking into different pods and providing a clearly delineated way in and out would serve as an improvement.

Mr. Saunders went on to state that with regard to lowering the bike path, there is no room to play with and referred to the storm sewer underneath it. He indicated that there would be limited ability to consider lowering the bike path. Mr. Saunders stated that in connection with additional comments on storm water management, a preliminary review of the calculations was done and two requirements of storm water detention were addressed. He stated that the idea for storm water retention is to hold and release water at a contained rate. Mr. Saunders noted that the applicant is not proposing to release the water into the main storm system on Hibbard Road, but in a storm water management system toward the golf course. He stated that there would be limited impact to the areas east and north of the facility. Mr. Saunders also stated that they planned to hold water on the parking lot. He informed the Commission that any fill in the flood plain has to be offset by an equivalent of compensatory storage which would be done by lowering both parking areas. Mr. Saunders noted that the Park District would be working the Village staff and Christopher Burke Engineering to integrate their improvements with those improvements going forward.

Chairperson Hurley stated that with regard to the proposal, the Commission is to look at the existing conditions to make sure that for the development, traffic and the parking lot, there would not be more trouble. She also referred to safety concerns.

Mr. Saunders stated that to the extent of traffic and pedestrians, the movements in the parking lot are being clarified and that it is readily apparent to the user, which he stated represented a significant improvement. He also stated that the parking lot improvements would be very beneficial for safety since it will help clarify movements and reduce unexpected vehicle-pedestrian conflicts. Mr. Saunders added that the improved signal will also help.

Ms. Johnson referred to the residential area landscaping on the corners and asked if there is a certain number of feet to the sidewalk. She stated that she assumed that it would comply with the regulations.

Mr. Freres confirmed that is correct and that all of the landscaping would be pushed 25 feet off the lines.

Ms. Johnson asked with regard to the new traffic signal, if they are planning a "Left Turn" signal. She also asked if it was justified.

Mr. Saunders stated that there is not enough turning volume to warrant that, but that they can look into it.

Mr. Matthews informed the Commission that a "Right Turn on Red" should not be prohibited. He stated that they can also have a sign which stated "No Right Turn on Red" when pedestrians are present.

Mr. Jansson stated that with regard to safety, since the bike path they think would have more use and traffic on it, it is parallel to Hibbard Road. He stated that over there today, the children do not cross at the intersection. Mr. Jansson stated that he wondered if there would be any merit in raising the curb along that area to protect bikers and to encourage the children to cross at the light.

Mr. Saunders responded that a raised curb would not encourage children to cross at the light. He stated that the applicant proposed to increase the separation distance from the roadway to the path of 5 feet.

Chairperson Hurley asked if it would be reasonable to suggest a different type of barrier such as a chain or bollard.

Mr. Dunn stated that for the snow, there is a 10 foot wide break path. He also stated that walking and biking occurred more on the east side of Hibbard Road and commented that there should be a sidewalk there.

Mr. Saunders informed the Commission that there is significant use of that sidewalk toward Washburne although he is not sure what kind of use it would get from Oak Street to Cherry. He referred to the intended improvement of Willow Road of the sidewalk on the north side of Willow Road. Mr. Saunders then stated that on the other side, there would be something to network into in the future.

Ms. Bawden stated that for the children on that side of the street, the logic is to say if you build it, they would come. She asked to what extent would there be an investment. Ms. Bawden indicated that she hoped the bike path would be able to reduce vehicular traffic and that there would definitely be merit in that effort. She then stated that the problem with regard to the Environmental and Forestry Commission would be the increase in impermeable surface.

Mr. Dowding asked about the status of the plan to build a bike path to the forest preserve from the golf course.

Mr. Schwartz responded that they abandoned that because of the cost to navigate through the forest preserve. He then stated that there would be an almost completely integrated bike path in the community.

Mr. Dowding commented that it would be nice to have a bike path north since it would be the only way to get to the forest preserve and that alternative represented a very desirable answer to the lack of a path from the golf course.

Mr. Golan stated that with regard to safety, the project would be a huge improvement to the Village. He stated that people would be pulling into the park with a hairpin 180 degree turn to drop children off and asked if that is realistic.

Mr. Matthews stated that there are some tradeoffs to any design and that with this parking lot, there are limitations. He stated that there would be an advantage of having a stacking distance between Hibbard Road and the distance to the first parking lot. He stated that vehicles would travel at a slow speed there and that they modeled vehicles making the turn and are confident that it would work. He commented that while that is a good point, the design represented the best alternative given the circumstances.

Mr. Saunders stated that it would be addressed by the inbound lane which would be 14 feet wide and the turning lane which is 14 feet wide where it is normally only 12 feet wide.

Mr. Matthews added that it would be all one-way traffic.

Ms. Morette suggested that a tree could be removed to open that lane.

Mr. Matthews referred the Commission to an illustration and stated that they felt that it is important for the stacking distance to be there. He stated that as you come into the parking lot, you would have a period of time to decelerate before turning. He also commented that it would be quite generous in terms of radius.

Ms. Bawden referred to a scenario where two large vehicles with a lot of children trying to make that turn. She described it as a very vulnerable spot to the plan.

Mr. Matthews responded that they did and that a sufficient distance is needed to allow deceleration before turning.

Chairperson Hurley asked the traffic engineer for his advice.

Mr. Saunders confirmed that there would be no problem with regard to the way it is designed for reasons that Mr. Matthews explained. He also stated that if the traffic flow is reversed, it would be more problematic. Mr. Saunders stated that the speed of traffic in the parking lot would be much lower than that on a street system. He added that you would not find that to be a difficult maneuver and reiterated that the lane would be wider than that on regular through streets.

Mr. Coladarci asked if they have to keep Elm Street open or can they close it in terms egress and ingress. He described it as a complicated intersection.

Mr. Saunders stated that there are several reasons. He stated that first, the existing signalized intersection is the safest way out of the location. Mr. Saunders stated that second, at certain times of the day, Oak Street is one-way westbound which would make it that much slower for vehicles coming out. He then stated that third, it is nice in terms of disbursement since there is also the ice rink and tennis area. Mr. Saunders indicated that it is better rather than concentrating everything in one location.

Mr. Coladarci then asked why not locate the entrance mid-block then.

Mr. Saunders responded that the loss would outweigh any benefit by not having an entrance and exit at a signalized intersection.

Ms. Johnson asked with regard to the north turnaround, would there be a problem if a vehicle is not close enough to the curb.

Mr. Matthews stated that with regard to the width similar to that of a Village street in this location, there would be more than enough room. He added that it would be made wide because that turn would be made. Mr. Matthews noted that it would be striped as two lanes.

Chairperson Hurley asked if there would be short-term parking for Park District business.

Mr. Matthews stated that they have not given consideration to that yet.

Chairperson Hurley then asked with regard to widening the throat of the entrance and access, if there would be any pedestrian impact with a wider crosswalk north to south.

Mr. Saunders stated that there will be a striped crosswalk and a "Don't Walk" signal.

Chairperson Hurley asked if there were any other questions.

Mr. Dunn asked in connection with the entry if there is enough room or if they considered a right turn lane or another lane for those in the turning lane.

Mr. Matthews stated that they did not want that and that there is not enough room for vehicles to

change lanes.

Mr. Freres also stated that would affect two parking spaces.

Mr. Saunders stated that the Commission might be over thinking this particular detail.

Mr. Freres informed the Commission that there has been a lot of internal discussions and that patrons will figure it out.

Ms. Johnson stated that since the project represented one part of the larger master plan, whether they contemplated the reduction of the parking at the ice arena and the golf course lot.

Mr. Freres responded that they did not.

Ms. Johnson then commended the applicant and stated that anything done would be a vast improvement.

Mr. Greable stated that with regard to the parking consultant, parking is a prime issue and that the consultants overall will do a good job and have a lot of expertise. He then stated that Mr. Saunders has been here many years and described him as very competent. Mr. Greable stated that in hearing all of the comments, the consultants have the skill and expertise to make the area safe and enjoyable. He then stated that he has lived in the area for years and that nowhere in the discussion was parking in the Washburne lot which is used a lot for park programs mentioned. Mr. Greable also stated that there was no reference on how to accommodate 20 vehicles parking at Washburne and have they alleviated that problem for those crossing Hibbard Road. He then stated that a lot of Washburne staff use the Park District parking lot and that there was no reference to that. Mr. Greable asked how is that being eliminated.

Mr. Schwartz responded that it is not likely to be eliminated. He informed the Commission that they have been coaching the school users to use the southernmost end or the north side of the ice rink area. Mr. Schwartz stated that they look at the site as the major campus of the community and that they need to work together as a community.

Mr. Saunders stated that to the extent the Washburne professionals are using Park District facilities, that was picked up by the consultant's occupancy counts. He added that there would still be parking spaces available even at weekday peaks.

Mr. Greable then asked how did they notify the neighborhood.

Mr. Norkus stated that households within a 250 foot radius are notified of the Village's lower board meetings.

Mr. Greable asked about feedback received.

Mr. Schwartz stated that there are a couple things they are working with. He informed the

Commission that there have been several meetings with the service center on the north side which were very mild and pleasant. Mr. Schwartz stated that with regard to the tree program, they have been in constant communication with the neighborhood north of Skokie and that they want to meet next week with them. He stated that there was concern with regard to old and fractured trees falling and damaging fence lines. Mr. Schwartz stated that the park board held a meeting week ago to talk about the Skokie playfield and that they plan to have another meeting looking at an open house kind of affair and do a presentation. He stated that they want to be as transparent as possible.

Ms. Whitcomb asked Mr. Schwartz if they had been in touch with the superintendent and the District's business manager.

Mr. Schwartz responded that they had. He then stated that with regard to funding, the overall plan is time sensitive.

Ms. Whitcomb stated that while there is construction, the District would inform parents and children that there will be more chaos than usual.

Mr. Golan asked if there would be a major impact on the user groups.

Mr. Freres stated that they considered that.

Mr. Matthews stated that for the tennis tournament, they planned to close a portion of the lot which he identified and that it would be used for other purposes. He also stated that is the reason that the parking lot is laid out the way it was.

Mr. Dowding asked if the playground would be relocated.

Mr. Freres stated that you would see it by the skate park.

Mr. Dowding asked for clarification of the request going before the Environmental and Forestry Commission.

Mr. Saunders informed the Commission that they are confident that when the request got to the Village Council, with regard to the tree issues, the Village Council may want to know what the Commission thought about it.

Mr. Dowding stated that the footprint of the new addition would be twice as big as a home and that it would measure 2,000 square feet. He then referred to the calculations for flood water retention and asked who would check that.

Mr. Saunders stated that it is supposed to go the Village staff as part of the application.

Mr. Norkus informed the Commission that there are several components of the application process which the Commission does not necessarily see. He described the storm water

calculations as very technical and lengthy submittals, and that the agenda report for the Plan Commission does not customarily review such details, that rather being the role of staff.

Mr. Dowding asked the applicant to elaborate on the concerns of the Environmental and Forestry Commission. He referred to the finding in connection with the evaluation of open space, the value of green space and storm water management. Mr. Dowding indicated that people are very concerned and will be at that meeting.

Mr. Saunders stated that the primary intent was to review the trees and stated that there will be opportunities for the Commission to comment to the Village Council on other issues.

Mr. Dowding commented that it would be helpful for the Village staff to provide the Environmental and Forestry Commission with their opinions on the technical details as is done with traffic.

Ms. Bawden asked with regard to impermeable surface, whether the applicant had gone through the exercise of looking into permeable surfaces such as cobble stone as opposed to the use of asphalt and cement.

Mr. Matthews confirmed that they considered permeable pavement for the parking lot. He stated that it would require maintenance in order to remain permeable which would be a lot of work and that it is an active lot. Mr. Matthews also stated that because of the soil types in the area, there are generally impermeable soils. He stated that the Park District elected not to do that here first with regard to maintenance reasons. Mr. Matthews also stated that there would be water quality aspects handled on the remainder of the project and that the water would go through a network of detentions before it reached the Skokie River. He stated that there would be no runoff benefit and that the water quality benefit would be met on other components of the project.

Ms. Bawden commented that it is interesting to know that non-permeable surfaces are better in some instances.

Mr. Freres informed the Commission that best management practices will be applied to the project. He agreed that the Commission is only hearing a small amount of the big picture and that the bulk of the issues would be addressed in the fields and in the storm water management plan.

Mr. Dowding asked with regard to the new entryway, if they had conducted a user survey. He stated that the proposed design does not allow the watching of play. Mr. Dowding also suggested that they think about the current gallery section.

Mr. Frank informed the Commission that if they were to start rebuilding anything in the building such as opening walls to see in from the first floor into the user space, or redoing the gallery space, fire and life safety issues would require sprinkler protection in the entire building. He stated that the way the building is designed now, it would only require them to do the new

portion to conform to all of the current codes. Mr. Frank added that the 2,000 square feet addition would cost \$17,000 in order for it to be a fire suppression building.

Chairperson Hurley stated that goals and objectives the Commission would be applying are in some cases contradictory and that the Commission is in the position to balance their competing values.

Mr. Greable stated that as a Village trustee, he is very involved in storm water management and that it is the number one priority. He indicated that he is not sure how the storm water management piece would be integrated with the storm water management and that they are looking at many millions of dollars. Mr. Greable also asked how much is the storm water management portion of the total project and how much would be allocated at this time.

Mr. Saunders stated that they began the evaluation of the storm water requirements for improving the tree streets knowing that the Park District is going through its master plan and that there have been discussions with Gewalt and the Park District staff. He noted that an area would be set aside for the Park District requirements to meet the regulatory requirements. Mr. Saunders also stated that it was designed in the master plan that if the tunnel project did not go forward, this would fit into that and that the activities will be worked in and use their conveyance onto the golf course. He stated that if they do go ahead with the tunnel project, this project can stand alone.

Mr. Freres stated that when they first began working and setting the stage for what they need to do, the big plan coming back represents them solving all of their storm water needs for the whole master plan. He informed the Commission that storm water represented 33% of the total value of the construction value.

Mr. Greable asked what is the estimated cost for these three pieces.

Chairperson Hurley stated that they would get into that conversation at the Village Council.

Mr. Schwartz informed the Commission that the service center would be funded by the excess revenues in the annual budget which is likely a three to four year cost and is not a taxpayer issue. He then stated that the tennis club is enterprise funded and that there is an installment contract for the remainder. Mr. Schwartz stated that the parking lot project would be incorporated with the fields project and that it could be between \$10 and \$12 million and that they will have the money on hand.

Chairperson Hurley then referred to the service center. She stated that in the presentation, the applicant is planning to move the dumpsters to the back area closer to the neighboring residents and asked if there were any issues with the residents as it being a nuisance.

Mr. Marshall informed the Commission that they have held three separate meetings with the neighbors and that they have not heard anything. He stated that there will be fewer required storage bins than on the site now and that where they are located now is on the far eastern side

along Hibbard Road. Mr. Marshall added that the space is on grade and on a slab. He stated that fewer of those are needed on the site now since most were moved to the landfill site. Mr. Marshall described it as a little tradeoff and that for the limited deliveries, they will extend west of the site and that the trucks would have to go deeper to get to the storage bins. He then stated that the dumpsters would stay adjacent to the building as it is now.

Mr. Freres confirmed that it would not be changed.

Mr. Marshall commented that it is a good place since it is screened to the north, west and south. He stated that with the slabs on grade with barriers, they can consider the use of temporary shelters and that it would not be as large as it is now. Mr. Marshall also stated that the Park District staff is working on a design in terms of the area of slab.

Mr. Dowding indicated that it would be helpful to have that discussion as part of the process.

Ms. Johnson asked if the Design Review Board would review that.

Mr. Norkus confirmed that is correct.

Ms. Johnson then stated that with regard to notice, she has not seen the big metal sign.

Mr. Norkus stated that the sign posted on the site is for advertising the Zoning Board of Appeals' hearing and that for the other boards, notices are mailed.

Chairperson Hurley asked with regard to the pedestrian access to the newly created parking area and bathroom, is that on the service center plan.

Mr. Freres informed the Commission that the next plan will show the walkways.

Mr. Jansson commented that the service center will be so much nicer looking. He also stated that he liked the convenience of providing bathrooms which are open to the public. Mr. Jansson then referred to security and supervision and asked if the area would be staffed by Park District people on the weekends.

Mr. Schwartz stated that when they have activities on the playfield, there will be staff and seasonal part-time help and that is when the bathrooms are open.

Mr. Jansson stated that his concern related to the safety of children.

Mr. Schwartz stated that at the second phase, they will be looking at it as if it is the Washburne gym and require supervision similar to that. He also stated that they will have a full time supervisor and that the rest of the time, there would be seasonal part-time staff. Mr. Schwartz noted that it would be closed when the activity is over. He also stated that they plan to have bathrooms adjacent to the administration center which are serviceable from the outside. Mr. Schwartz confirmed that they would make sure things are managed.

Mr. Dowding stated that he is curious about the minuscule size of the women's bathroom.

Mr. Marshall indicated that it would be sized for occupancy for the service center.

Chairperson Hurley asked if there were any other questions.

Ms. Johnson referred to the increased parking meant for those using the fields.

Chairperson Hurley 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 comments from the audience. No comments were made by the audience at this time. Chairperson Hurley stated that the Commission would now go through the findings.

Chairperson Hurley then stated that great points were made with regard to the process such as the desirability of the Commission relying on our Village traffic professional's expertise. She commented that she also liked Mr. Norkus' point of the role of the Commission for special use requests. Chairperson Hurley noted that they did not have to find that the project is consistent with 100% of the goals and objectives to recommend in favor of the application. She stated that they are also welcome to suggest conditions or special notes for the Village Council to consider.

Findings of the Winnetka Plan Commission Regarding consistency of the Winnetka Park District Special Use Permit With the Village of Winnetka Comprehensive Plan

After considering the application, the Commission makes its findings as follows, Chapter II - Vision, Goals and Objectives:

- (1) The proposed special use **is** consistent with the Goal to "Preserve and enhance those public assets, public lands, natural resources and architecturally significant structures that create the attractive appearance and peaceful, single-family residential character of the Village." [Community Goals: Village Character and Appearance page 2-1].
- (2) The proposed special use **is** consistent with the Goal to "Limit commercial, institutional and residential development within the Village to minimize the potentially adverse impacts on adjacent residential neighborhoods and to prevent the need for significant increases in infrastructure (streets, parking, utilities, sewers) and other community resources (schools, parks, recreational facilities, etc.)" [Community Goals: Growth Management page 2-2].
- (3) The proposed special use **is** consistent with the objective to "Ensure that commercial, institutional and residential development is appropriate to the character of its surrounding neighborhood" [Village Character and Appearance: Objective #1; page 2-2].
- (4) The proposed special use **is** consistent with the objective to "Protect residential neighborhoods and homes from the encroachment of incompatible land uses and traffic patterns."; [Residential Areas-Single Family Residence Objectives: Objective #3; page

- 2-3].
- (5) The proposed special use **is** consistent with the objective to "Maintain the *quiet ambience of residential neighborhoods*"; [Residential Areas-Single Family Residence Objectives: Objective #5; page 2-3].
 - (6) The proposed special use **is** consistent with the objective to "Use *high quality design and materials* when constructing public improvements. Enhance the beauty of improvements with appropriate decorative details, artwork, or sculpture"; [Village Character and Appearance: Objective #13; page 2-3].
 - (7) The proposed special use **is** consistent with the objective to "Ensure *safe and attractive access* to educational and community institutions. *Pursue improvements that address public safety as well as traffic, congestion and parking*"; [Educational and Community Institutions: Objective #5; page 2-5].
 - (8) The proposed special use is consistent with the Goal to "Preserve or *expand the quantity, quality and distribution of open space and recreational opportunities*", and to "protect the Village's natural features and environmental resources". [Open Space Recreation and Environment: Goals; page 2-5].
 - (9) The proposed special use **is** consistent with the objective to "*preserve significant trees and encourage new tree planting* on public and private properties to the greatest extent possible"; [Parks, Open Space, Recreation and Environment: Objective #4; page 2-6].
 - (10) The proposed special use **is** consistent with the objective to "Support the *development of recreational facilities to meet the needs of residents of all ages*"; [Parks, Open Space, Recreation and Environment: Objective # 5; page 2-6].
 - (11) The proposed special use **is** consistent with the objective to "Engage in a public process that *balances institutional goals* and *minimizes any adverse impact to the character of the adjacent residential neighborhood*"; [Parks, Open Space, Recreation and Environment: Objective 6; page 2-6].
 - (12) The proposed special use **is** consistent with the objective to "Foster greater *cooperation among all institutions-private* and public – the joint use of their recreational facilities"; [Parks, Open Space, Recreation and Environment: Objective #8; page 2-6].
 - (13) The proposed special use **is not** consistent with the objective to "Encourage the *preservation of open space* inside and outside the Village"; [Parks, Open Space, Recreation and Environment: Objective #9; page 2-6].

Chapter IV: Issues and Recommendations

- (14) The proposed special use **is** consistent with the recommendation to "Ensure proposals don't have an adverse *impact on the residential character of the surrounding residential*

neighborhoods.” [Issues and Recommendations, 4.3.6. Land Use - Public and Semi-Public; page 4-5].

- (15) The proposed special use **is** consistent with the recommendation to "Encourage governmental and non-governmental institutions to work with their constituents, neighbors and the Village to *minimize the impact of traffic and parking on surrounding residential streets* and to develop on-site solutions where appropriate" [Issues and Recommendations, 4.3.6. Land Use - Public and Semi-Public; page 4-5].

Chapter IV: Issues and Recommendations

- (16) The proposed special use **is** consistent with the recommendation to "Cooperate with the Winnetka Park district in achieving the District's goal of providing Village residents with high quality recreational programs and open space." [Issues and Recommendations, 4.3.6. Land Use - Winnetka Park District and Open Space; page 4-8].

- (17) The proposed special use **is** consistent with the recommendation to "Work with the Park District to minimize the impact of existing programs on adjacent neighborhoods" [Issues and Recommendations, 4.3.6. Land Use - Winnetka Park District and Open Space; page 4-8].

- (18) The proposed special use **is** consistent with the recommendation to "Coordinate planning for any new facilities and programs to balance recreational needs of the community with the residential character of the surrounding neighborhood." [Issues and Recommendations, 4.3.6. Land Use - Winnetka Park District and Open Space; page 4-8].

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Winnetka Plan Commission finds that the proposed Special Use Permit application by the Winnetka Park District for improvements at 540 Hibbard Road **is consistent** with the Village of Winnetka Comprehensive Plan.

Passed by a vote of nine in favor and none opposed with two abstentions.

AYES: Bawden, Coladarci, Dowding, Dunn, Golan, Hurley, Jansson, Morette,
 Whitcomb

NAYS: None

NON-VOTING: Greable, Johnson

Respectfully submitted,

Antionette Johnson

**WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MINUTES
FEBRUARY 13, 2012**

Zoning Board Members Present: Joe Adams, Chairman
Mary Hickey
Joni Johnson
Carl Lane
Jim McCoy
Scott Myers

Zoning Board Members Absent: Bill Krucks

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

Agenda Items:

Case No. 12-02-SU: 540 Hibbard Rd.
Winnetka Park District
Special Use Permit:
To permit an addition to the A. C. Nielsen Tennis
Center, modifications to the parking lot along
Hibbard Rd., improvements to the Service Center,
and related site improvements.

540 Hibbard Rd., Case No. 12-02-SU; Winnetka Park District Special Use Permit: To Permit an Addition to the A. C. Nielsen Tennis Center, Modifications to the Parking Lot along Hibbard Rd., Improvements to the Service Center, and Related Site Improvements

Mr. D’Onofrio read public notice. The purpose of this hearing is to hear testimony and receive public comment regarding a request by the Winnetka Park District, for the property located at 530-600 Hibbard Rd., concerning a Special Use Permit in accordance with Section 17.56 of the Winnetka Zoning Ordinance to permit a building addition to the A. C. Nielsen Tennis Center, modifications to the parking lot along Hibbard Rd., improvements to the Service Center, and related site improvements.

Terry Schwartz introduced himself to the Board as the Executive Director of the Winnetka Park District. He informed the Board that there are several people representing the Park District in the discussion.

Scott Freres of the Lakota Group began by stating that there is a team of professionals here to make a PowerPoint presentation to the Board. He stated that the team consisted of Don Matthews of Gewalt Hamilton Associates, Gary Frank of H. Gary Frank Architects, Colin Marshall of Green & Associates and one Park Board member, John Thomas, as well as Tom Golan from the Park District. Mr. Freres stated that as they were going through the master planning process for the last five years, the focus has been on the last three years and that they adopted the plan on April 28, 2011. He informed the Board that this plan represented the global picture of the Skokie playfield master plan. He then identified the area in an illustration for the Board.

Mr. Freres stated that there are a number of initiatives associated with the project and that they would be addressing three targeted initiatives which are the ball field reconfiguration and storm water management, the tennis club lobby and parking lot improvements, and the service center improvements. He indicated that they would be back in a month with discussion relating to the ball fields and the reconfiguration of storm water improvements.

Mr. Freres then stated that the Park Board asked the team to move forward with more detailed planning and design. He stated that consisted of: (1) detailed site surveying, (2) tree inventory, (3) ground water monitoring, (4) detailed site design layout, (5) preliminary budget testing and (6) the continuous input and coordination with the Village staff and storm water engineering consultants, the Park Board/staff, the recreation user groups and regulatory agencies. Mr. Freres stated that the Phase 1 implementation plan addressed storm water management and the ball field reconfiguration and service center improvements. He indicated that they planned to use best management practices and sustainable solutions.

Mr. Freres then identified the ball field in the illustration for the Board. He noted that it would be the focus of the forthcoming submittal. Mr. Freres stated that initiative nos. 2 and 3 include the A.C. Nielsen tennis center improvements and identified the new addition in an illustration. He stated that there would be a lobby addition of 2,000 square feet with improved circulation and

drop-off circulation. Mr. Freres also stated that they planned to increase the amount of parking spaces to 19 additional spaces, as well as improve directional way-finding signage and enhanced landscape character.

Gary Frank then identified the proposed new addition in an illustration for the Board. He referred to the far south side of the building and identified the existing building outline. Mr. Frank stated that there are six entry doors and that they would line up a couple of the doors on the center line and come out approximately 24 feet. He informed the Board that the new space would contain a new vestibule area and canopy area, an entry lobby area, a control area, a couple of offices and a new lounge area. Mr. Frank stated that the proposed addition would clean up the entrance and visibility of the control area and that the lounge area would be similar to the paddle hut. He added that there would be a fireplace, television, refrigerator and sink in the lounge area.

Mr. Frank then identified the existing building in the elevation for the Board. He stated that the

new addition is shown on the elevation in order to give the Board an idea of scale. Mr. Frank stated that Don Matthews would discuss parking circulation.

Don Matthews stated that his role on the project related to site and civil engineering. He informed the Board that they looked at circulation, the signalization of parking, the pedestrian way, the bikeway and storm water management. Mr. Matthews noted that a primary portion of the improvements relate to the parking lot improvements and referred the Board to an illustration of the improvements to both circulation, ingress, egress, pedestrians, and the bikeway improvements.

Mr. Matthews stated that with regard to the entrance, the reconfiguration would extend the throat of the entrance to allow those entering an opportunity to decelerate and then turn. He stated that with regard to the north half of the lot, they have provided a one-way counterclockwise portion which was initiated because it would enhance the drop-off availability on that lot. Mr. Matthews stated that currently, there is a narrow cul-de-sac and that if one vehicle is stopped, it would block traffic. He stated that the width of the driveway would raise the ability for vehicles to cue up and allow enough room to go around. Mr. Matthews described it as a very good improvement to the parking lot to improve circulation on that end. He then stated that at the south end they planned to introduce a drop-off near the tennis center entrance and that there would be room for pickup and drop-off. Mr. Matthews stated that currently that ability is blocked if a vehicle has stopped.

Mr. Matthews then stated that they have provided for circulation through the parking lot with a one-way southbound lane and then a two lane portion with parking on either side. He stated that in connection with the Elm Street existing signal, it would be modernized to include countdown timers and an emergency vehicle preemption system. Mr. Matthews stated that they are also proposing a 10 foot wide pedestrian/bike lane along the property frontage in the public right-of-way where there is currently a sidewalk. He indicated that they recognized the need for additional capacity on that sidewalk and that the bike lane would extend to the service center on Pine which would come before the Board in subsequent meetings.

Mr. Matthews stated that they have done a traffic analysis and parking study which is included in the packet of materials. He indicated that they surveyed all of the lots in the facility on weekdays and weekends. Mr. Matthews stated that they understand the usage of the facility and recognized the need for more parking on the north half which is the reason behind the parking expansion at the service center. He informed the Board that they also talked about the addition of two outbound lanes and adding a second outbound lane at the stop sign which is a controlled entrance.

Mr. Matthews stated that in connection with questions asked at the last meetings with regard to selling Christmas trees and for the tennis tournaments, he identified an area east of the courts which would be closed off. He stated that the design of the lot would be to provide the ability to use this area for special events. Mr. Matthews also stated that they would close the drive at a location which he identified for the Board to make it available for special events and that traffic

would be re-routed through another portion of the parking lot. He reiterated that there would be parking spaces added with the project.

Mr. Matthews then stated that with regard to storm water improvements they treated the application as if it were a stand alone project. He informed the Board that the projects coming in the next several months include significant enhancements to storm water management. Mr. Matthews stated that in compliance with the storm water management ordinance, they looked at the two parking lot improvements to prove that they can adhere to those standards. He stated that the improvements would provide for the re-grading of the parking lot to provide additional detention for the increased amount of impervious area created by the proposed expansion. Mr. Matthews stated that the water would drain to the storm sewer and that there would be a controlled release of the water which would then drain to the ball fields, the driving range, the golf course and then to the Skokie River. He informed the Board that they recognize that the proposed improvements are in the flood plain and that there would be a carefully graded flood lot. Mr. Matthews stated that in connection with flood storage, there would be no change to the parking lot and that the storm water management would have sufficient detention to accommodate half an acre of new impervious improvement.

Mr. Myers asked with regard to the additional impervious surface, the water would be retained on the surface.

Mr. Matthews confirmed that is correct and reiterated that they would be re-grading the parking lot surface so that it is lower than it is today and that the sewers would drain the lot surface to a restrictor which would choke the water flow and hold the water on the surface to be slowly released.

Mr. Myers asked if it would be designed to flood and then drain at a pace which would not overwhelm the system.

Mr. Matthews confirmed that is also correct and that it would be no deeper than 10 to 12 inches. He added that there would be no risk to vehicles.

Mr. Myers then asked with regard to water rushing from the parking lot to the street, the lot would be graded to not do that.

Mr. Matthews confirmed that is correct and that the parking lot is 2½ feet lower than Hibbard Road. He informed the Board that the parking lot accepted water runoff from Hibbard Road and that the water would continue north to the ball fields. Mr. Matthews stated that there would never be a scenario where the storm water ran to Hibbard Road and that it is too high on Hibbard Road.

Mr. Matthews then stated that they analyzed the photometrics of the proposed lighting improvements to the parking lot. He identified the right photograph as the existing light fixture at the parking lot which is 25 feet high with a sharp cutoff. Mr. Matthews added that the light

fixture would not create light spill-off. Mr. Matthews also stated that there is sufficient lighting in the parking lot and confirmed that the light would not spill on the neighbors' right-of-way.

Mr. Matthews referred the Board to an illustration of a cross-section of the proposal. He then identified the existing parking lot, sidewalk and Hibbard Road. Mr. Matthews stated that it is currently a wide parking lot with only a single bay and that the proposed conditions consist of adding a driveway lane for a drop-off aisle for the tennis center, to narrow the width of the parking bay by adding a planting island and a 10 foot wide bikeway. He stated that with regard to the curb location, it is located where the east edge of the parking lot is and that all of the improvements start at the same point off of the public right-of-way and west of the site.

Mr. Freres stated that he would now discuss landscaping and trees. He informed the Board that a key component part of the master plan is tree preservation and that there are a number of large, mature trees on the campus. Mr. Freres noted that they spent a good amount of time identifying all of the trees in the Skokie playfield and that they assessed their condition and form. He informed the Board that they engaged Chuck Stewart (sp?) who is a national expert on agriculture. Mr. Freres stated that the trees were tagged and evaluated based on their condition, quality and ability to replant. He noted that the exhibit showed the trees which would be removed and others that they intend to transplant.

Mr. Freres stated that there has been significant discussion with Mr. Saunders and Jim Stier in connection with the adequacy of moving trees and preserving them. He stated that their goal is to adequately represent the amount of replacement inches. Mr. Freres informed the Board that they planned to transplant all of the trees along Hibbard Road in the public parkway and replant them elsewhere on the campus as opposed to moving them twice, which would better ensure their survival. He stated that there are trees which have significant size and character and that they are working with the staff in terms of putting in the right type of plants.

Mr. Freres then stated that in connection with the service center, the large trees would be impacted. He noted that they planned to keep the eastern edge the same and to move the western edge closer to the building. Mr. Freres stated that there are mature honey locust and red maples which would be removed and that they planned to put bigger trees back in those areas to replicate the maturity in the front of the building. He also stated that they would be putting in a variety of plant materials in a variety of sizes and shapes as well as providing a perimeter screening element around the parking area and the foundation of the building. Mr. Freres stated that the proposed plan represents the fact that they are following the design guidelines for commercial and institutional properties which suggest the need to screen vehicular use from public areas. He stated that the proposed plan represented that there would be 12% green space to the parking lot as opposed to the 7.5% required.

Mr. Freres informed the Board that there are a number of trees which are in poor condition and that they talked to Mr. Stier and Mr. Saunders with regard to the removing them. He noted that they planned to replace those tree-for-tree for those which are removed. Mr. Freres stated that

Colin Marshall would now discuss the service center improvements.

Colin Marshall of Green & Associates introduced himself to the Board. He began by stating that the building is located at the northeast corner of the site and that it is a fairly low profile building. He informed the Board that the Park District staff worked there to maintain the ball fields, the golf course and the parks in Winnetka and that those operations were moved to the Public Works building. Mr. Marshall stated that the goal of the project is to improve the site and the building. He noted that they would be improving the site in terms of functionality for the service center staff, improving the appearance and condition of the building exterior and improving the interior function of the building for the Park District staff. Mr. Marshall noted that the biggest change would be the existing material storage bins which he identified for the Board which would be relocated to the service yard north of the driving range. He indicated that would allow for the expansion of the paved area for increased parking and make access to the northern playfields more convenient. Mr. Marshall also stated that it would help Pine Street traffic and parking. He noted that they would be abiding by the design guidelines in connection with screening and vegetation islands in the parking area.

Mr. Marshall then stated that with regard to the second part of the project, the condition of the building is very nondescript, but commented that it has nice character and the potential for restoration. He informed the Board that they would be replacing the roofing, windows, doors and cupolas and that the piece that would remain unchanged is the brick which he described as fairly attractive.

Mr. Marshall stated that the last portion of the improvements related to improving the interior function for use by the Park District staff. He stated that while they would be upgrading the restroom facilities in the building, they would also be adding an exterior access point for use by the public after working hours.

Mr. Freres then stated that with regard to tree preservation at the service center, they plan to accommodate a 10 foot wide bike path on Hibbard Road and to save a grouping of evergreens along the portion of the new parking area. He informed the Board that the sheds would be coming down and that the parking area underneath would be staying. Mr. Freres referred to another grouping of mature trees along the building which would be saved. He noted that there

is a larger ash in one area which he stated is in poor condition and would be removed and also because of the grading in that area.

Mr. Freres informed the Board that with regard to timing, the goal for the two initiatives is to start construction at the end of July or early August and to complete the tennis center and parking lot by the first of the year in 2013. He noted that the service center improvements would be implemented in portions based on phasing requirements. Mr. Freres then asked the Board if they had any questions.

Chairman Adams also asked the Board if they had any questions.

Mr. McCoy stated that with regard to the new parking area, they are moving closer to the building, 3 feet, and asked if there would be barriers to keep vehicles from pulling closer and not too far into the sidewalk. He stated that he assumed that children would be playing there and if vehicles were to pull into the parking spot and lose control, he asked if there would be anything to prevent a vehicle from pulling over the curb.

Chairman Adams indicated that the same issue existed in the current condition.

Mr. Matthews stated that there are two issues. He stated that first; the existing playground would be removed from this area and relocated elsewhere in the park. Mr. Matthews then stated that around the entire lot, there would be a barrier curb to prevent vehicles from jumping the curb. He added that it would take force for a vehicle to jump the curb. Mr. Matthews also stated that behind the curb, there would be a wide sidewalk which would measure 7 to 8 feet in that location. He stated that there would be a 6 inch tall barrier curb which is typical in a parking lot design.

Mr. Lane asked what the fire lane requirements are. He also asked if there were restrictions there for parking.

Mr. Matthews responded that there would be a pick-up and drop-off only and that there would be no parking allowed. He indicated that while they have not communicated with the fire department, they are sure that they would view the plan as an improvement since there is no fire lane at all now. Mr. Matthews noted that the drive lane, which he identified for the Board, would be sufficient to get a large single unit truck around the perimeter and that there would also be sufficient room for emergency vehicles.

Mr. Lane asked with regard to the six month construction period, how people would access the tennis center.

Mr. Schwartz stated that there would be parking in the rear next to the tennis shack and that they would redirect the staff to park elsewhere. He stated that while there would be hindrances, the gain would be significant once it is finished.

Mr. Myers asked where the vehicles would go for the six month period of the parking lot construction.

Mr. Schwartz stated that for the evening activity, they would use the school parking lot. He stated that since the tennis shack has been improved, they would also encourage parking back there. Mr. Schwartz also stated that the entrance to the club and to the tennis courts is back there.

Mr. Matthews informed the Board that the parking lot would not take six months to complete and that the parking lot would be down in August and up by the first of the year which meant that it would take closer to four to five months tops.

Mr. Myers then asked if they planned to take the entire parking lot out of commission as opposed to working on the north half versus the south half.

Mr. Matthews responded that it could be done faster if it is done all at once. He stated that in connection with staging, they may have to break the north and south in half.

Mr. Lane stated that with regard to the service center parking lot, they talked about the second phase including the reconfiguration of the playfields. He asked if there would be an increase in the need for parking there.

Mr. Matthews stated that it would not and that they would not be adding any more ball fields.

Mr. Lane then asked what the flow would be to get people to walk from the ball fields.

Mr. Matthews stated that today there is a privacy fence which ran along the east side of the lot and the south side of the storage areas. He informed the Board that they planned to remove that portion of the fence and allow the sidewalk to start and join with the sidewalk part of the ball fields.

Ms. Johnson asked if the gate is permanently blocked.

Mr. Matthews stated that if you are parking in the lot and to get to the fields to the west, you would come to the pathways to take that to the fields. He indicated that the fence which he identified would likely keep the area restricted and noted that a portion of the lot is open to the public. Mr. Matthews added that while you can still walk that way, you would not be able to drive.

Ms. Johnson asked whether a deposit needs to be made in case a transplanted tree subsequently dies.

Mr. Freres noted that there is a four year warranty standard in the industry. He stated that the tree transplants which would be moving elsewhere on the site will be the Park District's responsibility to manage. Mr. Freres confirmed that there would be a one-for-one tree replacement and that there would be various sizes of trees.

Ms. Johnson stated that if there is a tree which is over 10 inches and is transplanted and then failed in a year in that location, is the applicant obligated to provide a replacement.

Mr. Saunders informed the Board that there is a tree deposit which would guarantee the replacement of the tree. He noted that for transplants, the deposit is held a little longer. Mr. Saunders also stated that most trees that are transplanted take the transplanting better.

Mr. Freres stated that at the Plan Commission meeting, the topic was discussed with regard to moving 12 honey locust trees. He indicated that they went back there and found that it would be

easier to take them down and buy new 12 inch trees.

Ms. Johnson then asked with regard to drainage, for the golf parking lot and ice arena parking lot, would there be similar detention where there is restricted drainage.

Mr. Matthews stated that it would not be in the existing parking lots.

Ms. Johnson then asked if they were planning on changing either of those parking lots as part of future Phases.

Mr. Matthews confirmed that they were and noted that the first slide in the presentation stated that the master plan called for improvement to the parking lots. He indicated that it is not part of this plan this evening and that it would come back later.

Ms. Johnson asked if after they do the Nielsen tennis center parking lot improvements, it turned out that the restrictor is too restrictive, can it be adjusted.

Mr. Matthews indicated that design would only be applicable if they were to not do anything else on the site. He stated that when they do come back, they would no longer need that surface storage for detention since it would be provided for elsewhere on the campus. Mr. Matthews informed the Board that this is only the fallback design which is kept in the plan now. He added that it was designed so that the drainage on the lot would get the water as fast as possible to detention elsewhere on the property.

Mr. Myers stated that if this design is approved, would the Board be forcing approval of the downstream design.

Mr. Matthews stated that they do not want more than 10 to 12 inches of water in that location. He stated that they are confident in coming back with the future plan and that it is common to hold storm water on the site. Mr. Matthews informed the Board that lots downtown may have the same design of which they are not aware.

Mr. Saunders stated that they can only build so far before the water would spread into the athletic fields. He also stated that the volume is set by the high water level.

Mr. Lane asked with regard to a 6 inch curb, how it would hold a 12 inch water depth.

Mr. Matthews indicated that the water would flow in the other direction.

Ms. Hickey asked where they were in those plans which would be coming back before the Board.

Mr. Schwartz stated that they would review that plan on February 23rd and that if the Board approved the request; they would be preparing the packets for the March meeting and would

hopefully be back in March. He noted that everything is time sensitive to the back end of the projects. Mr. Schwartz stated that there is a field reconfiguration formula used to pay for the bonds and that no tax dollars would be used to support the utility component of the field reconfiguration. He also stated that they planned to use their year-end cash balance to pay the bonds off to the tune of \$5 million. Mr. Schwartz stated that they had to be careful that the timing fit so that they can start generating cash through field rentals to cover the cost of the bonds.

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

Mr. Myers described the request as straightforward, thorough and well thought out and that it is part of a bigger integrated plan. He also stated that the testimony has been straightforward.

Mr. Lane agreed that the applicant made a good presentation and that a substantial amount of information was presented. He indicated that he is comfortable with the proposal.

Mr. McCoy stated that ultimately, the safety issue would save children from running across the street. He agreed that the plan was well thought out.

Ms. Hickey stated that the project would alleviate the concerns for those neighbors on Spruce. She also referred to the Washburn traffic flow there with the turn lanes which would be welcome.

Chairman Adams then asked for a motion.

Mr. Myers moved to recommend approval of the special use request and to enter into the record page nos. 9-11 which contain an explanation of the special use standards as follows:

1. The establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger to public health, safety, comfort, morals or general welfare. The design and construction of the Tennis Center addition, the parking lot, and the improved Service Center will be completed according to all applicable building codes. The service areas of the site will remain behind fencing. The modified parking lot will provide safer circulation by separating drop-offs from active parking areas and by increasing stacking at the Hibbard and Elm intersection. The expanded Service Center parking area improves access to the playfields and decreases parking on residential streets. The improved access to the playfields will also decrease the number of recreational users who are currently crossing Hibbard Road to access the Skokie Playfields.

The parking areas will be screened per the landscape requirements of the Village of

Winnetka Design Guidelines.

The new multi-use path will provide safer off-street pedestrian and bicycle circulation and access to the park.

The Tennis Center addition will be sprinklered and meet fire code requirements.

The restoration of the existing Service Center building will enhance the quality of the built environment and restore period details to the original building, which dates from the 1920's. Improving the building's function will improve the effectiveness of the Park District staff who maintain the Park District's golf courses.

2. 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 zoning district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity. The proposed addition to the Tennis Center will use the same materials as the existing building and blend into the existing fabric of the campus.

The parking lot modifications will include additional landscape to appropriately screen the parking from Hibbard Road.

The proposed improvement of the Service Center does not change the building area, massing or function. The restored condition of the building and site will be an improvement for the visual appearance of the immediate vicinity. The improvement of the site improves access to the adjacent playfields.

3. The establishment of the Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern. The proposed improvements will have a positive impact on other property in the immediate vicinity.
4. 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. The Tennis

Center parking lot modifications and traffic signal improvements will improve circulation and drop-off, reducing back-ups and pedestrian/automotive conflicts. The multi-use path will provide improved pedestrian and bicycle circulation, increase alternate transportation opportunities to the park.

Ingress and egress to the Service Center will be improved through the widening of the existing access off Hibbard Road. The new width of the access will allow much improved entrance to the site and exit to Hibbard Road.

The traffic and parking improvements are discussed in greater detail in the Parking and

Traffic Assessment memorandum prepared by Gewalt Hamilton Associates dated December 29, 2011.

5. Adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided. In addition to the circulation improvements to the Tennis Center parking lot, the modifications will also provide a net increase of two spaces to the overall quantity with no change to the number of accessible spaces.

The Service Center parking will be expanded to provide public use of the parking area. The number of parking spaces on the site will be increased from 26 to 43 (including accessible spaces). The number of accessible parking spaces will be increased from one to two.

The total net increase in parking at both the Tennis Center and the Service Center lots is therefore 19 spaces (18 standard + 1 accessible). Again, traffic and parking improvements are discussed in greater detail in the Parking and Traffic Assessment memorandum prepared by Gewalt Hamilton Associates dated December 29, 2011.

Existing electrical, gas and site plumbing utilities that serve the Service Center will continue to be used; however, an additional water service is planned to provide new fire protection to the Service Center Building.

Similarly, the Tennis Center expansion is anticipated to be serviced by existing utilities although new storm sewer services may be needed to connect to new roof downspouts from the expansion.

Both the Service Center and Tennis Center parking lots will be lighted. The submission includes a photometric plan for both areas. The lighting design follows industry standards for public parking lots and will not result in light spilling onto adjacent private property.

Stormwater Management for all of the proposed improvements will be provided in accordance with Village standards. The Tennis Center improvements will increase the impervious coverage in that area by 0.38 acres. The Service Center improvements will slightly reduce the impervious coverage in that lot but the relocation of the material storage

bins to the maintenance yard will increase the impervious coverage in that area. The net increase in impervious area due to the Service Center modifications is 0.07 acres.

The total net 0.45 acre increase in impervious coverage necessitates the creation of 0.15 acre feet of detention. All of the detention is proposed to be created on the surface of the new Tennis Center parking lot.

Also, all of the proposed improvements are located within the regulatory floodplain; however, no fill is proposed in the Service Center zone and the grading in the Tennis Center

lot creates a new gain of 0.16 acre feet of flood storage in that zone.

6. The Special Use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes. All Village of Winnetka regulations, ordinance, and codes will be followed.

Ms. Johnson and Mr. McCoy seconded the motion. A vote was taken and the motion was unanimously passed, 6 to 0.

AYES: Adams, Johnson, Hickey, Lane, McCoy, Myers

NAYS: None

Standards for Granting Special Uses

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

- 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;
- 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 zoning district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
- that the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
- 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;
- that adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided; and
- that the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes.

Imposition of Conditions

Special Use Permits are frequently referred to as “conditional use permits,” because an essential element of all special uses is the imposition of conditions designed to offset the negative impact of the use proposed.

The recommendation from the Zoning Board of Appeals may include recommended stipulations, restrictions, or conditions that it considers necessary “to assure the protection of the public health, safety, comfort, morals, or general welfare.”

The Village Council is not bound by the recommendation of the Zoning Board of Appeals and retains the discretion to grant, deny, or modify the special use application. The Zoning Ordinance specifically authorizes the Council to apply stipulations, conditions, or restrictions as the Council itself deems necessary to assure the protection of the public health, safety, comfort, morals, or general welfare. The Village Council may also require evidence and guarantees that it deems necessary to assure compliance with the stipulations, conditions, or restrictions imposed. The guarantees are often in the form of recorded restrictive covenants.

Following are examples of typical conditions imposed for the issuance of special use permits:

- provide additional off-street parking
- upgrade area utilities
- provide landscaping, fences, and/or other visual elements to screen the more negative aspects of the special use from view or to serve as a buffer between the special use and adjoining residential uses
- provide secure fencing to make hazardous areas of the proposed use inaccessible.

Just as the relief granted by a zoning variation should be related to the hardship claimed, there must be a nexus between the conditions imposed for a special use and a defined negative impact or public need that arises as a result of the special use. This requirement is found in the statutory and ordinance provisions that require that the stipulations, conditions, or restrictions be only those that are “necessary” to protect the general public or to assure compliance with zoning and

other regulations. The necessity addressed by the conditions need not be an absolute necessity. Courts that have interpreted this provision have construed it to mean what is “expedient” or “reasonably convenient” to the public welfare. Some courts have found that the conditions imposed must bear a “real and substantial” relation to the public health or general welfare.

DRAFT

**Winnetka Design Review Board/Sign Board of Appeals
EXCERPT OF MINUTES
February 16, 2012**

Members Present:

John Swierk, Chairman
Bob Dearborn
Brooke Kelly
Janet Shen
Peggy Stanley

Members Absent:

Cindy Galvin

Village Staff:

Brian Norkus, Assistant Director of Community
Development

Comment to Village Council Regarding Special Use Permit Application by the Winnetka Park District, 540 Hibbard Road, for Consistency with Village Design Guidelines:

- a. Proposed Modification to Service Center Building,**
- b. Expansion of Nielsen Tennis Center, and**
- c. Reconfiguration of Parking Area and Related Site Improvements**

Terry Schwartz introduced himself to the Board as the Executive Director of the Winnetka Park District. He stated that they have been working on the project for five years and that over the last three years; they have come to a conclusion with regard to how to proceed. Mr. Schwartz stated that there are several project managers here at the meeting to share parts of the project with the Board. He stated that Scott Freres of the Lakota Group will begin the presentation followed by Don Matthews of Gewalt Hamilton Associates, Colin Marshall of Green & Associates and Gary Frank of H. Gary Frank Architects. Mr. Schwartz also stated that two Park District staff members, Bob Smith and Tom Gullen are also present.

Scott Freres stated that the Park District has been working on a master plan for the Skokie playfield for the last five years and that in the last three years, there has been a more focused effort, with the Park District Board adopting the overall master plan in April 2011. Mr. Freres presented an overall aerial view of the study area, which encompassed all of the playfield except for the golf course. He stated that the several elements to the overall plan, identified as items A - J on the overall site plan. Mr. Freres informed the Board that the Park Board directed the Park District staff to initiate the Village approval process for a series of "Phase One" target initiatives, including tennis center improvements, parking lot improvements, and service center improvements. He explained that items which are to be considered in "Phase Two" in the next

month consist of the ball field reconfiguration, redevelopment of the golf driving range, as well as storm water management plan.

Mr. Freres stated that they focused the effort on the more detailed design included the following: (1) detailed design development, (2) surveying, (3) tree inventory, (4) ground water monitoring, (5) detailed site design layout, (6) preliminary budget testing and (7) continuous input and coordination with the Village staff, the Park Board/staff and recreation user groups and regulating agencies. He then stated that the Park District Board has plans to use best management and sustainable practices on the project.

Mr. Freres stated that with regard to the playfield reconfiguration, that discussion will receive a more detailed discussion in a subsequent additional application next month. He stated that proposed improvements to the A.C. Nielsen tennis center lobby include related improvements to the center's drop off and parking areas. Mr. Freres stated that there would be a more defined and improved entry lobby area, along with reconfiguring the parking area to improve vehicular and pedestrian circulation, and provide better pedestrian access and drop-off facilities which are currently lacking. He stated that the plan provides, along with improved circulation and better landscaping, an additional two additional parking spaces. He noted that there would also be an additional 17 new parking spaces to the north at the Service Center.

Gary Frank stated that he is in charge of the new tennis center addition which he identified in an illustration for the Board. He also identified the entrance to the building and Park District building which was done in 2002. Mr. Frank stated that in order to give the Board a context of the building, he referred to the Park District building which contained limestone pieces defining the windows which are aluminum with a mill finish. He then identified the center entry which he stated was the original entrance to the tennis center. Mr. Frank stated that it has a limestone entrance, aluminum mill finish, windows and brickwork. He then identified where they planned to place the new addition which would be held off by a jog of several feet. Mr. Frank stated that with regard to the new addition off to the south, he identified the existing entrance and the Park District building to the north.

Mr. Norkus distributed elevation renderings to the Board for their review.

Mr. Frank referred the Board to Sheet No. 2.2 which showed the new facade. He also identified the main entrance, the new canopy over the entryway, the limestone columns and aluminum mill finish for the entryway. Mr. Frank stated that the cornice along the top of the building would be all limestone and would match with the original limestone for the building. He stated that the new main entry will have a more decorative feature. Mr. Frank referred to the center entrance which is 15 feet wide, 10 feet deep and 20 feet tall.

Mr. Frank then identified the canopy entrance again, the lobby space with a control area to the south, a couple of new offices and the new lobby space which would contain a fireplace and an area for patrons to gather. He informed the Board that the lounge area would be similar to that at

the paddle hut. Mr. Frank stated that the old entrance to the north of this entrance looks and like the main entrance, but is not the entrance used by Tennis Center users. He stated that the hallways are 6 to 7 feet wide and that the control area is to the left. Mr. Frank indicated that with the new addition, the control counter would be located there which would be for the tennis center only.

Ms. Kelly asked if they considered placing the addition at the front entrance.

Mr. Frank responded that you as can see with the parking configuration, the west parking went west fairly significantly and that you could not get this type of program anywhere close to the front since it is too congested.

Chairman Swierk asked if the entrance is the fire exit.

Mr. Frank confirmed that is correct and that it is the only easterly exit.

Chairman Swierk asked if it is not used after the addition, did they plan to replace it with glass.

Mr. Frank described it as a space which everyone knew. He also stated that when the addition is built, it would be clear to everyone that this is where the entrance is. Mr. Frank noted that they would still be leaving the A.C. Nielsen name at the top. He stated that the applicant is looking for a recommendation from the Board to the Village Council for this building, the service center, parking and the concept of trees and landscaping which is not yet finalized.

Mr. Dearborn asked how would they match the limestone and brick.

Mr. Frank stated that the Park District building would match identically. He informed the Board that he has the specification for that brick and that they do not have a sample yet. Mr. Frank stated that he would provide it to Mr. Norkus for approval if the Board accepts that as a solution. He stated that the addition would be very seamless. Mr. Frank added that the old limestone is 50 to 60 years old. Mr. Frank then stated that Don Matthews would go through the parking scheme.

Don Matthews informed the Board that he would discuss the engineering focus. He stated that the site improvements consist of circulation, signalization, parking, etc. Mr. Matthews stated that with regard to the geometric improvements, he identified the existing parking lot which contained a short throat way leading to a small cul-de-sac to the north. Mr. Matthews indicated that a number of improvements would be made which focused on circulation and pedestrian improvements. He stated that the entrance would contain a deeper throat which would allow a vehicle to decelerate and then turn, while also adding a second outbound turn lane. Mr. Matthews stated that vehicles can be queued in this area without blocking the through movement in the parking lot.

Mr. Matthews stated that with regard to the north half of the parking lot, they would be providing

a one-way counterclockwise parking area to provide a drop-off aisle. He informed the Board that the width would be sufficient to allow 5 to 7 vehicles to stack along the curb, and that there would still be enough room for vehicles to get around them. Mr. Matthews also stated that the drive aisle would be 24 feet wide which he described as a very generous width for a one-way lane. He indicated that it has also been designed for an emergency vehicle to get through.

Mr. Matthews then stated that with regard to the front entrance of the new addition, they would be providing a drop-off lane which will help set off the front entrance. He stated that currently with drop-off, vehicles stop and block everyone getting through. Mr. Matthews stated that the one-way aisle would contain diagonal parking which would be widened to the west and then lead to a two-way aisle. He stated that in the pedestrian way, there is a 5-foot sidewalk on the property frontage which would be widened to 10 feet and which would run from Oak Street to the north end of the parking lot. Mr. Matthews stated that questions which came up at other meetings related to what would happen during the sale of Christmas trees or a tennis tournament. He stated that this area can be used and that they intentionally designed the parking lot to close at certain locations and for traffic to be routed through another area which he identified for the Board. Mr. Matthews noted that there would be two additional parking spaces and that at the service yard, they would be adding 17 parking spaces at the far northeast corner of the property where people want to have more convenient parking.

Mr. Dearborn asked for clarification of the lawn areas lost to parking in the new plan.

Mr. Matthews identified where the existing parking lot ran and informed the Board that the playground near the existing tennis center entrance would be relocated to another part of the park to accommodate circulation and drop off needs. Mr. Matthews also stated that there would be an expansion of the parking areas to the north, which increases the amount of pavement to improve circulation in the lot. He explained that the proposed plan has a more successful function by separating parking areas from circulation and drop off aisles.

Ms. Stanley asked how much additional impermeable surface would there be.

Mr. Matthews responded that it would be less than half an acre, noting that it will include an additional two (2) parking spots.

Chairman Swierk asked if a Suburban could make that loop into the parking lot.

Mr. Matthews informed the Board that question came up at a previous meeting. He indicated that it is more than generous in terms of space and that they ran models and turning templates to assure it would function with larger vehicles. Mr. Matthews also informed the Board that the area would represent the full width of a residential street. He stated that he can share the turning templates with staff, showing how vehicles would maneuver through the area.

Chairman Swierk stated that he would like to see the templates with vehicles parked.

Mr. Matthews then stated that with regard to the traffic parking analysis, there would also be a new modernized traffic signal which would include a countdown and an emergency vehicle preemption system. He stated that across from Oak Street, they would be adding second outbound lane. Mr. Matthews then identified the "Do Not Enter" signs at that location.

Mr. Matthews stated that with regard to storm water management, there would be new impervious surface created with the parking lot expansion. He informed the Board that the project would be treated as a stand alone project and to realize that the Board would be seeing other improvements next month. Mr. Matthews noted that the project would provide for detention and storm water management and that they would not be removing any flood storage. He stated that in connection with the detention, they have designed the parking lot to intentionally hold water on its surface and then to slowly release it. Mr. Matthews stated that at next month's meeting, they would show where they want to put the detention storage and that it would be designed so that the water is conveyed to detention systems further from the ball fields.

Chairman Swierk asked if the ball field to the south flooded, would the water get to this lot.

Mr. Matthews indicated that it would depend on the severity of the storm. He noted that the elevation of the parking lot is not much higher than the elevation of the ball fields north and west.

Chairman Swierk asked if they are doing storm water detention, why provide detention if the area already got flooded.

Mr. Matthews stated that they can intermingle it and that since so far for the base level elevation, there could be 2½ feet of water over this area. He reiterated that there would be no net loss of flood storage and an increase in detention storage.

Ms. Stanley asked how will this provide additional storage.

Mr. Matthews informed the Board that for any development in the flood plain, they do not remove any flood storage. He stated that the next step related to detention storage which meant that they can create that much more storage by excavating the parking lot lower than it is today which is what they are proposing here.

Ms. Stanley then asked how much lower would it be and how much water would it retain.

Mr. Matthews stated that there would be a maximum depth of water of no more than 12 inches before it would spill onto the ball fields.

Chairman Swierk questioned how the applicant would be allowed to build in the flood plain with an addition.

Mr. Matthews responded that there are rules so long as the value of the structure is below a certain threshold. He noted that they planned to adhere to the Village requirements for improvements within the flood plain.

Mr. Dearborn asked what about a 50% storm as opposed to a 1% storm.

Mr. Matthews stated that is a two year event and that with inlets in the parking lot with 10 to 12 inches of water there, it would be closer to the curb and reduced to 6 inches.

Mr. Frank reiterated that there are two parts to the request and that the first part that the Board is seeing related to storm water management and everything in the parking lot going into the new storm water management system. He informed the Board that they are explaining that now because if that project did not move forward, this project could stand alone. Mr. Frank described the discussion as almost a moot point and that they will have all of the water travel to the storm water system in the ball fields. He noted that the Village asked them to make sure that this portion of the project could stand alone if the other portion of the project did not go through or is not approved and that the system in place can handle itself.

Mr. Matthews stated that the grading would be subtle related to the existing grading and that the parking lot would only be 6 inches lower than it is now. He reiterated that with the next presentation, the parking lot would be raised back up.

Mr. Norkus stated that if there are storm water and flooding related concerns from the Design Review Board, because of both the scope of the presentation and the charge of the Board, he suggested that they not delve into it too deeply, and perhaps issue a comment of general concern with respect to drainage to allow them to conduct their review of the design related matters.

Mr. Frank informed the Board that they have been working with the Village for over two years and that with regard to the proposed project, Steve Saunders is fully on Board with the proposal and the way it was designed. He also stated that Mr. Saunders had a direct and final say in what is happening. Mr. Frank added that there are no variances needed from the storm water rules.

Mr. Freres suggested that the Board look at the testimony from the Environmental and Forestry Commission and Zoning Board of Appeals meetings.

Ms. Stanley commented that she felt uncomfortable since the plan is contingent on other future work.

Mr. Frank responded that it is not contingent on future work; rather, the current plan shows a design which accounts for the remote possibility that Phase Two may be delayed. He described the likelihood of Phase Two not happening as very remote, and that the two phase application process is due in large part to the Park District working in cooperation with the Village to address broader drainage concerns cooperatively.

Ms. Stanley then stated that she is uncomfortable with adding half an acre of impermeable area in the flood plain.

Mr. Frank reiterated that the project was designed to accommodate the additional runoff created by the additional pavement, with the runoff to be addressed in a sustainable and appropriate fashion by directing it to a complex and expensive system located to the west. He stated that it is important to point out that the additional pavement is to accommodate the improved circulation needs, versus a desire to increase parking capacity.

Ms. Stanley indicated that the tradeoff is quite steep given what has happened in the Village.

Mr. Matthews informed the Board that this is the “good” plan and that when they come back before the Board later, they would get the “best plan.”

Ms. Stanley reiterated that she is uncomfortable adding to the impervious surface of the Village for parking and circulation.

Mr. Frank stated that the Board is to provide a recommendation to the Village Council and that the discussion would be reflected in the minutes.

Chairman Swierk agreed that impervious surface is always an issue. He stated that if there is grass in a flood situation, there would still be a foot of water on top.

Mr. Matthews informed the Board that the next step would be providing detention for all paved areas.

Mr. Dearborn asked what would happen with a new storm with water piling up in the parking lot.

Mr. Matthews responded that it would be the same situation as today. He also stated that the use of pavers would have no impact on detention.

Mr. Frank informed the Board that with regard to the plan coming forth, the likelihood of it not getting approved is nearly zero. He also stated that since that project represented a much larger undertaking, to put this application in with that, you cannot get buildings started this year. Mr. Frank stated that they have discussed with the staff how to get the project started timely so that it would be completed by January 2013. He also stated that they discussed with Mr. Saunders, the Village Manager, Burke Engineering, Mr. D’Onofrio and Mr. Norkus how to get the project off the ground in June or July versus waiting for an overall approval of the larger master plan.

Mr. Schwartz suggested that they go back to the first slide which represented a master slide of the site. He stated that the project is a for a 20 year plan to accommodate water management for whatever development took place in those spaces. Mr. Schwartz noted that it was all factored into how much storage they needed to have which is 17 acre feet.

Mr. Matthews noted that it is important to understand that the plan for detention was designed one time as opposed to performing incremental improvement with other development.

Mr. Schwartz stated that they are looking at a solution to the drainage requirements over a 50 year time period, versus simply accommodating the current work scope, and that with respect to drainage, they have overdesigned the system.

Chairman Swierk stated that part of the Board's recommendation is full approval on the engineering side with recommendations.

Mr. Matthews stated that they recognize it is a major concern. He went on to state that with regard to the parking lot lighting, he referred to a photometric plan which identified light levels in the parking lot to demonstrate that there would be no light spillage off of the property. Mr. Matthews stated that they planned to use 25 foot light fixture which would be a 150 watt high pressure sodium fixture with a sharp cut off. He added that they would be a double head fixture as opposed to a single head fixture and that there would be arms for banners located in the center islands and another area to the north.

Chairman Swierk asked if they looked at other alternatives, such as shorter fixtures which comply with Design Guidelines, or more decorative ones.

Mr. Freres stated that the design guidelines require them to use a cutoff fixture in commercial and institutional parking lots, and that decorative fixtures such as those used in the downtown district are not a full-cutoff fixture, which would result in more visible light within a residential area.

Mr. Matthews then referred the Board to an illustration of the cross-section of the parking lot to demonstrate how the parking lot would be extended. He stated that the bay would be narrowed to a conventional lot width with the interior island and drop-off in front of the tennis center addition.

Mr. Freres stated that with regard to the tennis center landscaping, the focus was to achieve the recommendations in the design guidelines. He stated that while they would be removing some trees, they spent time with Jim Stier and their forester and tagged trees, evaluated and determined which are dying, which would be transplanted and those that cannot be transplanted. Mr. Freres stated that along Hibbard Road in the public right-of-way, there are smaller trees and that for those which would be transplanted, the best approach would be to move them once into the playfields and replant the area with new trees of an equal size. He indicated that there would be a different size and variety of species. Mr. Freres also stated that they would be removing the big trees in the front of the tennis center which are honey locust and red maple trees which are not in good condition. He noted that they would be meeting the requirements of putting trees back in and that the proposed tree replanting program is identified in green in the packet of materials. Mr. Freres stated that the landscape islands in the parking lot were discussed and that

while the project would increase the amount of impervious surface, part of the calculation picked up the building footprint. He also stated that they would be reducing the amount of walkways, picking up green space and putting green space in the parking lot. Mr. Freres noted that the Design Guidelines suggest that a parking lot of this size have 7.5% of its area set aside for internal and perimeter landscaping, and that they have put it substantially more, with 12.5% of total parking lot area dedicated to green space. He stated that the circulation elements allow for a significant improvement in the overall appearance of the lot by allowing green space to soften the appearance of the lot, much more successfully than the current lot.

Mr. Freres then stated that they are also proposing to put in a wider sidewalk along Hibbard Road, which would measure 10 feet wide. He stated that it is important since it related to safety, security and park patrons. Mr. Freres also stated that they considered Washburn School needs in connection with the widened sidewalk. He stated that in connection with the increased impervious in the public right-of-way, they are asking for the Board's comments. He noted that they would also put a perimeter buffer around the parking lot. Mr. Freres stated that the parking lot would help with the flow of traffic and help traffic stacking at the entrance. He noted that it would be 4½ feet from the sidewalk to the curb and that the slope would level off with a curb being put in. Mr. Freres added that the drop-off would be planted with a hedge row.

Chairman Swierk asked if the sidewalk would be level and that it is not level now.

Mr. Freres confirmed that is correct. He noted that they would be fixing a problem and that it would cost a lot of money. Mr. Freres then stated that if it is an issue, they need to hear the Board's comments, because they do not want to invest in replacing a Village sidewalk if the community does not desire it. He informed the Board that 10 feet is the national standard for public parkway usage. Mr. Freres added that the sidewalk would go south to Oak Street and then to Cherry.

Mr. Dearborn asked for additional detail for the landscape plan size of the trees.

Mr. Freres stated that they are currently working on those details with Village Forester Jim Stier. He then referred to the tree survey/inventory which was included in the packet of materials and stated that there is a replacement value plan for the trees. Mr. Freres noted that it would be part of the final design package.

Mr. Frank stated that there has been discussion that instead of using a replacement tree with a minimum of 3 inches, they plan to replace trees with mature trees.

Colin Marshall stated that he would discuss initiative no. 3 which related to the service center improvements. He referred to an overview of the improvements on the northeast corner of the site and stated that there is more information in the packet of materials. Mr. Marshall informed the Board that they planned to improve the site and the building. He stated that they would be taking the material bins and moving them to the northwest service yard north of the driving

range. Mr. Marshall stated that the paved area would be opened and converted to public use and function as an expanded parking area and which would also receive perimeter landscaping according to the design guidelines. He stated that the project included improving the condition of the main building and the equipment storage buildings. Mr. Marshall stated that while the service center building is not very visible, it represented great potential for restoration and commented that it will be a nice complement to the rest of the site.

Mr. Freres then identified the trees and stated that they planned to ensure that the replacement inches are put back in. He indicated that since less trees would be removed, there would be more opportunity to save trees in the public right-of-way. Mr. Freres also stated that the opening will make the Skokie playfield look much bigger. He stated that they planned to keep the right-of-way landscaped and that there would be better circulation of parking. Mr. Freres also stated that they would be keeping another large group trees located against the building. He noted that there would be foundation plantings and landscaping against the face of the building.

Mr. Freres stated that with regard to project timing, their goal is to start at the end of the summer with completion in the early part of the year. He stated that the service center completion would be done in incremental phases and is to be determined. Mr. Freres then asked if there were any questions.

Mr. Marshall referred to an illustration of the existing site plan. He identified the parking area at the northwest corner which is used primarily by the staff. Mr. Marshall then referred to the area to the south which would be fenced off. He then referred to the 12 material bins along Hibbard Road and the greenhouse and equipment storage buildings. Mr. Marshall reiterated that the material bins would be relocated. He informed the Board that the original function of the service center was to accommodate the staff which maintained the parks, golf courses and ball fields and that part of the staff was moved to the other location.

Mr. Marshall then stated that the project would allow them to open the east parking area and make it the staff and public parking area. He also stated that there would be an increased width of the access point to make entering and exiting easier, while introducing perimeter landscaping and island landscaping together with landscaping along the building. Mr. Marshall noted that the fence would be moved and that the whole east side would be more open, green and public and that there would be a huge improvement in the functionality of the area. He also noted that there would be a net decrease in impervious surface because of the additional landscaping.

Mr. Marshall then stated that the balance of the service area will be enclosed for security purposes and for safety and visual aspects. He stated that with regard to parking in the residential streets, to get to the north playfield area, it would be a huge improvement for everyone. Mr. Marshall commented that it would be a nice visual improvement to the corner of the site.

Mr. Marshall stated that in connection with the functional improvements in the building, they

would be upgrading the restrooms and providing exterior access to the public after hours. He then referred the Board to a color rendering of the exterior of the building and showed the Board the before and after photographs. Mr. Marshall described the building as nondescript and screened and that it dated back to 1930. He commented that the building has a nice character which was lost over time. Mr. Marshall then referred to the existing masonry which consisted of buffed brick with terra cotta highlights. He commented that the fading made the building seem more neutral. Mr. Marshall stated that they are suggesting that the brick stay as is but that it be cleaned and tuck pointed. He stated that they planned to pick up the terra cotta highlights with the choice of shingle and that the windows would be replaced with new divided light clad windows. Mr. Marshall also stated that shutters would be added to the public side of the building. He then stated that they planned to replace the fascia, soffit, gutters and roofing and that the cupolas would also be replaced. Mr. Marshall commented that this combination of materials and landscaping would provide a nice complement to the site. He noted that the window openings would be the same size with arched masonry and that there would be a new door for the restrooms.

Mr. Marshall then stated that with regard to one area where things would change, he referred the Board to the north end in an illustration and identified the 1986 addition which was done at the end of the building. He referred to the frame addition with siding and stated that they chose a siding of fiber cement which would be a complementary color to the brick to make that portion appear less orange and an added-on looking piece. Mr. Marshall stated that it would still have the same tone and hue and that they would use the same siding as the clad equipment storage buildings on the backside.

Mr. Marshall then identified the south elevation as the most prominent and stated that they are suggesting that the equipment buildings have the same tone as the brick terra cotta shingles. He then stated that in connection with the fenced area, they are suggesting a composite material fence made of a recycled ethylene sustainable product. Mr. Marshall indicated that in order to avoid the aging of the cedar over time, it would be a more uniform, consistent and neutral backdrop. He noted that the fence lined up currently with the edge of the building and that the service yard for the service center would be reduced considerably. Mr. Marshall added that they planned to preserve that corner for the equipment which would still be in that yard.

Chairman Swierk asked how high would the fence be.

Mr. Marshall responded that it is 6 feet and that they are proposing an 8 foot fence since there would be equipment there which he described as an attractive nuisance.

Chairman Swierk suggested that landscaping be used across the fence.

Mr. Marshall informed the Board that the Park District considered growing ivy on the fence.

Mr. Dearborn commented that it is not a good idea to have the parking area open to the lot.

Mr. Frank noted that there would be a whole new plan for the fields.

Mr. Freres added that there may be another fence on their side.

Mr. Marshall then referred the Board to an aerial view of the site and stated that they planned to remove the large bins and convert the area to a parking lot and move the bins to an area which he identified as the northwest service area. He noted that the material and storage site would be screened on four sides. Mr. Marshall informed the Board that the question came up at the Plan Commission meeting as to what they will look like. He then referred the Board to an illustration of a simple utilitarian functional element at 6 feet in height and that there would be precast concrete dividers to create the bins to store the material. Mr. Marshall stated that the idea is that it would be a screened-in area since it is intended to be a work area.

Mr. Dearborn questioned the effect on the neighbors.

Mr. Marshall stated that one issue which would be different is the delivery of materials which are dropped off and that they would come down the service lane like the existing vehicles do. He indicated that you would only see it if you walk to the entrance and look into that area. Mr. Marshall described it as a hugely significant improvement for the Park District staff and the public. He then asked if there were any additional questions.

Chairman Swierk asked with regard to the service buildings, he referred to the cupolas and asked if they looked at other options to make them bigger.

Mr. Marshall responded that they looked at a lot of variations and material choices. He described the building as a very simple utilitarian structure and that it is far from being an important building. Mr. Marshall indicated that they were not inclined to see it as being much grander than it is and that the plan is to enhance its simple strengths and not turn it into something which it is not.

A gentleman in the audience stated that there is room for improvement and that the cupolas are unequally spaced. He stated that with regard to the cupolas, they are not trying to replace them with something new and that he agreed with Mr. Marshall's comments. He stated that if it is important to the Board, it is worth considering.

Ms. Kelly asked if it was their intention to restore the cupolas.

Mr. Marshall stated that they may end up replacing them and confirmed that they will be re-spaced.

Ms. Kelly asked with regard to the bathrooms, if the only reason is that so the public can enter them.

Mr. Marshall confirmed that is correct. He then referred the Board to an illustration of the north end of the building. Mr. Marshall also stated that they needed to move one restroom into the work area.

Chairman Swierk asked how the siding would align with the brick.

A gentleman in the audience stated that it would be flush and aligned.

Mr. Marshall stated that vertical trim would be used to pick up the misalignment.

Chairman Swierk stated that since there would be a more prominent view of the building, he suggested that they reconfigure the bathroom area so that the door is more to the right. He also suggested that a 4 to 5 foot canopy would hide the transition between the siding and the brick.

Mr. Klaskin indicated that it may intersect with the mechanical closet.

Mr. Marshall stated that they can consider that suggestion. He noted that the after hours bathroom would be available to the public.

Chairman Swierk then asked how would they patch the brick in the walls up.

Mr. Marshall stated that they will consider and do masonry restoration and take as much brick from the private to the public area as possible.

Chairman Swierk commented that the building is fine.

Mr. Marshall asked if there were any other questions.

Chairman Swierk asked if the new addition and canopy would be for those who are waiting to be picked up.

Mr. Frank stated that now, the building setback is significant from the parking lot and that children who are waiting outside bolt to vehicles to be picked up. He stated that the addition and canopy would give them a chance to wait outside for protection from the weather and add prominence to the new entryway.

Chairman Swierk then asked if the sign would be kept and referred to the sign down at the other end. He asked if it needed to be repeated or if it should just say "Tennis Center."

Mr. Frank stated that the thinking is that the tennis center is referred to as the A.C. Nielsen tennis center.

Mr. Schwartz stated that A.C. Nielsen funded it 100%, and that it would be appropriate to

continue to acknowledge Mr. Nielsen.

Mr. Frank then referred the Board to a photograph of signage which stated "Winnetka Park District."

Mr. Dearborn questioned the monument sign at the entrance.

Mr. Freres stated that there would be a new series of signage.

Mr. Frank noted that the stone planter with the signage board of A.C. Nielsen would remain and that the sign would be reused.

Ms. Kelly asked if there would be the same lettering for the signage for the Park District.

Mr. Frank responded that it would be the same as the A.C. Nielsen lettering.

Ms. Kelly then asked if it would be silver brushed aluminum.

Mr. Frank stated that they may use darker lettering against the limestone. He noted that he has the specifications for the lettering on the Park District building and that they planned to use the same specifications. Mr. Frank also stated that they would be adding an elevator lift to the interior and that there are no plans to replace the windows.

Mr. Klaskin asked if it has to stay as it is existing.

Mr. Frank stated that it is used frequently and referred the Board to Drawing No. 2.1.

Ms. Kelly referred to the front of the overhang and whether all three major portions would line up.

Mr. Frank again referred the Board to Drawing No. 2.1.

Mr. Klaskin stated that they would want continuity across the building face.

Mr. Frank noted that the Park District building is significantly taller than the tennis center. He stated that the proposed addition would not be that high and that they are 1,000 feet apart. Mr. Frank stated that they would not be seen with the same perspective. He then referred the Board to Drawing No. 1.2 and stated that they planned to meet the life safety codes with regard to the sprinkler. Mr. Frank then stated that with regard to the fire doors, the fire department did not require them to sprinkler the rest of the building and that if they want to leave the door open and widen the space in order to look into the tennis area, they would have to bring the entire building up to the current life safety requirements.

Chairman Swierk stated that the new rectangular windows seemed like different shapes.

Mr. Frank referred the Board to Drawing No. 5.30 and stated that they are the same proportion. He also stated that you cannot see the back in the shadow and that they could make the bottom door of the rail and window the same height.

Mr. Klaskin asked if it can be done in stone.

Mr. Frank responded that it could, but that it may be out of character.

Ms. Kelly questioned the skylight.

Mr. Frank stated that it would be used to give light to the cathedral ceiling.

Mr. Dearborn asked what are the three primary benefits of the addition.

Mr. Frank stated that the main entrance leads to the hallway and then to the control area. He stated that there would be two offices in the front and room for people to have discussions with the director right there. Mr. Frank reiterated that the lounge area would be similar to that at the paddle hut and that there would be an area to congregate. He also stated that during the year, events take place and that there would be entertaining there as well.

Mr. Klaskin asked if they planned to redo the retail component.

Mr. Frank responded that it would be left as is for now. He stated that they planned to reconfigure the south wing area when the offices are taken out and that there would be bathrooms there where there are none there now. Mr. Frank added that all of the mechanicals and lighting will be redone and that they hope to use a geothermal system for heating and cooling. He also stated that if it is not feasible, the south side rooftop existing unit would be at a height equal to the backstop area for tennis. Mr. Frank stated that they want to eliminate it for a variety of reasons.

Chairman Swierk asked if the Board is to look at the A.C. Nielsen sign for approval.

Mr. Frank confirmed that is correct and that they are looking for a positive recommendation from the Board for the building itself including signage and landscaping and that the hardscape finishes would be presented at a future time.

Chairman Swierk asked Mr. Norkus what are the requirements for the signage on the facade.

Mr. Norkus stated that the limit is 15% and that the facade is rather sizable. He informed the Board that the sign area is considerably under the maximum allowable sign area, but that the Board also is permitted to consider the appropriateness of signs with respect to their relationship

to the building.

Chairman Swierk referred to the A.C. Nielsen lettering height on the stone facade and asked why is not higher.

Mr. Frank referred the Board to Drawing No. 2.2 and identified the limestone band below the A.C. Nielsen as the horizontal piece. He indicated that it may be 18 inches. Mr. Frank stated that the thinking is that they played with smaller and bigger sizes and that the size shown is the most appropriate for the building.

Ms. Kelly questioned whether any building lighting is proposed.

Mr. Frank indicated that they may be proposed, but that specific fixtures have not been identified. He stated that there are existing fixtures on the north end of the facility which might be matched, or perhaps a different fixture. He suggested that the Board consider requiring future review and approval of lighting as it has not yet been finalized.

Chairman Swierk suggested that the Board can make one motion and recommendations for a re-review. He stated that with regard to the parking lot lighting, he asked if they want it to look more like the downtown fixtures.

Mr. Freres responded that they cannot do the Village fixture and that if they went with the downtown streetscape, the light would be penetrating into the dark sky. He noted that a cutoff fixture would be needed here so that it would be more innocuous and compatible with the more residential character.

Mr. Marshall added that, with respect to fixture height, if they used a shorter fixture, there would need to be more of them.

Mr. Klaskin commented that he liked the idea of the A.C. Nielsen lettering to match the Park District lettering.

Chairman Swierk then read the notes that he took, noting that there are some items which are "conditions of approval", while other items are items which the applicant needs to "come back with clarification" on. He stated that the applicant is to come back with the actual material colors and samples for the tennis center for the brick and the stone.

Mr. Frank stated that in the past, they delivered brick samples to Mr. Norkus and one Board member can look at it.

Chairman Swierk stated that would be fine. He suggested that they get a piece of the limestone even though they realize it would not be a match because of weathering. Chairman Swierk stated that the applicant should provide the schematics showing the ability of a Suburban to

maneuver through the cul-de-sac.

Mr. Norkus suggested that the Board leave the determination of adequacy of turning movements with the Village Engineer.

Chairman Swierk stated that he wanted to make sure that the Village Council realized the Board's concern with the civil engineering side of the project, to assure the project is designed in full compliance with floodplain regulations without variances needed. He stated that the landscape plan will follow as the project gets developed for the maintenance building and the tennis center. Chairman Swierk then stated that the signage on the A.C. Nielsen tennis center addition would be brushed aluminum.

Mr. Frank confirmed that he will look at the specifications and match them.

Chairman Swierk stated that the Board would like to see the sign submittal again or either an email submittal.

Mr. Frank stated that he can send to Mr. Norkus the size of the letters and the band.

Chairman Swierk then stated that with regard to the new fence on the south side of the maintenance center, there would be no landscaping plan there. He stated that with regard to the time frame, if the next phase did not happen, they would install landscaping in front of the fence.

Mr. Freres stated that they will have landscaping there which is better than what is there today.

Chairman Swierk then referred to the siding brick transition on the side of the maintenance center and stated that there is to be a re-submittal on that building elevation. He asked if there timing concerns.

Mr. Freres stated that they would come back next month with two parts of the presentation of the global plan and follow-up to these questions on the open items.

Chairman Swierk then stated that the signage can wait until next month.

Ms. Stanley commented that she liked the long line of the Service Center building, without a break such as a roof covering the bathroom entry.

Mr. Marshall indicated that they would be leery about creating a dormer to break up the line.

Chairman Swierk asked if there were any other comments.

Mr. Klaskin stated that a roofed area would both call attention to the bathroom entrance, as well as to provide protection from the weather.

Mr. Freres questioned whether a blade sign could be used to identify the bathroom.

Mr. Marshall stated that they would make the door a different color than the other doors.

A gentleman in the audience stated that they could use a door with a window to call it out as an entry.

Mr. Dearborn commented that is fine and that it should be kept simple.

Ms. Stanley commented that she liked the existing cupolas.

Chairman Swierk stated that no rooftop equipment would be visible on the tennis center addition and that the lighting would be submitted if the applicant decided to have lighting. He also stated that there is no problem with the storage bin areas.

Ms. Kelly asked if the 530 address number would be shown on the Tennis Center addition.

Mr. Frank stated that they need the address sign for fire department identification.

Mr. Dearborn questioned the amount of impermeable space for the addition.

Chairman Swierk reiterated that the request should be subject to the Board's concern that the request be approved subject to full engineering and flood plain compliance, without variations.

Mr. Dearborn stated that, with the final "master plan", there is almost zero chance that what was presented this evening is going to occur, and that the actual elevation of the parking lot is likely to be raised higher, as will be shown next month. Mr. Dearborn asked if they are working under that assumption.

Mr. Frank stated that with regard to what they planned to propose next month, the Board can state in its recommendations that water retention in the parking lot area is in question. He then stated that next month, if the Board is satisfied with the new design, it becomes a moot point. Mr. Frank also stated that Mr. Saunders would be here next month. He stated that aesthetics are part of the Board's purview and that engineering is not.

Chairman Swierk agreed with Mr. Frank's comments since no engineering variations are to be considered.

Mr. Norkus explained that no permit would be issued by the Village until every aspect underwent a detailed reviewed and complied with the flood plain regulations.

Ms. Stanley stated that it is important to include the Board's concern about storm water and the floodplain, and expressing concern about the addition of impervious surfaces.

Mr. Frank stated that the Board's concerns are reflected in their comments in the minutes.

Ms. Stanley then asked if there would be a vertical transition.

Mr. Marshall confirmed that is correct. He also stated that if it sticks out, they would see how that detail would work.

Chairman Swierk asked for a motion issuing favorable comment on the requested Special Use Permit, subject to (a) Village Engineer review of turning movements in reconfigured parking lot; (b) expressing concern regarding the addition of impermeable area in the floodplain, and the review by the Village Engineer of the adequacy of civil and storm water plans, with no variances from floodplain regulations; (c) further review of any building mounted lighting, if proposed.

Chairman Swierk further stated that items requiring further review include; (1) submittal of material samples for the brick and stone, (2) a detailed landscape plan, (3) detailed sign drawings, and (4) a detail for the exterior wall materials at the service center building.

Ms. Stanley moved to issue favorable comment to the Village Council subject to the conditions outlined by Chairman Swierk.

Mr. Dearborn seconded the motion. A vote was taken and the motion was unanimously passed.

AYES: Dearborn, Kelly, Klaskin, Shen, Stanley, Swierk
NAYS: None

AGENDA REPORT

TO: Village Council

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

DATE: March 7, 2012

SUBJECT: 1235 Westmoor Rd. Ord. M-4-2012
(1) Maximum Building Size

Ordinance M-4-2012 grants a variation by Ordinance from Section 17.30.040 [Maximum Building Size] of the Winnetka Zoning Ordinance to permit the construction of a bay window and dormer addition to the residence that will result in a gross floor area (GFA) of 7,971.75 s.f., whereas the maximum of 6,803.48 s.f. is permitted, a variation of 1,168.27 s.f. (17.17%). The proposed GFA of 7,971.75 s.f. is a reduction of the existing nonconforming GFA of 8,021.77 s.f. due to the elimination of GFA elsewhere in the residence.

The petitioner, John Miller, is requesting the variation in order to add a bay window to the existing dining room and a dormer on the second floor. The bay window is 39.65 s.f. and the dormer is 9.73 s.f. The proposed bay window doesn't actual contribute 39.65 s.f. of GFA due to the cantilevered bay window above on the second floor and the cantilevered attic floor. Also, to lessen the extent of the variation request, the proposal includes removing the existing enclosed area north of the family room by removing the roof. All that being said, the proposed GFA of 7,971.75 s.f. is a reduction of the existing nonconforming GFA of 8,021.77 s.f., a net decrease of 50.02 s.f.

The GFA regulations have changed since this residence was built in 1990. One example of this is the inclusion of a portion of the basement in the GFA (821.55 s.f.) due to the height of first floor above grade. In 2002 the zoning ordinance was amended to require basements constructed since February 7, 1989 that have a finished first floor more than 2.5 ft. above grade to be included in the GFA. Also, there are areas of the second floor and attic floor that cantilever over the floors below. Such areas are included in the GFA at each floor level below the cantilevered feature.

With the exception of the GFA, the proposed improvements comply with the zoning ordinance as represented on the attached zoning matrix.

The property is located in the R-2 Single Family Residential District. The home was built in 1990. The petitioner purchased the property in 1983. The original residence on the property was built in 1954 and was torn down in order to build the existing residence, pool house, and pool in 1990.

There are no previous zoning variations for this property.

At its February 13, 2012 meeting the ZBA voted 6-0 to recommend approval of the variation.

1235 Westmoor Rd.

March 7, 2012

Page 2 of 2

Introduction of the ordinance requires the concurrence of the majority of the Village Council members present.

Recommendation

Consider introduction of Ordinance M-4-2012, granting a variation from the maximum permitted building size to permit the construction of additions to the residence.

ZONING MATRIX

ADDRESS: 1235 Westmoor Rd.

CASE NO: 12-04-V2

ZONING: R-2

ITEM	REQUIREMENT	EXISTING	PROPOSED	TOTAL	STATUS
Min. Lot Size	25,200 SF	21,789 SF	N/A	N/A	EXISTING NONCONFORMING
Min. Average Lot Width	115 FT	106.64 FT	N/A	N/A	EXISTING NONCONFORMING
Max. Roofed Lot Coverage	5,447.25 SF (1)	4,637.55 SF	(79.22) SF	4,558.33 SF	OK
Max. Gross Floor Area	6,803.48 SF (1)	8,021.77 SF	(50.02) SF	7,971.75 SF	1,168.27 SF (17.17%) VARIATION
Max. Impermeable Lot Coverage	10,894.5 SF (1)	10,282.73 SF	13.09 SF	10,295.82 SF	OK
Min. Front Yard (South)	50 FT	52.44 FT	51.38 FT	N/A	OK
Min. Corner (Front) Yard (West)	30.66 FT	30.02 FT	31.37 FT	N/A	EXISTING NONCONFORMING
Min. Side Yard (East)	12 FT	11.63 FT	14.65 FT	N/A	EXISTING NONCONFORMING
Min. Rear Yard (North)	25 FT	78.7 FT	N/A	N/A	OK

NOTES:

(1) Based on lot area of 21,789 s.f.

**AN ORDINANCE
GRANTING A VARIATION
IN THE APPLICATION OF THE ZONING ORDINANCE
OF THE VILLAGE OF WINNETKA,
COOK COUNTY, ILLINOIS (1235 Westmoor Road)**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) find that establishing standards for the use and development of lands and buildings within the Village and establishing and applying criteria for variations from those standards are matters pertaining to the affairs of the Village; and

WHEREAS, the property commonly known as 1235 Westmoor, Winnetka, Illinois (the “Subject Property”), is legally described as follows:

Lot 5 in Durham’s Subdivision according to the plat thereof recorded as Document No. 15576059 on March 24, 1953, in the Northwest Quarter of the Southwest Quarter of Section 17, Township 42 North, Range 13 East of the Third Principal Meridian, Village of Winnetka, Cook County, Illinois; and

WHEREAS, the Subject Property is located in the R-2 Zoning District provided in Chapter 17.24 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

WHEREAS, on January 11, 2012, the owner of the Subject Property filed an application for a variation of 1,168.27 square feet (17.17%) from the maximum building size (gross floor area) limitations in Section 17.30.040 of the Lot, Space, Bulk and Yard Regulations for Single Family Residential Districts established by Chapter 17.30 of the Zoning Ordinance to allow a gross floor area of 7,971.75 square feet, whereas the maximum permitted gross floor area is 6,803.48 square feet, to permit renovations that would reconfigure interior space, add a bay window to the dining room, add a dormer on the second floor and eliminate an existing enclosed area along the north building line adjacent to the family room by removing the roof and leaving an open patio surface; and

WHEREAS, on February 13, 2012, on due notice thereof, the Zoning Board of Appeals conducted a public hearing on the requested variations and, by the unanimous vote of the six

members then present, has reported to the Council recommending that the requested variation be granted; and

WHEREAS, there are practical difficulties associated with carrying out the strict application of the Zoning Ordinance with respect to the Subject Property in that: (a) the home was constructed in 1990 with a conforming gross floor area, but was rendered nonconforming by zoning amendments passed in 2002 that required including the home's basement in calculating the gross floor area, because the first floor is more than 2.5 feet above grade; and (b) the proposed changes will improve the functionality of the existing home; (c) the addition of the bay window to the dining room will improve the appearance of the Westmoor Road frontage of the home; (d) the proposed construction would reduce the home's roofed lot coverage by approximately 79 square feet and would reduce the gross floor area by 50 square feet; and (e) the actual size of the proposed changes is minimal in relation to the existing size of the building, to the Subject Property as a whole, and to the surrounding neighborhood; and

WHEREAS, the requested variation will not alter the essential character of the neighborhood because the proposed additions are in keeping with the architectural design of the residence and will improve the appearance of the existing home when viewed from Westmoor Road; and

WHEREAS, the requested variation will not impair an adequate supply of light and air because: (a) the proposed additions are not adjacent to any neighboring structures; (b) the proposed dormer mirrors an existing dormer on the east side of the house; (c) the reconfigured west building line operates to increase the corner setback along Westmoor Road; and both the proposed bay window and proposed dormer will bring more daylight into the house; and

WHEREAS, the requested variation will not increase the hazard from fire and other dangers to the Subject Property, as the proposed construction will comply with all applicable building and fire protection codes; and

WHEREAS, there is no evidence that the requested variation will diminish the taxable value of land and buildings throughout the Village, and the taxable value of the Subject Property may be increased because of the proposed improvements; and

WHEREAS, the proposed construction will not contribute to congestion on the public streets, as the property will continue to be used for single family residential purposes; and

WHEREAS, there is no evidence that the requested variation will otherwise impair the public health, safety, comfort, morals, and welfare of the inhabitants of the Village; and

WHEREAS, the requested variation is in harmony with the general purpose and intent of the Winnetka Zoning Ordinance, in that it allows the renovation, restoration and rehabilitation of a structurally sound existing building while maintaining the existing scale and appearance of the community and protecting established trees and landscaping.

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

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

SECTION 2: The Subject Property, commonly known as 1235 Westmoor, and located in the R-2 Single-Family Residential District provided in Chapter 17.24 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code is hereby granted a variation of 1,168.27 square feet (17.17%) from the maximum building size (gross floor area) limitations in Section 17.30.040 of the Lot, Space, Bulk and Yard Regulations for Single Family Residential Districts established by Chapter 17.30 of the Zoning Ordinance to allow a gross floor area of 7,971.75 square feet, whereas the maximum permitted gross floor area is 6,803.48 square feet, to permit renovations that would reconfigure interior space, add a bay window to the dining room, add a dormer on the second floor and eliminate an existing enclosed area along the north building line adjacent to the family room by removing the roof and leaving an open patio surface in accordance with the plans and elevations submitted with the application for variation.

SECTION 3: The variation granted herein is conditioned upon the commencement of the proposed construction within 12 months after the effective date of this Ordinance.

SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

[Remainder of this page intentionally left blank.]

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2012, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2012

Signed:

Village President

Countersigned:

Village Clerk

Introduced: March 20, 2012

Posted:

Passed and Approved:

Posted:

APPLICATION FOR VARIATION
WINNETKA ZONING BOARD OF APPEALS

Owner Information:

Name: John Miller

Property Address: 1235 Westmoor Road

Home and Work Telephone Number: Home: (847) 446.8464 Work: (847) 404.9964

Fax and E-mail: Fax: (847) 832.4014 Email: JMiller@NACorporation.com

Architect Information: Name, Address, Telephone, Fax & E-mail:

Wade Weissmann Architecture Inc. - Contact: Erik Johnson

8655 N. Deerwood Drive T: ~~414~~ (414) 352.4102

Brown Deer, WI 53209 E: erik@wwa-design.com

F: (414) 352.8385

Attorney Information: Name, Address, Telephone, Fax & E-mail:

Reed Smith LLP - Contact: Lewis Greenblatt

10 South Wacker Dr. T: (312) 207.6417

Chicago, IL 60606-7507 E: lgreenblatt@reedsmith.com

F: (312) 207.6400

Date Property Acquired by Owner: Aug. 1983

Nature of Any Restrictions on Property: N/A

Explanation of Variation Requested: Please see attached
(Attach separate sheet if necessary)

OFFICE USE ONLY

Variation Requested Under Ordinance Section(s): _____

Staff Contact: _____ Date: _____



STANDARDS FOR GRANTING OF ZONING VARIATIONS

Applications must provide evidence and explain in detail the manner wherein the strict application of the provisions of the zoning regulations would result in a clearly demonstrated practical difficulty or particular hardship. In demonstrating the existence of a particular difficulty or a particular hardship, please direct your comments and evidence to each of the following items:

1. The property in question can not yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that zone.
2. The plight of the owner is due to unique circumstance. Such circumstances must be associated with the characteristics of the property in question, rather than being related to the occupants.
3. The variation, if granted, will not alter the essential character of the locality.
4. An adequate supply of light and air to the adjacent property will not be impaired.
5. The hazard from fire and other damages to the property will not be increased.
6. The taxable value of the land and buildings throughout the Village will not diminish.
7. The congestion in the public street will not increase.
8. The public health, safety, comfort, morals, and welfare of the inhabitants of the Village will not otherwise be impaired.

For your convenience, you will find attached examples of general findings, for and against the granting of a variation, which have been made by the Zoning Board of Appeals and Village Council in prior cases.

NOTE: The Zoning Board of Appeals or the Village Council, depending on which body has final jurisdiction, must make a finding that a practical difficulty or a particular hardship exists in order to grant a variation request.

Property Owner's Signature:  Date: 1/10/12

(Proof of Ownership is required)

Variations, if granted, require initiation of construction activity within 12 months of final approval. Consider your ability to commence construction within this 12 month time period to avoid lapse of approvals.



1235 WESTMOOR
EXPLANATION OF VARIATION REQUEST
01.10.12

WHEN OUR CLIENTS CONSTRUCTED THEIR HOME THEY BUILT IT TO FIT THE NEEDS OF THEIR THEN YOUNG AND GROWING FAMILY. AS THEY ENTER THE NEXT PHASE OF THEIR LIFE THEY WISH TO ALTER THEIR HOME TO SUIT THEIR CURRENT LIVING SITUATION, WHICH IS SUBSTANTIALLY DIFFERENT THAN WHAT IT WAS WHEN THEY BUILT THE HOME. THEY BUILT THEIR HOME IN ACCORDANCE WITH THE REGULATIONS OF THE VILLAGE, WHICH HAVE SINCE CHANGED. DUE TO NO FAULT OF THEIR OWN THE HOME IS NO LONGER COMPLIANT WITH THE VILLAGE REGULATIONS, AND THEREFORE NOT ELIGIBLE TO BE MODIFIED AS THEY DESIRE.

THE DESIRE TO ADD A BAY TO THE SIDE OF THE HOUSE TO IMPROVE THE STREET PRESENCE OF THE HOME AND IMPROVE THE FUNCTION OF THE INTERIOR SPACE CANNOT BE MET DUE TO THE HOME'S GFA BEING IN EXCESS OF THE ZONING REGULATIONS. TO BRING THE HOME CLOSER TO COMPLIANCE WITH THE GFA REGULATION, AND IMPROVE THE PROPERTY ACCORDING TO OUR CLIENTS DESIRES WE PROPOSE TO OFFSET THE ADDITIONAL AREA OF THE BAY BY REMOVING A SIGNIFICANT PORTION OF ROOF ON THE NORTH SIDE OF THE HOME AND ADDING DORMERS ON THE WEST SIDE OF THE HOUSE REDUCING GFA AREA BY APPROX. 150 S.F. THE REDUCTION TO THE OVERALL GFA IS SIGNIFICANTLY GREATER THAN THE APPROX. 40 S.F. OF THE PROPOSED BAY. THE ALTERATIONS WE PROPOSE WILL BRING THE HOME CLOSER TO COMPLIANCE, AND HAVE NO NEGATIVE IMPACT ON ADJACENT PROPERTIES OR THE VILLAGE AS OUTLINED IN THE POINTS BELOW.

-THE RESIDENCE WAS IN COMPLIANCE WITH THE ZONING REGULATIONS IN PLACE AT TIME OF CONSTRUCTION, BUT IS NOT COMPLIANT WITH THE CURRENT REGULATIONS, THE PLIGHT OF THE OWNER IS DUE IN PART TO THE CIRCUMSTANCE OF THE CONSTRUCTION OF THE RESIDENCE TAKING PLACE WITHIN A SMALL WINDOW BEFORE THE REGULATIONS CHANGED, BUT AFTER THE SET DATE (02-07-89) WHERE ADDITIONAL LENIENCE IS ALLOWED WITHIN THE ZONING CODE

-THE PROPOSED ALTERATION WILL IMPROVE THE CHARACTER OF THE RESIDENCE AND BRING THE HOME CLOSER TO COMPLIANCE WITH THE EXISTING GFA REGULATIONS.

-THE PROPOSED ALTERATION WILL NOT EXTEND IMPEDE THE SUPPLY OF LIGHT ON ANY ADJACENT PROPERTIES.

-THE PROPOSED ALTERATION REDUCES FLOOR AREA OF THE BUILDING, THEREFORE REDUCING THE OVERALL AREA OF POTENTIALLY FLAMMABLE ELEMENTS.

-THE PROPOSED ALTERATION WILL IMPROVE THE STREET PRESENCE OF THE RESIDENCE. IF THE ALTERATION HAS ANY IMPACT ON THE TAXABLE LAND AND BUILDINGS OF THE VILLAGE IT WILL BE POSITIVE.

-THE PROPOSED ALTERATION WILL HAVE NO IMPACT ON THE TRAFFIC PATTERNS OF ADJACENT PUBLIC STREETS.

-THE PROPOSED ALTERATION WILL NOT IMPAIR THE PUBLIC HEALTH, SAFETY, COMFORT, MORALS, OR GENERAL WELFARE OF THE VILLAGE INHABITANTS.

WADE WEISSMANN ARCHITECTURE INC.

8655 NORTH DEERWOOD DRIVE - BROWN DEER, WISCONSIN 53209

VOICE 414 351 1200 FACSIMILE 414 352 8385



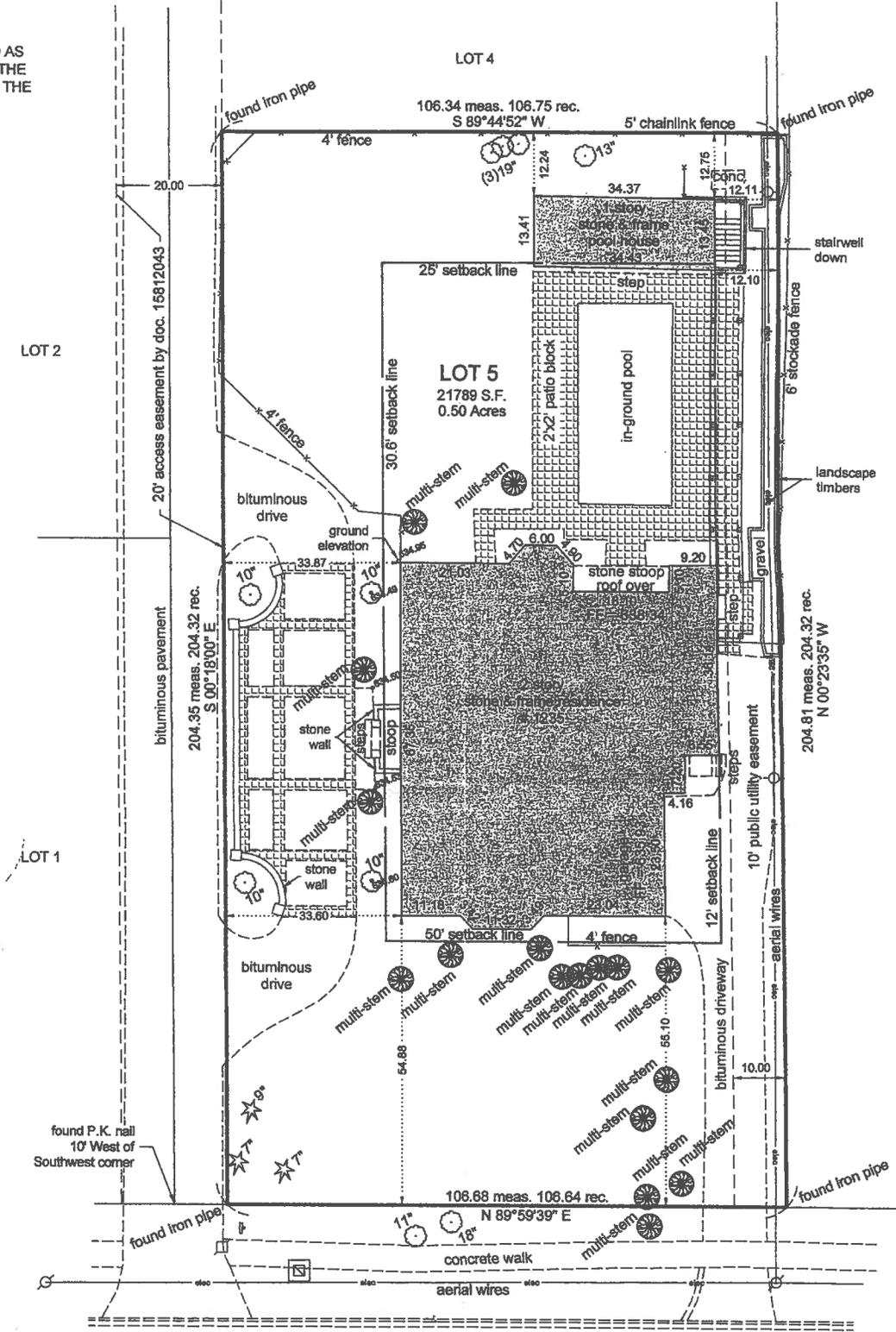
1235 Westmoor Rd.



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SURVEY

ACCORDING TO THE PLAT THEREOF RECORDED AS
 1953, IN THE NORTH WEST QUARTER OF THE
 TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE
 1E OF WINNETKA, COOK COUNTY, ILLINOIS.



INTERSECTION

NORTH RIGHT OF
 WEST CORNER LOT 5
 (AD).

found P.K. nail
 10' West of
 Southwest corner

WESTMOOR ROAD

bituminous pavement

MARKINGS SHOWN ON THE RECORDED
 PLAT SHALL BE OBEYED IN ACCORDANCE WITH
 LOCAL ORDINANCES BEFORE
 ANY CONSTRUCTION OF SAID
 SITE MARKINGS WITH THIS
 SURVEY. MARKINGS WHICH YOU MAY FIND.

I, JACK R. BLECK, DO HEREBY CERTIFY THAT THE PROPERTY
 WAS MEASURED AND STAKED BY ME, OR UNDER MY DIRECTION, AND THE PLAT
 IS A TRUE REPRESENTATION OF SAID SURVEY.
 THIS PROFESSIONAL SERVICE CONFORMS TO THE
 STANDARDS OF A BOUNDARY SURVEY.

DATE OF SURVEY: OCTOBER A.D., 2011.



WINNETKA RENOVATION



WINNETKA RENOVATION

1235 Westmoor Road, Winnetka, Illinois
WADE WEISSMANN ARCHITECTURE, INC. © 2011 / P. 414-351-1200 F. 414-352-6385

WADE WEISSMANN ARCHITECTURE, INC.
8655 NORTH DEERWOOD DRIVE - BROWN DEER, WISCONSIN 53209

ZMA Application
ZMA Application - Revised
01.10.12
01.18.12

COVER

SCALE: N.T.S.

PROJECT DATA

OWNER INFORMATION

OWNER:

John & Sandy Miller
c/o Wade Weissmann Architecture Inc.
8655 N. Deerwood Drive
Brown Deer, WI 53209

PROJECT CONTACTS

ARCHITECT:

Wade Weissmann Architecture Inc.
8655 N. Deerwood Drive
Brown Deer, WI 53209

Tel: 414.351.1200
Fax: 414.352.8385

Contact: Meg Chernay
email: meg@wwa-design.com

Contact: Erik Johnson
email: erik@wwa-design.com

INTERIOR DESIGNER:

Susan Kroeger Ltd.
886 Green Bay Rd
Winnetka, WI 60093

Tel: 847.441.0346
Fax: 847.441.0389

Contact: Susan Kroeger
email: susan@susankroeger.com

GENERAL CONTRACTOR:

Engerman Contracting
W3411 Linton Rd.
Lake Geneva, WI 53147

Tel: 262.248.9210
Fax: 262.248.9463

Contact: John Engerman
email: jengerman@engermancontracting.com

STRUCTURAL ENGINEER:

Structural Dimension, Inc.
4035 N. 127th Street
Brookfield, WI 53005

Tel: 262.373.0860
Fax: 262.373.0860

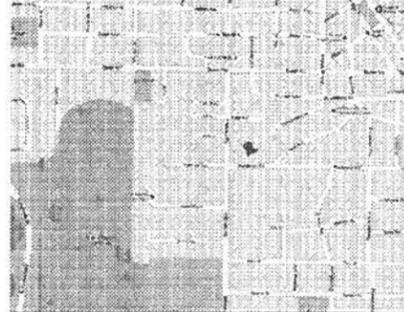
Contact: Eric Felle
email: efelle@structuraldimension.com

ARCHITECTURAL SYMBOLS

-  PLAN NOTE
-  ROOF PITCH TAG
-  DOOR NUMBER
-  WINDOW NUMBER
-  BUILDING & WALL SECTION REFERENCE DRAWING NUMBER
-  EXTERIOR ELEVATION REFERENCE DRAWING NUMBER
-  INTERIOR ELEVATION REFERENCE DRAWING NUMBER
-  ROOM TAG
-  ELEVATION HEIGHT
-  DETAIL REFERENCE DRAWING NUMBER
-  CONSTRUCTION BULLETIN REFERENCE NUMBER & REVISION CLOUD

SITE LOCATION MAPS

REGION LOCATION MAP



CITY LOCATION MAP



STREET LOCATION MAP



INDEX OF DRAWINGS / DOCUMENTS

GENERAL

- COVER
- PROJECT DATA

CIVIL

- C1.0 EXISTING BOUNDRY SURVEY
- C1.1 PROPOSED SITE PLAN

ARCHITECTURAL

- D1.0 LOWER LEVEL DEMO PLAN
- D1.1 MAIN LEVEL DEMO PLAN
- D1.2 UPPER LEVEL DEMO PLAN
- D1.3 ATTIC LEVEL DEMO PLAN
- D2.0 DEMO EXTERIOR ELEVATIONS
- D2.1 DEMO EXTERIOR ELEVATIONS
- A1.0 LOWER LEVEL FLOOR PLAN
- A1.1 MAIN LEVEL FLOOR PLAN
- A1.2 UPPER LEVEL FLOOR PLAN
- A1.3 ATTIC LEVEL FLOOR PLAN
- A1.4 ROOF PLAN
- A2.0 EXTERIOR ELEVATIONS
- A2.1 EXTERIOR ELEVATIONS

GOVERNING CODES

- 2003 International Building Codes & International Residential Codes for One & Two Family Dwellings
- 2002 National Electric Code
- 2004 State of Illinois Plumbing Code
- 2003 International Mechanical Codes & International Fire Codes
- 2000 NFPA Life Safety Codes and the Village of Winnetka Building Codes dated April 26, 2011
- Amendments to the International Codes dated July 1, 2005

GENERAL NOTES

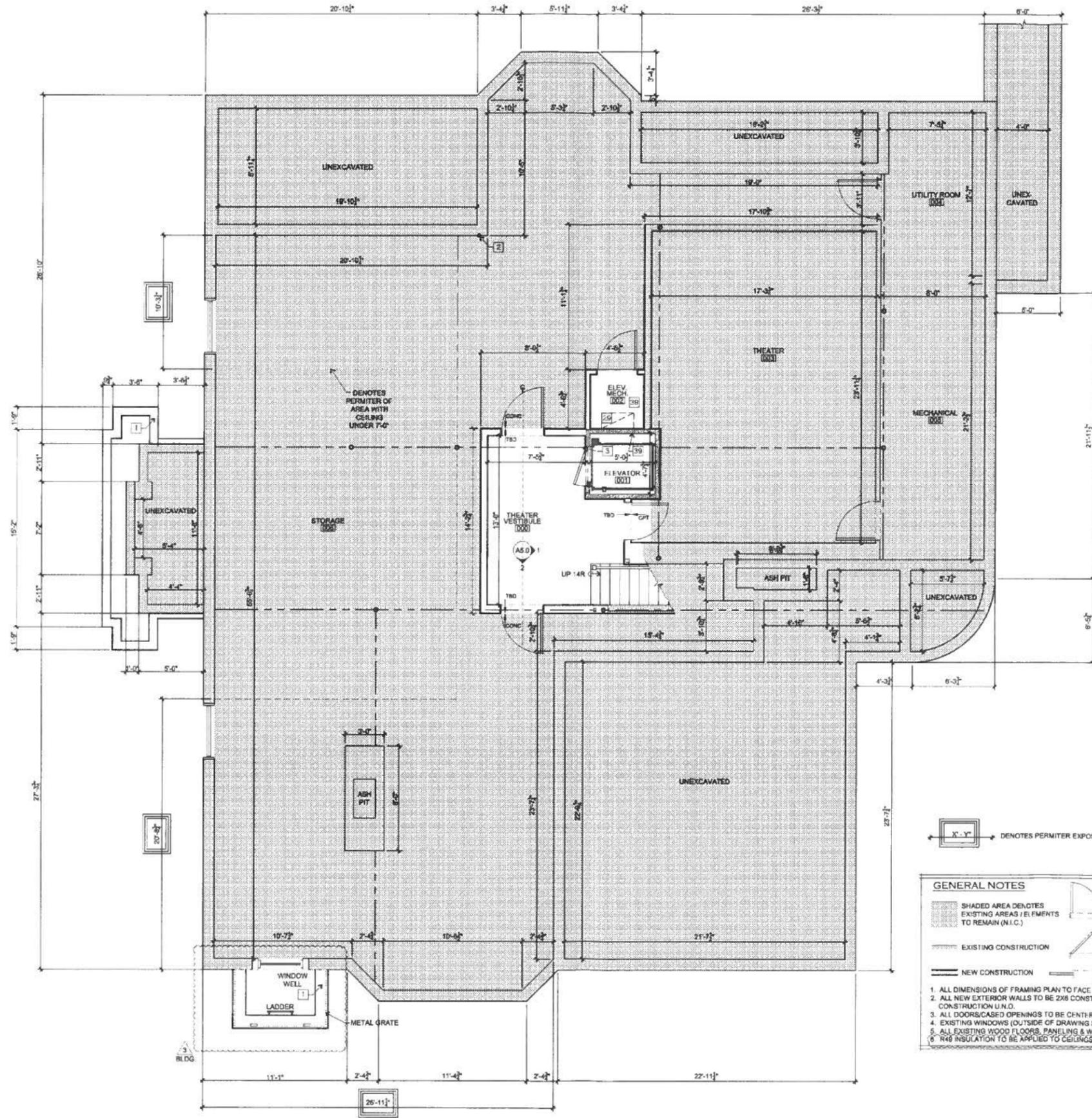
- 1.) The intent of the Contract Documents is to include all items necessary for proper execution and completion of the work by the Contractor. It is the responsibility of all parties involved in construction to have reviewed all of the Contract Documents.
- 2.) All original Contract Documents and copies thereof are the property of the Architect. The Architect expressly reserves his common-law copyright and other property rights with regard to these Contract Documents. The Contract Documents and the designs therein are provided for the construction of this project, and shall not be reproduced, modified, or recreated for any other purpose or project.
- 3.) The largest scaled detail shall supersede smaller scaled drawings. Details shall not be surmised from the architectural floor plans or architectural elevations. If a condition is not specifically detailed, assume that the level of detail and quality will be consistent with what is shown for similar conditions.
- 4.) Under no circumstances shall the Contractor scale the drawings. The Contractor shall perform all layouts using the specified calculated dimensions, reporting any discrepancies to the Architect before proceeding. Dimensions are typically to face of masonry foundation, face of exterior sheathing, face of interior stud, or centerline.
- 5.) Any conflicting information or errors found in the drawings or specifications shall be reported to the Architect, who shall issue clarifications.
- 6.) Coordinate use of sanitary facilities with owner. Maintain in clean and sanitary condition.
- 7.) All existing connections to site utilities to be reused where possible.

WINNETKA RENOVATION
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05.10.12
01.18.12
2/24 Application, Revised

PROJECT DATA

SCALE: N.T.S.



- KEYED NOTES**
- 1 NEW FOOTING - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - 2 REDIRECT EXISTING BEAM - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - 3 NEW STONE STEPS - REUSE EXISTING STONE VENEER.
 - 4 FILL IN COMPLETE WATERTABLE - REUSE EXISTING STONE VENEER.
 - 5 MAIL SLOT BELOW WINDOW - SEE EXT. ELEVATIONS.
 - 6 EXISTING ENTRY STOOP TO REMAIN - REUSE EXISTING STONE.
 - 7 3/4" WALL TO ACCOMMODATE APPLIANCE GARAGE DEPTH.
 - 8 FURR OUT EXISTING WALL AS REQUIRED.
 - 9 APPLIANCE GARAGE - SEE INT. ELEVATIONS.
 - 10 REFINISH EXISTING PANELING/WAINSCOTTING - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - 11 BUILT-IN SHELVING - SEE INT. ELEVATIONS.
 - 12 FREESTANDING VANITY - SELECTION BY ID.
 - 13 RAISE EXISTING SILL - SEE EXT. ELEVATIONS FOR MORE INFO.
 - 14 REPLACE EXISTING POCKET DOOR(S).
 - 15 REPLACE EXISTING COUNTERTOP.
 - 16 SHELVING BY CLOSET MAKER.
 - 17 EXISTING STORAGE TO REMAIN.
 - 18 OPEN SHELVING.
 - 19 REFINISH EXISTING FLOOR - PATCH & MATCH AS REQUIRED.
 - 20 CENTER WINDOW ON BAY ABOVE AND WINDOW BELOW.
 - 21 OPENING IN COUNTER.
 - 22 WORK LIMITED TO REFINISHING OF WOOD SURFACES & WINDOW REPLACEMENT AS REQUIRED.
 - 23 CONFIRM HEIGHT OF KNEE WALL W/ OWNER.
 - 24 NEW HANDRAIL & SPINDLES.
 - 25 WOOD COLUMNS SEE ELEVATIONS FOR MORE INFO.
 - 26 PROVIDE DEEPEST CLOSET BASED ON FINDINGS OF DEMO - COORD. W/ ARCH.
 - 27 BUILT-IN SOAKING TUB.
 - 28 ELEVATOR EQUIPMENT - VERIFY ALL REQUIREMENTS WITH MANUFACTURER.
 - 29 RELOCATE FLOOR REGISTER TO WALL - REPLACE CUT TILE WITH FULL PIECES FROM BACK OF COATS 119.
 - 30 STONE PEDESTAL - SEE EXT. ELEVATIONS FOR MORE INFO.
 - 31 DEC. PLANTERS BY OWNER.
 - 32 REFINISH EXISTING CABINETRY - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - 33 BUILT-IN BENCH W/ STORAGE WITHIN - SEE INT. ELEVATIONS FOR MORE INFO.
 - 34 BUILD UP SLOPE OF WELL - RAISE WINDOW SILL TO ACCOMMODATE MEDICINE CABINET.
 - 35 STONE SEAT - SELECTION BY ID.
 - 36 BLOCKING AS REQUIRED FOR BATH ACCESSORY - VERIFY LOCATION W/ OWNER/ ID.
 - 37 INTERIOR FINISH PER ELEVATOR CODE.
 - 38 RANGE VENT - PROVIDE 1" BETWEEN DUCT & ADJACENT COMBUSTIBLE FRAMING.
 - 39 TILED NICHE - COORDINATE SIZE W/ ID.
 - 40 PROVIDE TEMPERED GLASS.
 - 41 PROVIDE 1 HOUR FIRE RATED ENCLOSURE - ALL OPENINGS TO BE RATED.

- GENERAL NOTES**
- SHADE AREA DENOTES EXISTING AREAS / ELEMENTS TO REMAIN (N.I.C.)
 - EXISTING CONSTRUCTION
 - NEW CONSTRUCTION
 - NEW POCKET DOOR
 - NEW DOOR/ CASSED OPENING
 - EXISTING DOOR TO REMAIN
 - EXISTING POCKET DOOR TO REMAIN
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD & COORDINATED W/ DETAILS & EXISTING CONDITIONS
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD
 - INDICATES DIMENSIONS THAT ARE TO BE EQUAL
- 1 ALL DIMENSIONS OF FRAMING PLAN TO FACE OF STUD.
 - 2 ALL NEW EXTERIOR WALLS TO BE 2X8 CONSTRUCTION & TO HAVE MIN. R21 INSULATION. ALL NEW INTERIOR WALLS TO BE 2X4 CONSTRUCTION U.N.O.
 - 3 ALL DOORS/CASSED OPENINGS TO BE CENTERED AS SHOWN ON PLANS.
 - 4 EXISTING WINDOWS (OUTSIDE OF DRAWING SCOPE) TO BE REPLACED - GC TO CONFIRM REPLACEMENT LOCATIONS W/ OWNER.
 - 5 ALL EXISTING WOOD FLOORS, PANELING & WAINSCOTTING TO BE REFINISHED U.N.O. - GC TO COORDINATE W/ OWNER/ ID.
 - 6 R48 INSULATION TO BE APPLIED TO CEILINGS IN COMPLIANCE WITH IRC TABLE N-102.1.



01.10.12
01.19.12
ZMA Application / Revision

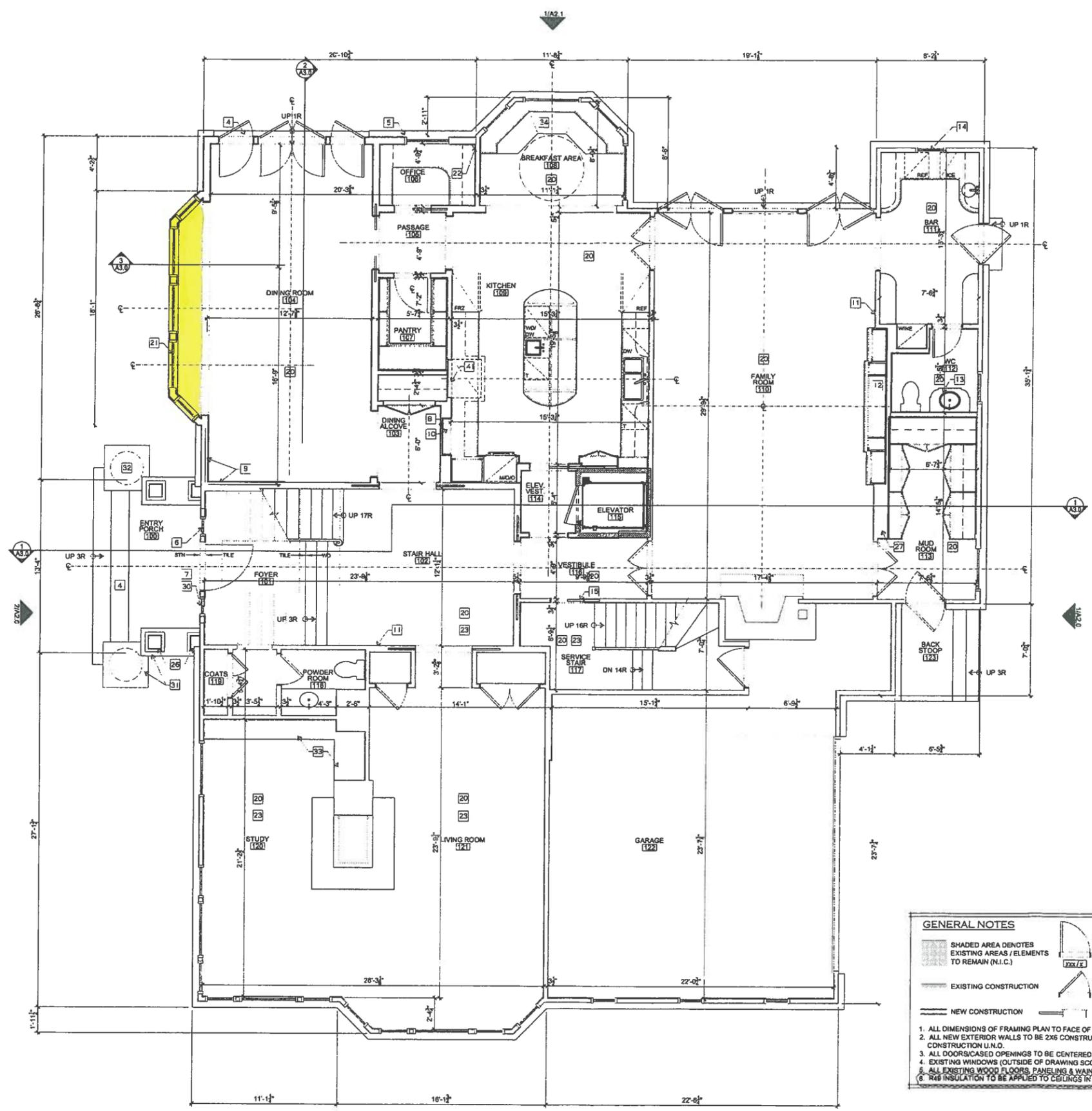
LOWER LEVEL FLOOR PLAN

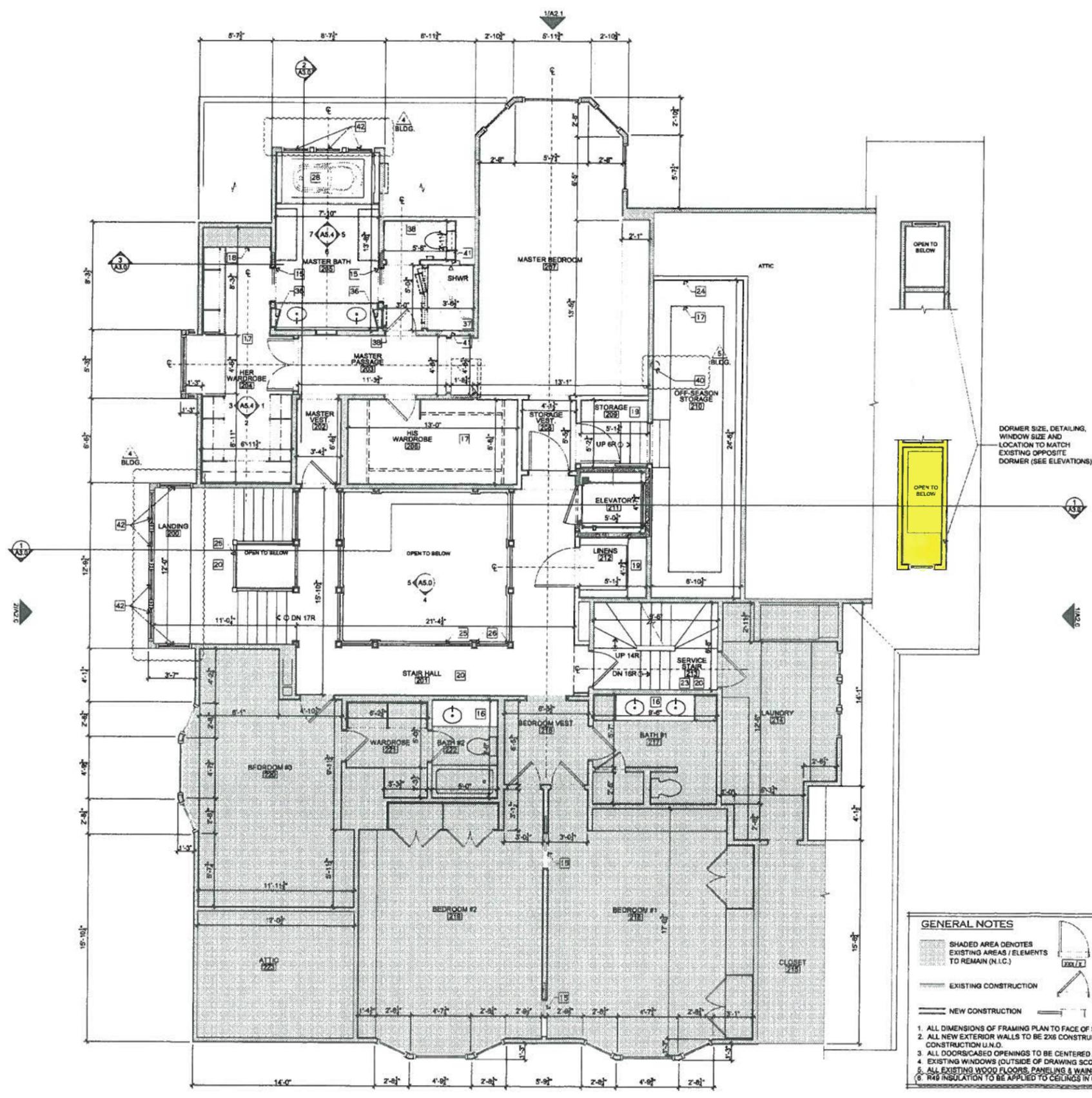
SCALE: 1/4" = 1'-0"

A1.0

- KEYED NOTES**
- NEW FOOTING - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - REDIRECT EXISTING BEAM - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - NEW STONE STEPS - REUSE EXISTING STONE VENEER
 - FILL IN/ COMPLETE WATERTABLE - REUSE EXISTING STONE VENEER
 - MAIL SLOT BELOW WINDOW - SEE EXT. ELEVATIONS
 - EXISTING ENTRY STOOP TO REMAIN - REUSE EXISTING STONE
 - 3/4" WALL TO ACCOMMODATE APPLIANCE GARAGE DEPTH
 - FURR OUT EXISTING WALL AS REQUIRED
 - APPLIANCE GARAGE - SEE INT. ELEVATIONS
 - REFINISH EXISTING PANELING/ WAINSCOTING - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - BUILT-IN SHELVING - SEE INT. ELEVATIONS
 - FREESTANDING VANITY - SELECTION BY ID
 - RAISE EXISTING SILL - SEE EXT. ELEVATIONS FOR MORE INFO.
 - REPLACE EXISTING POCKET DOOR(S)
 - REPLACE EXISTING COUNTERTOP
 - SHELVING BY CLOSET MAKER
 - EXISTING STORAGE TO REMAIN
 - OPEN SHELVING
 - REFINISH EXISTING FLOOR - PATCH & MATCH AS REQUIRED
 - CENTER WINDOW ON BAY ABOVE AND WINDOW BELOW
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 - CONFIRM HEIGHT OF KNEE WALL W/ OWNER
 - NEW HANDRAIL & SPINDLES
 - WOOD COLUMNS SEE ELEVATIONS FOR MORE INFO.
 - PROVIDE DEEPEST CLOSET BASED ON FINDINGS OF DEMO. - COORD. W/ ARCH
 - BUILT-IN SOAKING TUB
 - ELEVATOR EQUIPMENT - VERIFY ALL REQUIREMENTS WITH MANUFACTURER
 - RELOCATE FLOOR REGISTER TO WALL - REPLACE CUT TILE WITH FULL PIECES FROM BACK OF COATS 118
 - STONE PEDESTAL SEE EXT. ELEVATIONS FOR MORE INFO.
 - DEC. PLANTERS BY OWNER
 - REFINISH EXISTING CABINETRY - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - BUILT-IN BENCH W/ STORAGE WITHIN - SEE INT. ELEVATIONS FOR MORE INFO.
 - BUILD UP SLOPE OF WELL - RAISE WINDOW SILL TO ACCOMMODATE
 - MEDICINE CABINET
 - STONE SEAT - SELECTION BY ID
 - BLOCKING AS REQUIRED FOR BATH ACCESSORY - VERIFY LOCATION W/ OWNER/ ID
 - INTERIOR FINISH PER ELEVATOR CODE
 - RANGE VENT - PROVIDE 1" BETWEEN DUCT & ADJACENT COMBUSTIBLE FRAMING
 - TILED NICHE - COORDINATE SIZE W/ ID
 - PROVIDE TEMPERED GLASS
 - PROVIDE 1 HOUR FIRE RATED ENCLOSURE - ALL OPENINGS TO BE RATED

- GENERAL NOTES**
- SHADED AREA DENOTES EXISTING AREAS / ELEMENTS TO REMAIN (N.I.C.)
 - EXISTING CONSTRUCTION
 - NEW CONSTRUCTION
 - NEW POCKET DOOR
 - NEW DOOR/ CASIED OPENING
 - EXISTING DOOR TO REMAIN
 - EXISTING POCKET DOOR TO REMAIN
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD & COORDINATED W/ DETAILS & EXISTING CONDITIONS
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD
 - INDICATES DIMENSIONS THAT ARE TO BE EQUAL
- ALL DIMENSIONS OF FRAMING PLAN TO FACE OF STUD.
 - ALL NEW EXTERIOR WALLS TO BE 2X6 CONSTRUCTION & TO HAVE MIN. R21 INSULATION. ALL NEW INTERIOR WALLS TO BE 2X4 CONSTRUCTION U.N.O.
 - ALL DOOR/CASIED OPENINGS TO BE CENTERED AS SHOWN ON PLANS.
 - EXISTING WINDOWS (OUTSIDE OF DRAWING SCOPE) TO BE REPLACED - GC TO CONFIRM REPLACEMENT LOCATIONS W/ OWNER.
 - ALL EXISTING WOOD FLOORS, PANELING & WAINSCOTING TO BE REFINISHED, U.N.O. - GC TO COORDINATE W/ OWNER/ ID.
 - R48 INSULATION TO BE APPLIED TO CEILINGS IN COMPLIANCE WITH IRC TABLE N1102.1.





- KEYED NOTES**
- NEW FOOTING - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - REDIRECT EXISTING BEAM - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - NEW STONE STEPS - REUSE EXISTING STONE VENEER.
 - FILL IN COMPLETE WATERTABLE - REUSE EXISTING STONE VENEER.
 - MAIL SLOT BELOW WINDOW - SEE EXT. ELEVATIONS.
 - EXISTING ENTRY STOOP TO REMAIN - REUSE EXISTING STONE.
 - 3/4" WALL TO ACCOMMODATE APPLIANCE GARAGE DEPTH.
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 - STONE PEDESTAL SEE EXT. ELEVATIONS FOR MORE INFO.
 - DEC. PLANTERS BY OWNER.
 - REFINISH EXISTING CABINETRY - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - BUILT-IN BENCH W/ STORAGE WITHIN - SEE INT. ELEVATIONS FOR MORE INFO.
 - BUILD UP SLOPE OF WELL - RAISE WINDOW SILL TO ACCOMMODATE MEDICINE CABINET.
 - STONE SEAT - SELECTION BY ID.
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 - INTERIOR FINISH PER ELEVATOR CODE.
 - RANGE VENT - PROVIDE 1" BETWEEN DUCT & ADJACENT COMBUSTIBLE FRAMING.
 - TILED NICHE - COORDINATE SIZE W/ ID.
 - PROVIDE TEMPERED GLASS.
 - PROVIDE 1 HOUR FIRE RATED ENCLOSURE - ALL OPENINGS TO BE RATED.

- GENERAL NOTES**
- SHADED AREA DENOTES EXISTING AREAS / ELEMENTS TO REMAIN (N.I.C.)
 - EXISTING CONSTRUCTION
 - NEW CONSTRUCTION
 - NEW POCKET DOOR
 - NEW DOOR / CASED OPENING
 - EXISTING DOOR TO REMAIN
 - EXISTING POCKET DOOR TO REMAIN
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD & COORDINATED W/ DETAILS & EXISTING CONDITIONS
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD
 - INDICATES DIMENSIONS THAT ARE TO BE EQUAL
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 - EXISTING WINDOWS (OUTSIDE OF DRAWING SCOPE) TO BE REPLACED - GC TO CONFIRM REPLACEMENT LOCATIONS W/ OWNER.
 - ALL EXISTING WOOD FLOORS, PANELING & WAINSCOTING TO BE REFINISHED. U.N.O. - GC TO COORDINATE W/ OWNER/ ID.
 - R49 INSULATION TO BE APPLIED TO CEILINGS IN COMPLIANCE WITH IRC TABLE R102.1.

01.10.12
01.18.12
25A Application - Renovation

UPPER LEVEL FLOOR PLAN

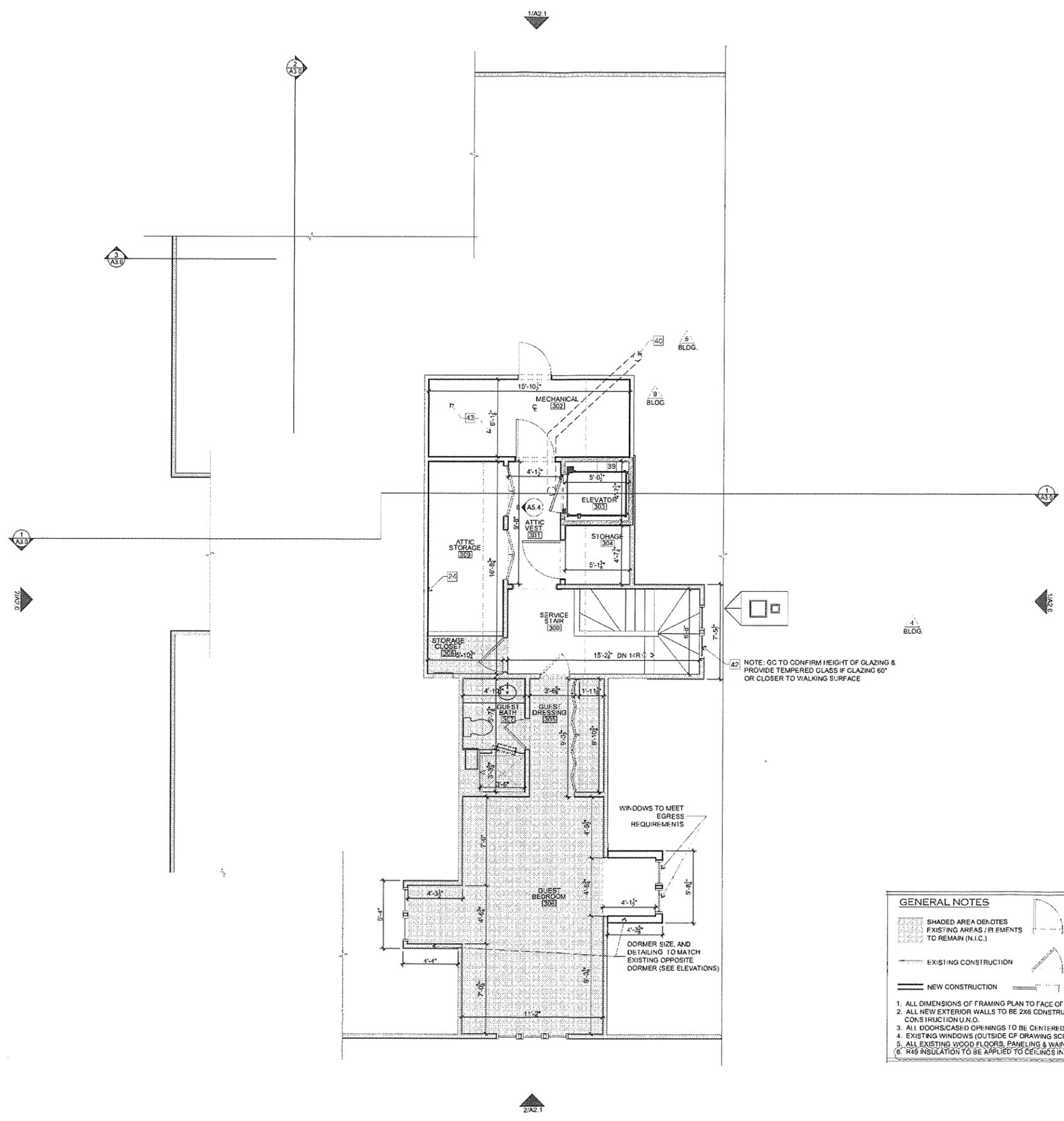
SCALE: 1/4" = 1'-0"

A1.2



- KEYED NOTES**
- NEW FOOTING - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - MODIFY SOIL STACK
 - REDIRECT EXISTING BEAM - SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - NEW STONE STEPS - REUSE EXISTING STONE VENEER
 - FILL IN COMPLETE WATERTABLE - REUSE EXISTING STONE VENEER
 - MAIL SLOT BELOW WINDOW - SEE EXT. ELEVATIONS
 - EXISTING ENTRY STOOP TO REMAIN - REUSE EXISTING STONE
 - 3/4" WALL TO ACCOMMODATE APPLIANCE GARAGE DEPTH
 - FURR OUT EXISTING WALL AS REQUIRED
 - APPLIANCE GARAGE - SEE INT. ELEVATIONS
 - REFINISH EXISTING PANELING/WAINSCOTING - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - BUILT-IN SHELVING - SEE INT. ELEVATIONS
 - FREESTANDING VANITY - SELECTION BY ID
 - RAISE EXISTING SILL - SEE EXT. ELEVATIONS FOR MORE INFO.
 - REPLACE EXISTING POCKET DOOR(S)
 - REPLACE EXISTING COUNTERTOP
 - SHELVING BY CLOSET MAKER
 - EXISTING STORAGE TO REMAIN
 - OPEN SHELVING
 - REFINISH EXISTING FLOOR - PATCH & MATCH AS REQUIRED
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 - CONFIRM HEIGHT OF KNEE WALL W/ OWNER
 - NEW HANDRAIL & SPINDLES
 - WOOD COLUMNS SEE ELEVATIONS FOR MORE INFO.
 - PROVIDE DEEPEST CLOSET BASED ON FINDINGS OF DEMO. - COORD W/ ARCH
 - BUILT-IN SOAKING TUB
 - ELEVATOR EQUIPMENT - VERIFY ALL REQUIREMENTS WITH MANUFACTURER
 - RELOCATE FLOOR REGISTER TO WALL - REPLACE CUT TILE WITH FULL PIECES FROM BACK OF COATS 119
 - STONE PEDESTAL SEE EXT. ELEVATIONS FOR MORE INFO.
 - DEC. PLANTERS BY OWNER
 - REFINISH EXISTING CABINETRY - SEE SELECTIONS PORTFOLIO FOR MORE INFO.
 - BUILT-IN BENCH W/ STORAGE WITHIN - SEE INT. ELEVATIONS FOR MORE INFO.
 - BUILD UP SLOPE OF WELL - RAISE WINDOW SILL TO ACCOMMODATE MEDICINE CABINET
 - STONE SEAT - SELECTION BY ID
 - BLOCKING AS REQUIRED FOR BATH ACCESSORY - VERIFY LOCATION W/ OWNER/ID
 - INTERIOR FINISH PER ELEVATOR CODE
 - RANGE VENT - PROVIDE 1" BETWEEN DUCT & ADJACENT COMBUSTIBLE FRAMING
 - TILED NICHE - COORDINATE SIZE W/ ID
 - PROVIDE TEMPERED GLASS
 - PROVIDE 1 HOUR FIRE RATED ENCLOSURE - ALL OPENINGS TO BE RATED

- GENERAL NOTES**
- SHADED AREA DENOTES EXISTING AREAS / ELEMENTS TO REMAIN (W.I.C.)
 - EXISTING CONSTRUCTION
 - NEW CONSTRUCTION
 - NEW DOOR/ CASSED OPENING
 - EXISTING DOOR TO REMAIN
 - EXISTING POCKET DOOR TO REMAIN
 - NEW POCKET DOOR
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD & COORDINATED W/ DETAILS & EXISTING CONDITIONS
 - INDICATES DIMENSIONS THAT ARE TO BE VERIFIED IN FIELD
 - INDICATES DIMENSIONS THAT ARE TO BE EQUAL
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 - ALL NEW EXTERIOR WALLS TO BE 2X6 CONSTRUCTION & TO HAVE MIN. R21 INSULATION. ALL NEW INTERIOR WALLS TO BE 2X4 CONSTRUCTION U.N.O.
 - ALL DOORS/CASSED OPENINGS TO BE CENTERED AS SHOWN ON PLANS.
 - EXISTING WINDOWS (OUTSIDE OF DRAWING SCOPE) TO BE REPLACED - GC TO CONFIRM REPLACEMENT LOCATIONS W/ OWNER
 - ALL EXISTING WOOD FLOORS, PANELING & WAINSCOTING TO BE REFINISHED, U.N.O. - GC TO COORDINATE W/ OWNER/ID.
 - R48 INSULATION TO BE APPLIED TO CEILING IN COMPLIANCE WITH IRC TABLE W102.1.



01.10.12
01.18.12
ZSA Application_Revise

ATTIC LEVEL FLOOR PLAN

SCALE: 1/4" = 1'-0"

A1.3



WINNETKA RENOVATION

1235 Westmoor Road, Winnetka, Illinois

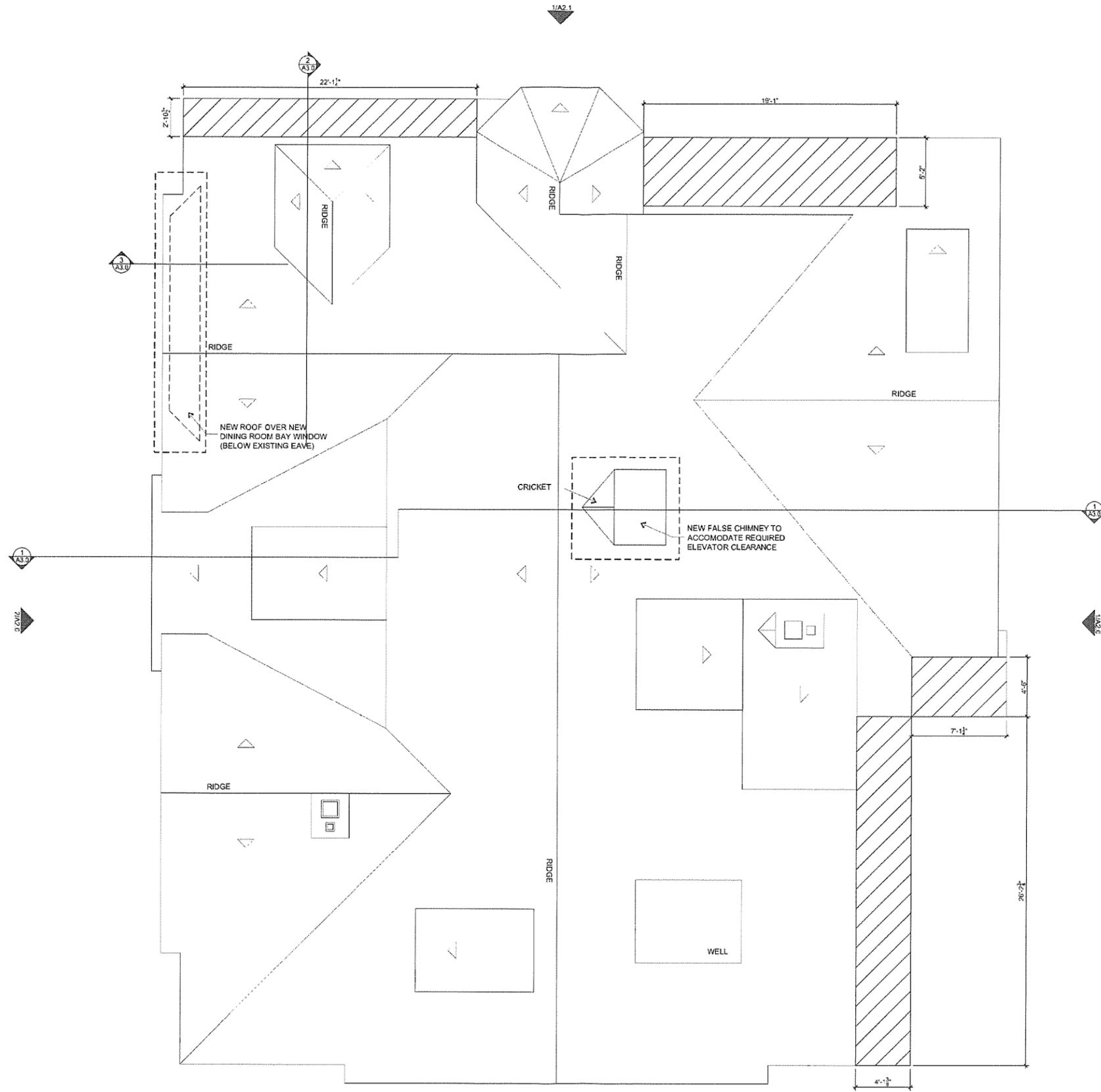
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01.10.12
01.16.12
ZMA Application
ZMA Application - Revised

ROOF PLAN

SCALE: 1/4" = 1'-0"

A1.4



 DENOTES AREA WITH EAVES EXCEEDING 18"

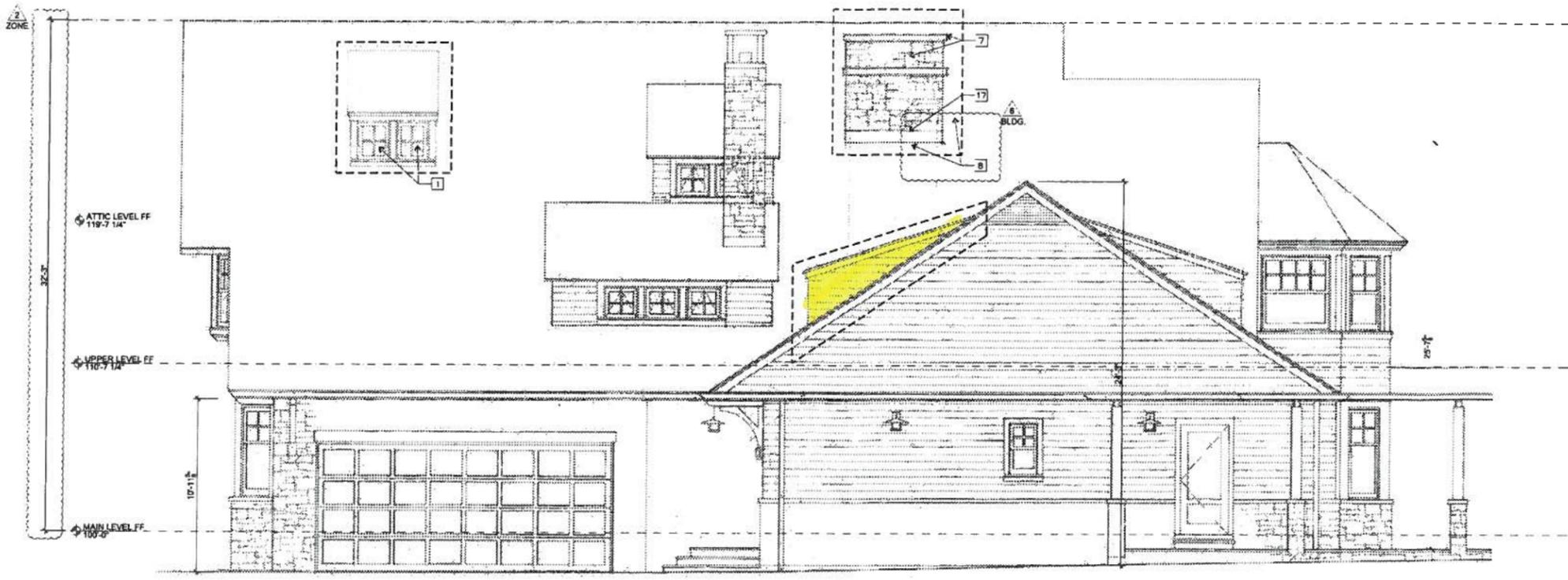
GENERAL NOTES

1. ALL EXISTING ROOFING ELEMENTS TO REMAIN UNLESS NOTED OTHERWISE.
2. ALL NEW ROOFING ELEMENTS TO MATCH EXISTING.



EXTERIOR ELEVATIONS
GENERAL NOTES

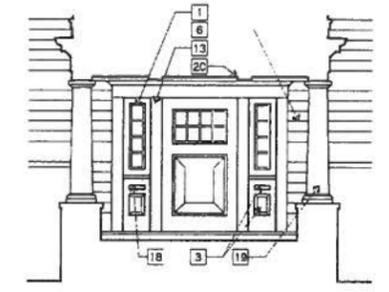
1. NEW SIDING TO MATCH EXISTING
 2. PATCH AND MATCH EXISTING FINISHES WHERE NECESSARY
 3. NEW WINDOWS TO MATCH EXISTING
 4. NEW CASING TO MATCH EXISTING GC TO COORDINATE ANY ADDITIONAL MAINTENANCE REQUIREMENTS WITH OWNER
- DELINEATES LOCATION WHERE WORK WILL BE PERFORMED
- 1 NEW WINDOW
 - 2 NEW DOOR
 - 3 WOOD PANEL
 - 4 WOOD BRACKETS (SIMILAR TO EXISTING)
 - 5 RAISE HEIGHT OF EXISTING SILL
 - 6 NEW WOOD SIDING (TO MATCH EXISTING PROFILE)
 - 7 STONE (TO MATCH EXISTING)
 - 8 NEW ASPHALT SHINGLE ROOF (TO MATCH EXISTING) - ROOF TO HAVE FIRE RATING CLASSIFICATION OF "C" OR BETTER
 - 9 FLOOR RAISED TO BE FLUSH WITH EXISTING MAIN LEVEL FINISH FLOOR
 - 10 NEW LIGHT FIXTURE (SELECTION BY OWNER/ID)
 - 11 GUTTERS & DOWNSPOUTS (TO MATCH EXISTING)
 - 12 GUTTERS & DOWNSPOUTS (TO MATCH EXISTING)
 - 13 NEW WOOD TRIM
 - 14 WOOD COLUMN
 - 15 REPLACEMENT WINDOWS TO BE TEMPERED GLASS
 - 16 METAL CAP
 - 17 METAL FLASHING
 - 18 MAIL SLOT
 - 19 WOOD PILASTER
 - 20 WOOD BATTENS
 - 21 NEW SIDING



1 EAST ELEVATION



2 WEST ELEVATION



3 PARTIAL ENTRY PORCH ELEVATION

01.10.12
01.18.12
ZMA Application - Review

EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"

A2.0

EXTERIOR ELEVATIONS
GENERAL NOTES

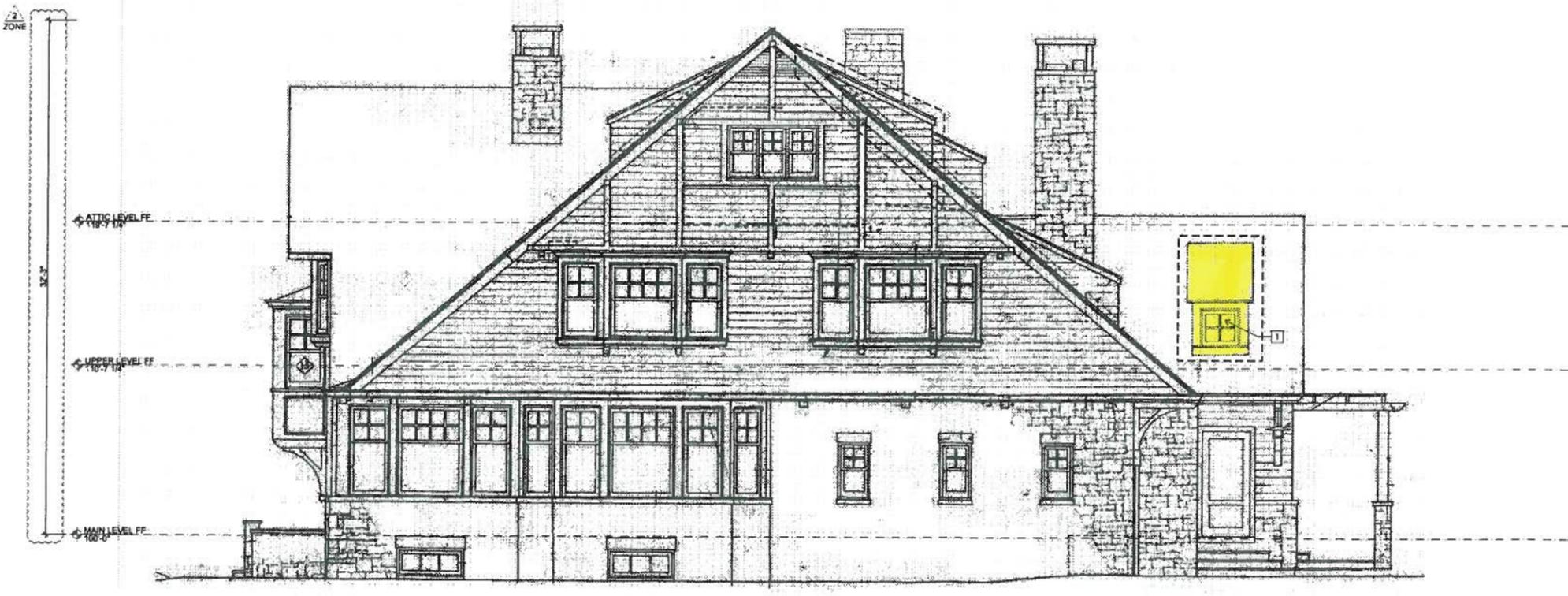
- 1. NEW SIDING TO MATCH EXISTING
- 2. PATCH AND MATCH EXISTING FINISHES WHERE NECESSARY
- 3. NEW WINDOWS TO MATCH EXISTING
- 4. NEW CASING TO MATCH EXISTING
- 5. GO TO COORDINATE ANY ADDITIONAL MAINTENANCE REQUIREMENTS WITH OWNER

--- DELINEATES LOCATION WHERE WORK WILL BE PERFORMED

- 1 NEW WINDOW
- 2 NEW DOOR
- 3 WOOD PANEL
- 4 WOOD BRACKETS (SIMILAR TO EXISTING)
- 5 RAISE HEIGHT OF EXISTING SILL
- 6 NEW WOOD SIDING (TO MATCH EXISTING PROFILE)
- 7 STONE (TO MATCH EXISTING)
- 8 NEW ASPHALT SHINGLE ROOF (TO MATCH EXISTING) - ROOF TO HAVE FIRE RATING CLASSIFICATION OF 'C' OR BETTER
- 9 FLOOR RAISED TO BE FLUSH WITH EXISTING MAIN LEVEL FINISH FLOOR
- 10 NEW LIGHT FIXTURE (SELECTION BY OWNER/ID)
- 11 GUTTERS & DOWNSPOUTS (TO MATCH EXISTING)
- 12 GUTTERS & DOWNSPOUTS (TO MATCH EXISTING)
- 13 NEW WOOD TRIM
- 14 WOOD COLUMN
- 15 REPLACEMENT WINDOWS TO BE TEMPERED GLASS
- 16 METAL CAP
- 17 METAL FLASHING
- 18 MAIL SLOT
- 19 WOOD PLASTER
- 20 WOOD BATTENS
- 21 NEW SIDING



1 NORTH ELEVATION



2 SOUTH ELEVATION

01.10.12
01.15.12
ZMA Application
ZMA Application - Revised

EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"

A2.1

PLAT OF SURVEY

LOT 5 IN DURHAM'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 15878060 ON MARCH 25, 1969, IN THE NORTH WEST QUARTER OF THE SOUTH WEST QUARTER OF SECTION 17, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

BENCHMARK: VILLAGE OF WINNETKA CONCRETE MONUMENT NORTHWEST CORNER INTERSECTION HIBBARD ROAD AND PINE STREET ELEVATION = 942.03 SITE BENCHMARK: ARROW NUT ON HYDRANT NORTH RIGHT OF WAY WESTMOOR ROAD 130 ± WEST OF SOUTHWEST CORNER LOT 5 DURHAM'S SUBDIVISION (W 1235 WESTMOOR ROAD). ELEVATION = 935.01

PLAT IS VOID IF IMPRESSED SEAL DOES NOT APPEAR STATE OF ILLINOIS } S.S. COUNTY OF LAKE

NOTE: ONLY THOSE BUILDING LINES OR EASEMENTS SHOWN ON THE RECORDED SUBDIVISION PLAT ARE SHOWN HEREON. CHECK LOCAL ORDINANCES BEFORE BUILDING. COMPARE YOUR DESCRIPTION AND SITE MARKINGS WITH THIS PLAT AND AT ONCE REPORT ANY DISCREPANCIES WHICH YOU MAY FIND.

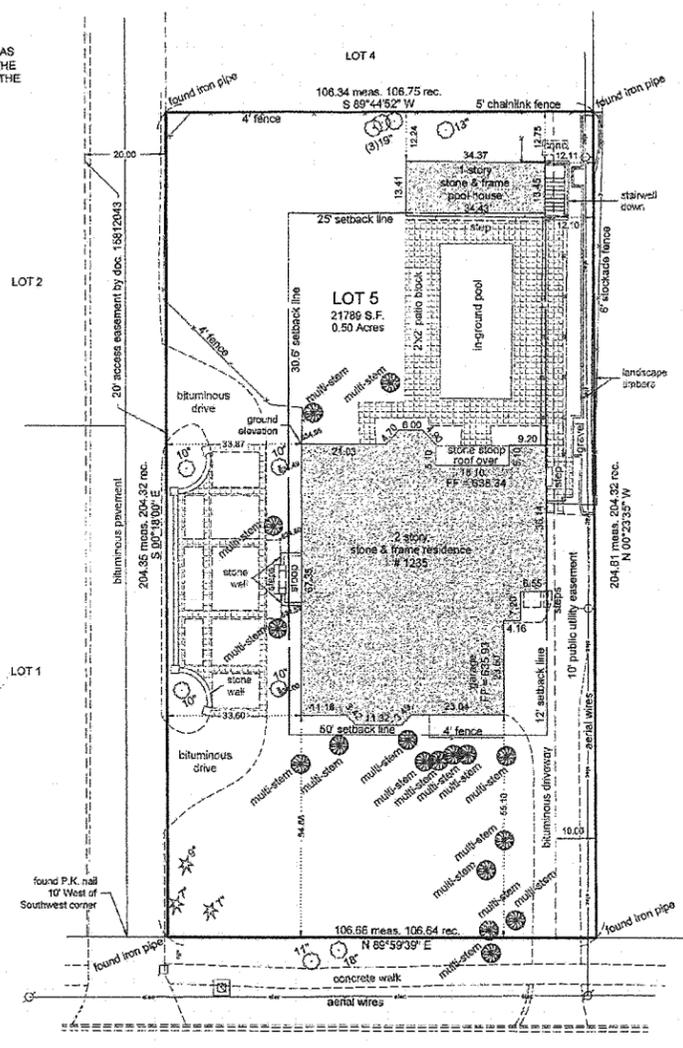
ON BEHALF OF BLECK ENGINEERING CO., INC., I, JACK R. BLECK, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED IN THE ABOVE CAPTION WAS SURVEYED AND STAKED BY ME, OR UNDER MY DIRECTION, AND THE PLAT DRAWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY. MEASUREMENTS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DATED AT LAKE FOREST, ILLINOIS, THIS 13TH DAY OF OCTOBER A.D., 2011.

BY: [Signature] REGISTERED ILLINOIS LAND SURVEYOR NO. 3391

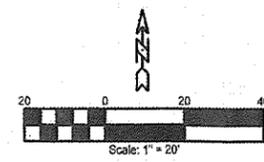


WESTMOOR ROAD bituminous pavement



LEGEND table with symbols for Tree Location & Size, Bench Mark, Edge of Pavement, Drive, or Traveled Way, Fence, Curb Stop & Box, Utility Pole, Electrical Manhole, Sign, and Hydrant.

ABBREVIATIONS: meas. = measured, rec. = record, N = North, S = South, E = East, W = West, S.F. = square feet, FF = finished floor



Job No. 250-190 Professional Design Firm # 184-000911 BLECK Civil Engineers - Land Surveyors Bleck Engineering Company, Inc. 1375 North Western Avenue, Lake Forest, Illinois 60046 Phone 847-280-9200 Fax 847-280-7281

ZMA Application 01.10.12 75A Application, Revised 01.15.12

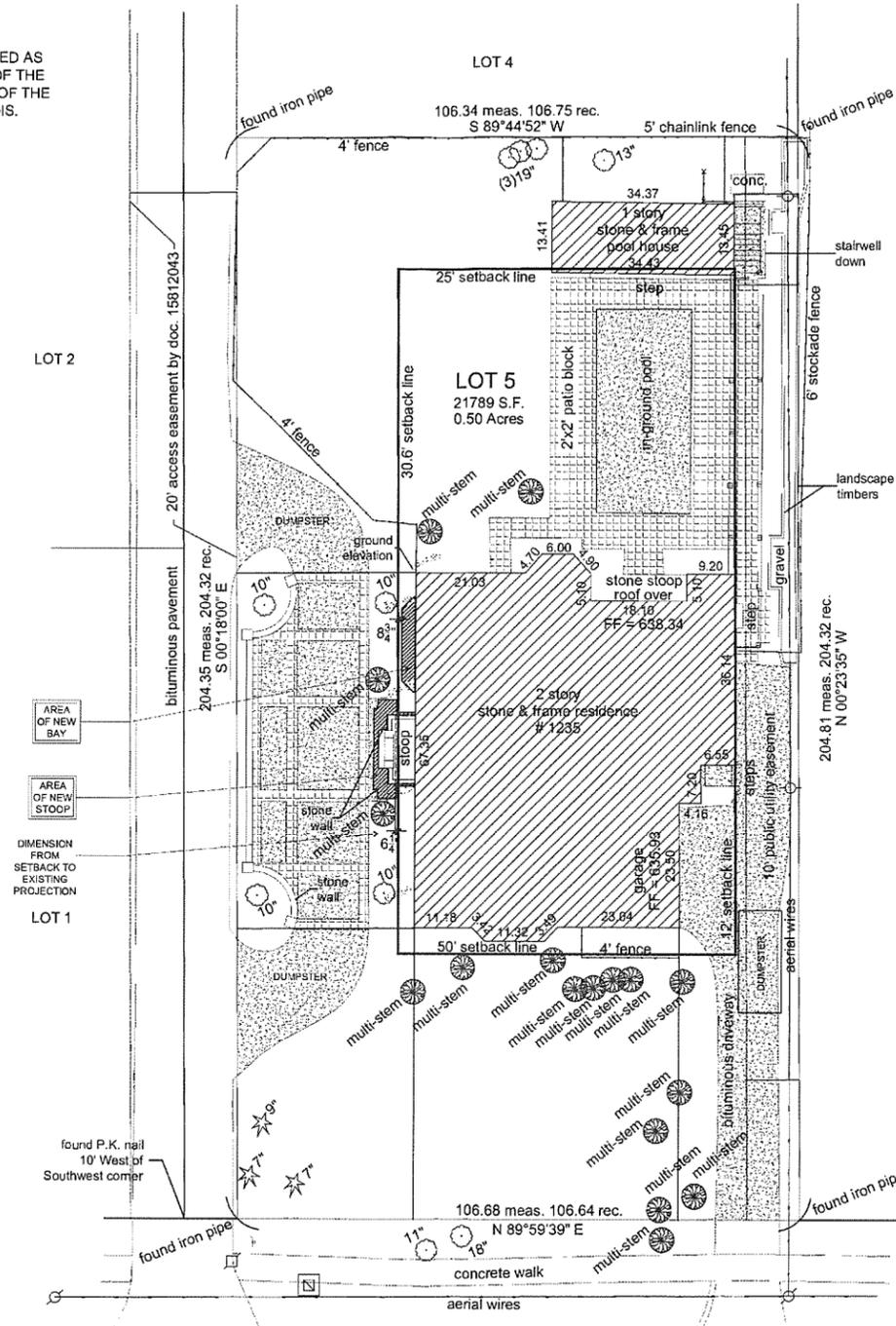
SITE PLAN

SCALE: 1" = 20'-0"

C1.0

PLAT OF SURVEY

LOT 5 IN DURHAM'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 15576059 ON MARCH 25, 1953, IN THE NORTH WEST QUARTER OF THE SOUTH WEST QUARTER OF SECTION 17, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.



IMPERVIOUS SURFACE HATCH LEGEND

- IMPERVIOUS SURFACE AREA
- PAVER SURFACE AREA
- BUILDING FOOTPRINT AREA
- AREA OF PROPOSED MODIFICATIONS
- GREEN SPACE

LEGEND

- TREE LOCATION & SIZE
- BENCH MARK
- EDGE OF PAVEMENT, DRIVE, OR TRAVELED WAY
- FENCE
- CURB STOP & BOX
- UTILITY POLE
- ELECTRICAL MANHOLE
- SIGN
- HYDRANT

ABBREVIATIONS:
 meas. = measured
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BENCHMARK: VILLAGE OF WINNETKA
 CONCRETE MONUMENT NORTHWEST CORNER INTERSECTION
 HIBBARD ROAD AND PINE STREET
 ELEVATION = 642.03
 SITE BENCHMARK: ARROW NUT ON HYDRANT NORTH RIGHT OF
 WAY WESTMOOR ROAD 130' ± WEST OF SOUTHWEST CORNER LOT 5
 DURHAM'S SUBDIVISION (# 1235 WESTMOOR ROAD),
 ELEVATION = 635.01

PLAT IS VOID IF IMPRESSED
 SEAL DOES NOT APPEAR
 STATE OF ILLINOIS } S.S.
 COUNTY OF LAKE }

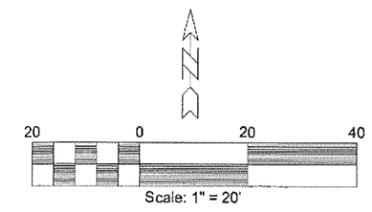
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DATED AT LAKE FOREST, ILLINOIS, THIS 13TH DAY OF OCTOBER A.D., 2011.

BY _____
 REGISTERED ILLINOIS LAND SURVEYOR NO. 3591

WESTMOOR ROAD
 bituminous pavement



Job No. 250-190
 Professional Design Firm # 184-000911
BLECK ©
 Civil Engineers · Land Surveyors
 Bleck Engineering Company, Inc.
 1375 North Western Avenue · Lake Forest, Illinois 60045
 Phone 847-295-5200 Fax 847-295-7081

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JSMW

WINNETKA RENOVATION
 1235 Westmoor Road, Winnetka, Illinois
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01.10.12
 01.10.12
 ZIA Application
 ZIA Application, Revised

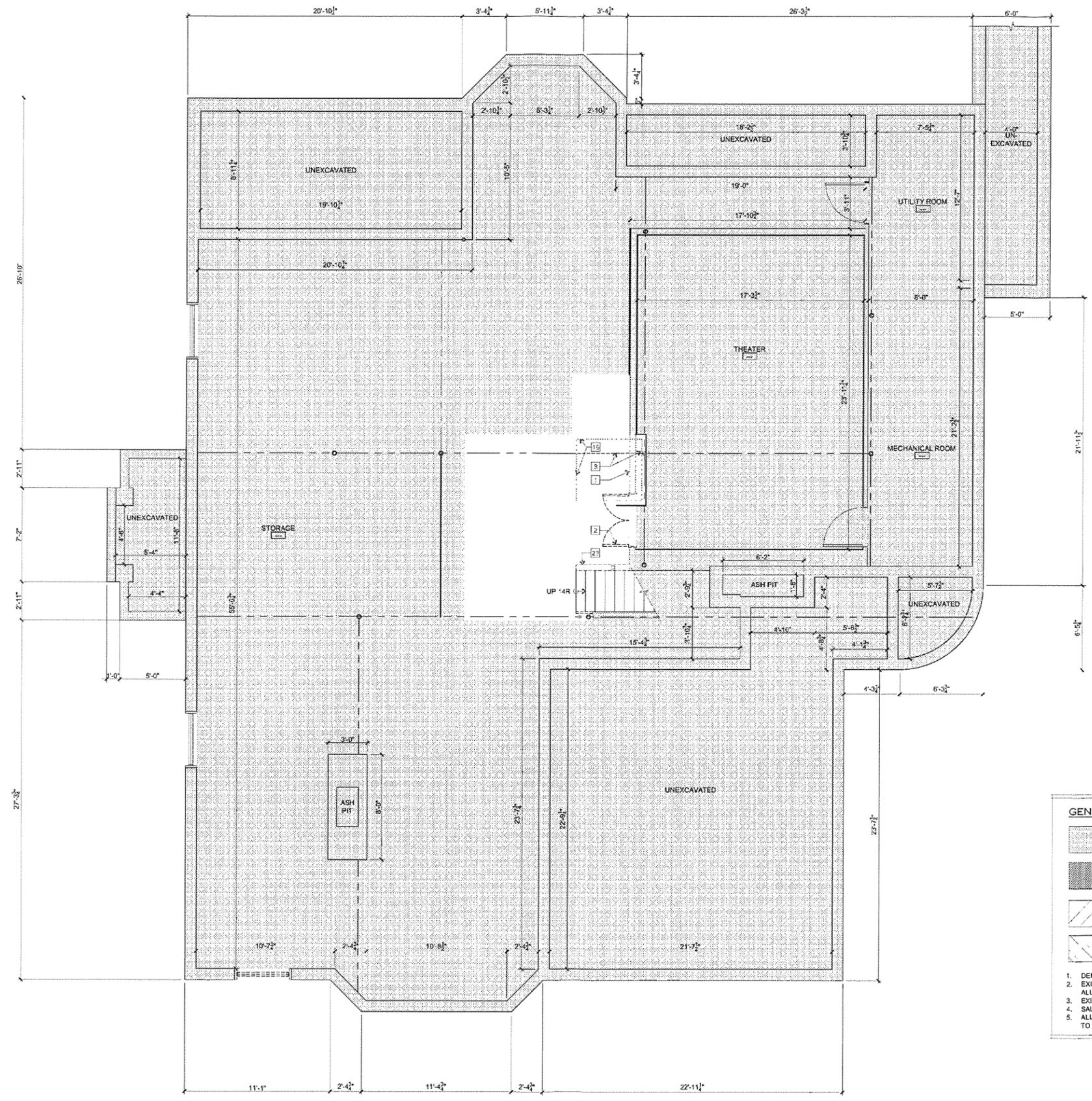
PROPOSED
 SITE PLAN

SCALE: 1" = 20'-0"

C1.1

WINNETKA RENOVATION

1235 Westmoor Road, Winnetka, Illinois
WADE WEISSMANN ARCHITECTURE, INC. © 2011 / P. 414-351-1200 F. 414-352-9385



- KEYED NOTES**
- 1 DEMO WALL AS REQ'D FOR NEW OPENING
 - 2 REMOVE DOOR
 - 3 DEMO EXISTING STRUCTURAL COLUMN & BEAM SEE STRUCTURAL DRAWINGS FOR MORE INFO.
 - 4 REMOVE CEILING FRAMING SEE INT. ELEVATIONS FOR MORE INFO.
 - 5 REMOVE WINDOW
 - 6 REMOVE STONE FLOORING- NEW FLOOR TO BE FRAMED OVER EXISTING SLAB
 - 7 CEILING & TRUSSES TO REMAIN. NEW CEILING TO CONCEAL EXISTING FINISH.
 - 8 EXISTING WOOD FLOOR TO BE REFINISHED & RESTAINED
 - 9 DEMO STONE WALL - SAVE STONE FOR REUSE
 - 10 DEMO STEP(S)
 - 11 DEMO EXISTING TILE
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 - 13 REMOVE EXISTING STEAM SHOWER EQUIP.
 - 14 REMOVE COUNTERTOP; COORDINATE W/ ID
 - 15 EXISTING CABINETS TO REMAIN - COORD. W/ OWNER
 - 16 REMOVE CONCRETE SLAB & ADJACENT PAD AS REQUIRED FOR ELEVATOR
 - 17 REMOVE EXISTING CEILING BEAMS
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 - 19 REMOVE SIDING AS NECESSARY (SEE EXT. ELEV.)
 - 20 REMOVE SPINDLES
 - 21 OPEN CLNG TO INVESTIGATE STRUCTURE, COORD. W/ ARCH
 - 22 REMOVE WAINSCOTING
 - 23 DEMO KNEE WALL AS REQUIRED
 - 24 DEMO WALL AS REQ'D FOR MEDICINE CABINETS/ NICHE
 - 25 REMOVE STONE WATERTABLE. SAVE VENEER FOR REUSE
 - 26 REMOVE FOOT SHOWER
 - 27 DEMO WALL AS POSSIBLE - COORD. W/ ARCH
 - 28 DEMO AS REQ'D TO REPAIR/ REPLACE EXISTING POCKET DOOR
 - 29 DEMO CLOSET SYSTEM AS REQ'D, COORD. W/ OWNER
 - 30 DEMO WALL TO COORD. W/ HT OF NEW ATT/C 309 SPACE
 - 31 EXISTING PLATFORM TO REMAIN
 - 32 ROOF STRUCTURE REMOVED (SEE ELEVATIONS)
 - 33 DEMO / MODIFY ROOF AND CEILING STRUCTURE TO ACCOMMODATE DORMER

- GENERAL NOTES**
- SHADED AREA DENOTES EXISTING TO REMAIN (N.I.C.)
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 5. ALL APPLIANCES AND PLUMBING FIXTURES TO BE REMOVED, AS NOTED, AND DONATED TO CHARITY WHERE POSSIBLE.

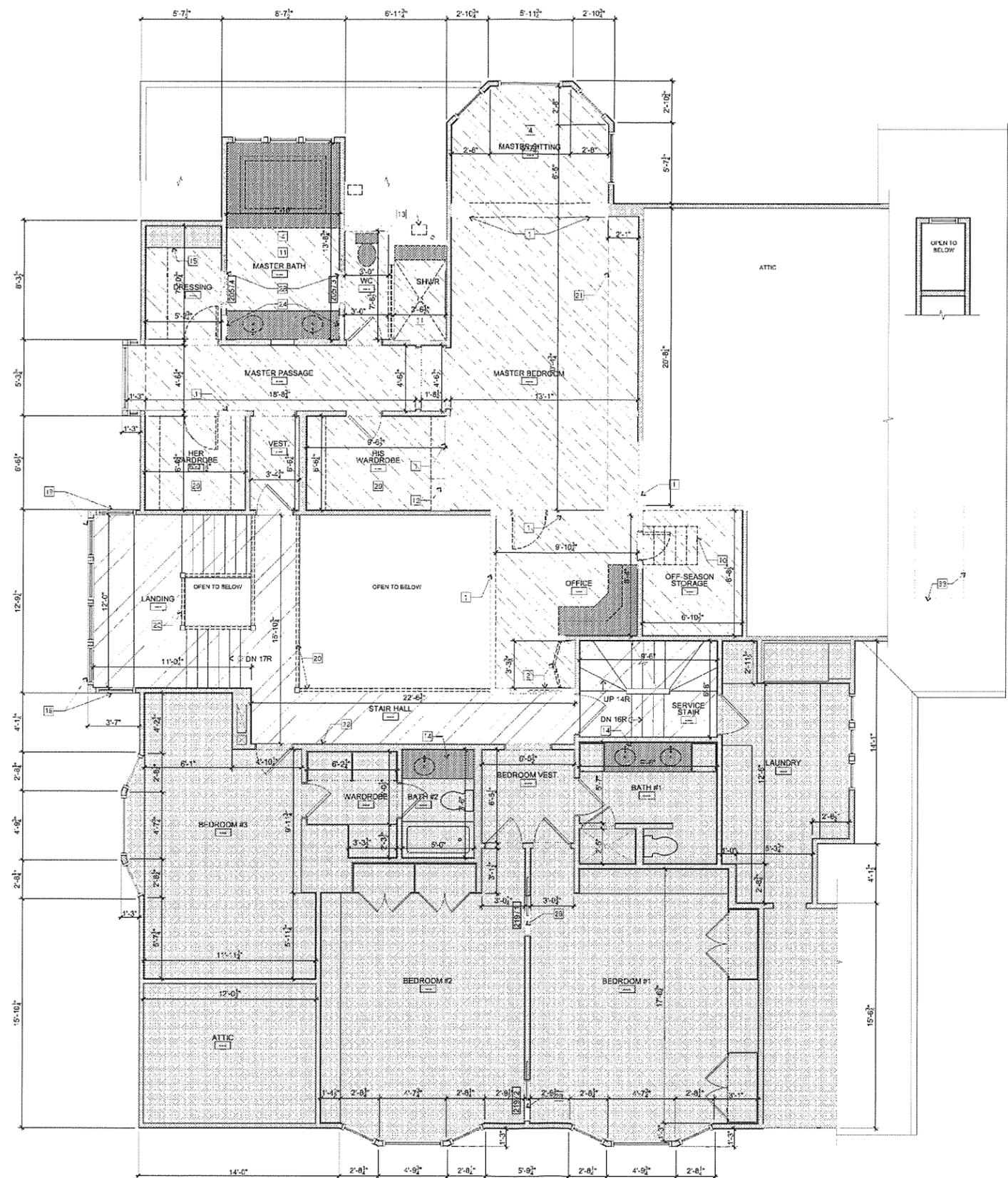


LOWER LEVEL DEMO PLAN

SCALE: 1/4" = 1'-0"

D1.0

01.10.12
01.18.12
ZSA Application_Review



- KEYED NOTES**
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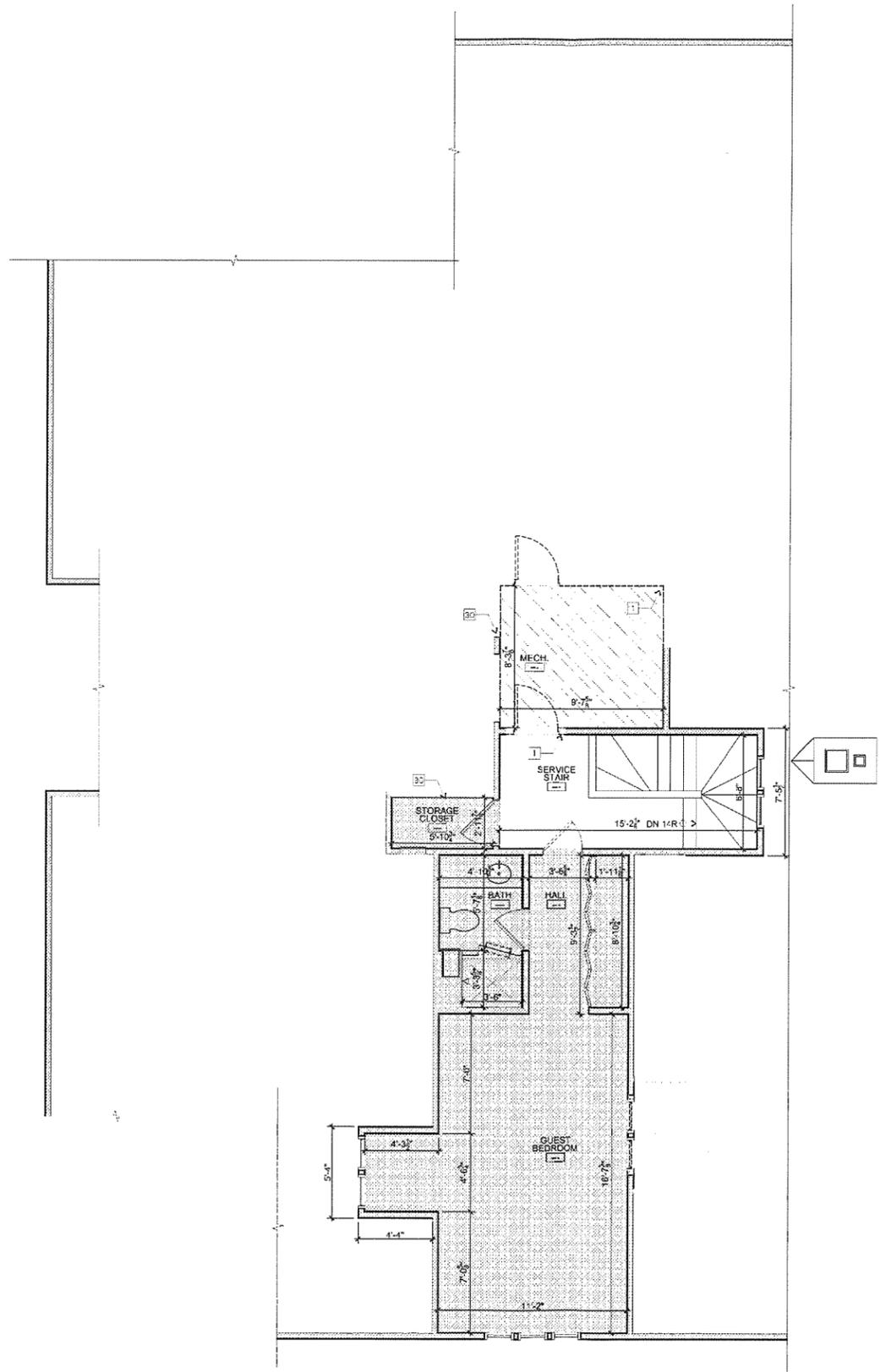


UPPER LEVEL DEMO PLAN

SCALE: 1/4" = 1'-0"

D1.2

01.10.12
01.18.12
ZSA Application
ZSA Application - Revised



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01.19.12
01.19.12
ZSA Application_Revise

ATTIC LEVEL DEMO PLAN

SCALE: 1/4" = 1'-0"

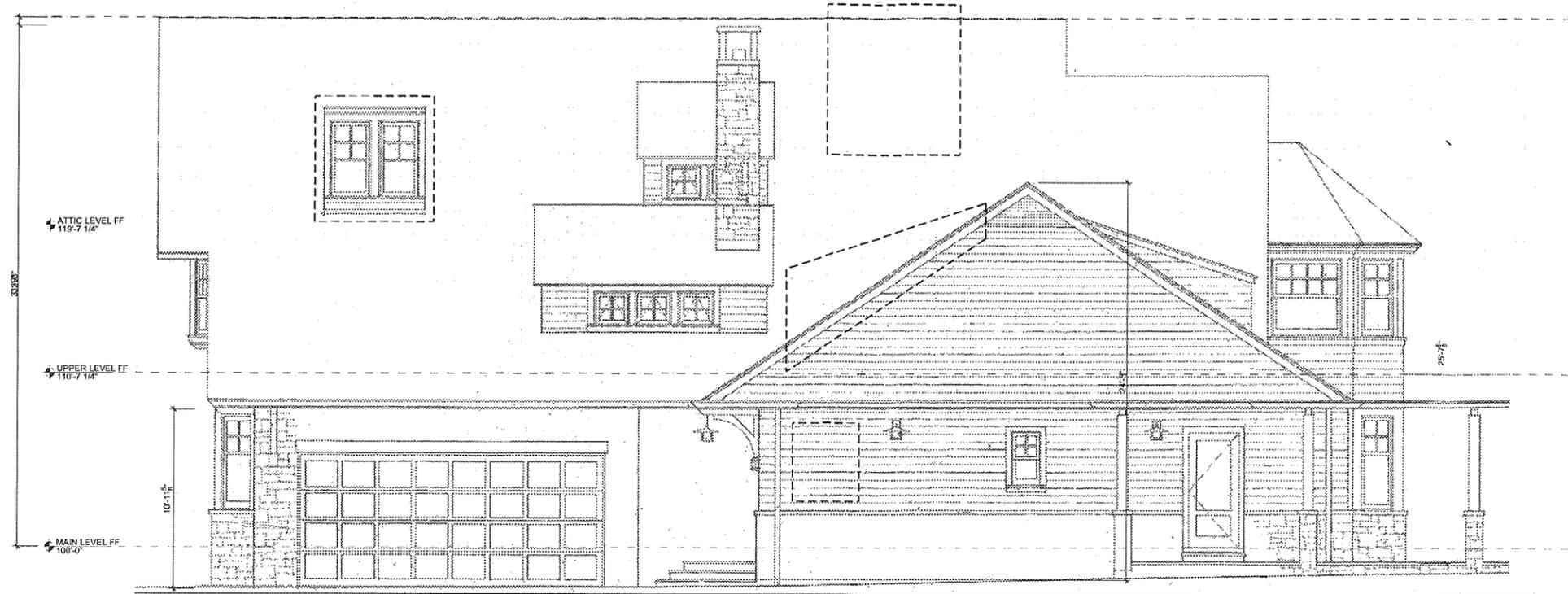
D1.3



GENERAL NOTES

REFER TO DEMOLITION PLANS FOR ADDITIONAL INFORMATION

DELINEATES LOCATIONS WHERE WORK WILL BE PERFORMED



1 EAST ELEVATION



2 WEST ELEVATION

WINNETKA RENOVATION

1235 Westmoor Road, Winnetka, Illinois
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01.10.12
01.10.12
ZMA Application_Review
ZMA Application_Review

DEMO
EXTERIOR
ELEVATIONS

SCALE: 1/4" = 1'-0"

D2.0

GENERAL NOTES

REFER TO DEMOLITION PLANS FOR ADDITIONAL INFORMATION

 DELINEATES LOCATIONS WHERE WORK WILL BE PERFORMED



1 NORTH ELEVATION



2 SOUTH ELEVATION

WINNETKA RENOVATION

1235 Westmor Road, Winnetka, Illinois

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01.10.12
01.15.12
ZMA Application
ZMA Application_Revise

DEMO
EXTERIOR
ELEVATIONS

SCALE: 1/4" = 1'-0"

D2.1

Stephen J Eisen
1255 Westmoor Road
Winnetka, Illinois 60093

2/2/12

Village of Winnetka
Zoning Board of Appeals
510 Green Bay Road
Winnetka, IL 60093

Re: 1235 Westmoor Rd
Case No. 12-04-V2

I am in receipt of a notice of forthcoming public hearing to be held February 13th soliciting testimony and public comment regarding proposed revision to the Miller residence.

My house is situated directly across the cul-de-sac street (front to front).

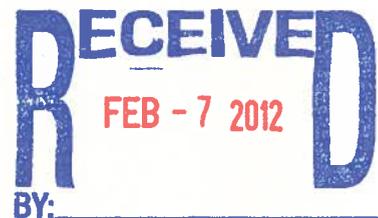
The Miller's have fully explained their proposed revisions, which includes addition of a bay window within their current dining room, which faces our home.

This revision makes no appreciable visual change to their current footprint (technically perhaps) whereby my wife and I have absolutely no objection to their proposal. We welcome an improvement to the neighborhood.

Very truly yours,



Stephen Eisen



**WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MINUTES
FEBRUARY 13, 2012**

Zoning Board Members Present: Joe Adams, Chairman
Mary Hickey
Joni Johnson
Carl Lane
Jim McCoy
Scott Myers

Zoning Board Members Absent: Bill Krucks

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

Agenda Items:

Case No. 12-04-V2: 1235 Westmoor Rd.
John Miller
Variation by Ordinance
Maximum Building Size

1235 Westmoor Rd., Case No. 12-04-V2: John Miller; Variation by Ordinance - Maximum Building Size

Mr. D’Onofrio read the public notice. The purpose of this hearing is to hear testimony and receive public comment regarding a request by John Miller concerning a variation by Ordinance from Section 17.30.040 [Maximum Building Size] of the Winnetka Zoning Ordinance to permit the construction of a bay window and dormer addition to the residence that will result in a gross floor area (GFA) of 7,971.75 square feet, whereas the maximum of 6,803.48 square feet is permitted, a variation of 1,168.27 square feet (17.17%). The proposed GFA of 7,971.75 square feet is a reduction of the existing nonconforming GFA of 8,021.77 square feet due to the elimination of GFA elsewhere in the residence.

Chairman Adams swore in those that would be speaking on this case.

Wade Weissmann of Wade Weissmann Architecture introduced himself to the Board as the owner of the design company along with Meg Cherney. He stated that the variation is to rearrange the square footage existing on the home which would form a deduction in the amount of square footage of the home. Mr. Weissmann stated that they prepared an application which

contained eight points.

Mr. Weissmann stated that with regard to reasonable return, they are looking to rearrange the square footage of the home in order to make improvements to spaces in the house. He stated that it is requiring them to make two modifications to the exterior skin of the residence. Mr. Weissmann informed the Board that when the home was built, it was in compliance with zoning and that now the property zoning requirements have changed and the property is now nonconforming. He stated that it also relates to the second point in connection with unique circumstances in that zoning had changed and now the property is nonconforming. Mr. Weissmann noted that it is impossible to reduce the amount of square footage to make the home complaint under the new zoning requirements.

Mr. Weissmann stated that they felt that making these improvements to the home aesthetically related to standard no 3. He also stated that where the bay window is being added, there are overhangs in that location and that it would not be coming out further.

Chairman Adams stated that they would be reworking the inside of the home. He asked what the benefit of the redesign is.

Mr. Weissmann stated that they planned to reconfigure spaces that allow the reorientation of some of the rooms to have more orientation to the exterior of the home. He also stated that they planned to add more windows to get more light and that the bay window would create more light for the dining room.

Ms. Johnson asked with regard to the dormers, if there would be one or more.

Mr. Weissmann responded that there would be one dormer on the east side of the home which would allow light into a darkened hallway. He noted that the location of the dormer would be within 3 feet of the gable end so the gross floor area allowance for dormers does not apply for the proposed dormer. Mr. Weissmann informed the Board that dormers help eliminate square footage and that it is a fairly complex calculation.

Ms. Johnson asked if the bay window did not count toward GFA.

Ms. Klaassen confirmed that it did and stated that 64 square feet is allowed for chimneys and bay windows and that they have more than that throughout the home.

Ms. Johnson stated that in the packet of materials, it says that it does not count.

Ms. Klaassen indicated that the bay window does contribute to the GFA but not in its entirety because of the cantilevered bay window on the second floor. She stated the cantilevered areas above are already included in the existing GFA calculation.

Ms. Johnson stated that in the agenda report and on the zoning matrix, it indicated a reduction in GFA by 50 square feet and that in the application materials, it stated that it would be reduced by 150 square feet.

Ms. Klaassen stated that represented the difference in how it was calculated and again referred to the cantilevered areas at both the second floor and attic floor levels. She noted that RLC is a separate calculation.

Mr. Weissmann informed the Board that they spent a lot of time trying to understand the nuances of the zoning code. He indicated that his client is willing to give up square footage which exists but not fully utilized and to take that square footage and create enhancements to the front of the home. Mr. Weissmann stated that the only vehicle in which to do that is to ask for a variation because the property was built after the zoning code changed in 1989. He stated that they are caught in a gray zone since the home was built after the benchmark date but before they were required to have a lower first floor height and that the basement was not originally calculated as part of the square footage. Mr. Weissmann added that there is a lot of unusable square footage in the residence because of the envelope.

Mr. Myers asked if the reason for the additions is to increase the amount of natural light in the home.

Mr. Weissmann confirmed that is correct.

Ms. Johnson asked with regard to the interior renovation, if they would be adding an elevator and reworking the second floor space.

Mr. Weissmann stated that there would be circulation changes and reconfigurations for enhanced wardrobe space. He also stated that they would be adding an elevator which required adjustments to the interior circulation. Mr. Weissmann stated that they would be taking the underutilized porch and combining it with the dining room space to reorient the home to the street, as well as to create more pantry storage and kitchen where there is no natural light.

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

Ms. Johnson stated that she had trouble with the request even though they are fairly minor variations in that the request could not fit into the Board's analysis of hardship, unique circumstances and reasonable return. She then stated that even without a bay window or dormer, the applicant could still get reasonable return in 8,000 square feet of GFA. Ms. Johnson stated that the request is fine because the applicant would be compensating and reducing GFA through other changes and reducing RLC. She indicated that the purist in her is struggling to fit this case into the Board's regular analysis. Ms. Johnson stated that there is the issue of the basement

being counted in GFA and referred to a case heard by the Board on Ash Street where they ruled against it, but that the difference is that the Ash Street applicant asked to add hundreds of square feet.

Ms. Johnson stated that in looking at the examples given to applicants who apply for a variation, one general finding upon which variations are approved fits this case and referred to standard no. 6 which states, "The lack of an available alternative where the degree of the existing legal nonconformity will not be increased and additional nonconformities will not be created." She stated that standard applied here, she would find in favor of the request. Ms. Johnson indicated that there is no basis for not approving the request other than the fact that it did not fit into the traditional hardship requirements. She also referred to the fact that there would be no effect on the neighbors because of the lot size.

Chairman Adams noted that a letter from the neighbor across the street, the Eisens, has been entered into the record and that they are in favor of the request.

Ms. Johnson stated that she is also in favor of the request based on the example of when they can find a basis for a zoning variance relating to practical difficulty. She indicated that you cannot say that the zoning change created a hardship and if they did, then in every case, they would have to find in favor of the applicant.

Chairman Adams agreed that the regulation itself cannot be deemed a hardship. He also stated that you cannot tell easily from the plans and how it would extend the vitality of the home.

Chairman Adams suggested that the applicant's presentation to the Village Council be more forceful to say that there would be an increase in vitality. He then referred to the creation of a reduction of the nonconformity of the existing home. Chairman Adams asked if there were any other comments.

Mr. Myers stated that Ms. Johnson's comments were the most intellectual compared to those of others on the Board and that she moved the rest of the Board down the path. He stated that he agreed with the fact that they would be bringing greater light in the home which he described as a relevant point, as well as the fact that they would be reducing the nonconformity which he stated is key.

Mr. Lane stated that on balance, it is an issue to him. He agreed that the change in the code did not create hardship. Mr. Lane then referred to the example of where a garage is being changed but that they did not require moving the garage to make it conform. He stated that there are slight unique circumstances and that the applicant is asking to reduce the variations. Mr. Lane stated that for those reasons, he is favor of the request.

Mr. McCoy stated that he agreed with the comments made and asked if there were any other alternatives to create more light in that room other than a nonconforming bay window.

Mr. Weissmann stated that his job as an architect is to take the wish list of the client and see how best it is disseminated on the plan. He stated that if the wish list is for more pantry space and more storage for the kitchen and an elevator, they end up with the ability in this plan to create dining room space and to shift it to create a space to fill with storage and not require light. Mr. Weissmann stated that they looked at the boundaries of the spaces to bring in light. He then referred to the craftsman design of the home, the setbacks and exaggerated eaves. Mr. Weissmann stated that they planned to enhance that by making a bay window.

Mr. Weissmann indicated that the request partly related to character, aesthetics and function. He described the proposal as the best solution, although he is sure there are other solutions which would bring in north light versus west light which is warmer. Mr. Weissmann described the proposal as an advantage which is why they chose it.

Ms. Johnson stated that there are similar bay windows on the other elevations and that it made sense from an architectural standpoint.

Chairman Adams asked if there were any other questions.

Ms. Hickey stated that she recognized that the owners would like to stay in the home and are preparing for it in the long term. She agreed with the comment that there would be a reduction in overall nonconformities.

Chairman Adams then asked for a motion.

Ms. Johnson moved to recommend approval of the variation request for maximum building size on the basis that no additional nonconformities would be created by the variation if granted. She stated that there is not an available alternative to bring more light into the dining room. Ms. Johnson noted that the existing legal nonconformity would not be increased, but through other changes in the home, it would be decreased. She stated that there would be a decrease in nonconforming GFA of approximately 50 square feet and a decrease in RLC and that while it is presently conforming, it would be more conforming.

Ms. Johnson then stated that there would be practical difficulty to make modest changes given the current zoning regulations which were not in place when the home was built in 1990. She stated that the plight of the applicant is due to unique circumstances in that the zoning regulations changed and because of the cantilevered roof lines. Ms. Johnson stated that while the bay window is going to add GFA, the owner would be reducing the overall GFA with changes in other parts of the home. She stated that there are also unique circumstances associated with the property because of the cantilevered roof lines. Ms. Johnson stated that the request would not alter the character of the locality and that there would be no effect on the light and air of surrounding properties. She stated that the hazard from fire would not increase and that the taxable value of the land would be increased since the applicant would be enhancing the home and making it possible to age in place through the interior improvements. Ms. Johnson concluded by stating that congestion would not increase and that the public health, safety,

comfort, morals and welfare of the Village will not be impaired.

The motion was seconded by Mr. Myers. A vote was taken and the motion was unanimously passed, 6 to 0.

AYES: Adams, Johnson, Hickey, Lane, McCoy, Myers
NAYS: None

FINDINGS OF THE ZONING BOARD OF APPEALS

1. The requested variation is within the final jurisdiction of the Village Council.
2. The requested variation is in harmony with the general purpose and intent of the Winnetka Zoning Ordinance. The proposal is compatible, in general, with the character of existing development within the immediate neighborhood with respect to architectural scale and other site improvements.
3. There are practical difficulties or a particular hardship which prevents strict application of Section 17.30.040 [Maximum Building Size] of the Winnetka Zoning Ordinance which is related to the use or the construction or alteration of buildings or structures.

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

1. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the zoning regulations. Built in 1990, the existing residence is considered legal nonconforming with respect to the maximum permitted building size. The proposed addition does not create additional nonconformities; in fact, the applicant is proposing to decrease the nonconforming GFA by approximately 50 s.f. by removing an area on the north side of the residence.
2. The plight of the applicant is due to unique circumstances which are related to the property and not the applicant. The cantilevered areas from both the second floor and attic floor create a unique circumstance for the property. The residence was built before changes to the zoning ordinance required such cantilevered areas to be included in the gross floor area at each floor level below the cantilevered area.
3. The variation, if granted, will not alter the essential character of the locality. The proposed additions are in keeping with the architectural design of the residence, in fact there are similar bay windows on other elevations of the residence.
4. An adequate supply of light and air to adjacent property will not be impaired by the proposed variation, as there are no proximate structures to the proposed addition.

5. The hazard from fire or other damages to the property will not be increased as the proposed improvements shall comply with building code standards, including fire and life safety requirements.
6. The taxable value of land and buildings throughout the Village will not diminish. The taxable value of the land would be increased since the applicant would be enhancing the residence and making it possible to age in place through interior improvements.
7. Congestion in the public streets will not increase. The structure will continue to be used as a single-family residence and no additional bedrooms are proposed.
8. The public health, safety, comfort, morals and welfare of the inhabitants of the Village will not be otherwise impaired.

AGENDA REPORT

SUBJECT: Trifecta Restaurant Liquor License

PREPARED BY: Katherine S. Janega, Village Attorney

REF: December 6, 2011 Council Agenda, pp. 75 – 78

DATE: March 16, 2012

At the December 6, 2011, Council meeting, the Council adopted Resolution R-34-2011, which authorized a new Class A-1 liquor license with a television rider for Trifecta Grill, a new restaurant at 501 Chestnut in the space formerly occupied by J.P. McCarthy's. The restaurant is owned by Patrick O'Neil, who also owns O'Neil's on Green Bay Road just south of Scott in Hubbard Woods, and Little Ricky's, at Elm and Lincoln.

The authorization of the new license followed the standard process, in that Resolution R-34-2011 authorized the new license in advance of the completion of the renovations and inspections, and so included the conditions requiring that the premises pass both the Police Department's premises inspection, as required by the Liquor Ordinance, and the final building inspection that leads to the issuance of a Certificate of Occupancy by the Community Development Department. Once the conditions are met, the Village President then issues the license, in her capacity as Local Liquor Control Commissioner. Those conditions have both been met, Trifecta has opened, and the Class A-1 license has been issued.

As the attached materials indicate, Mr. O'Neil subsequently leased additional space in the same building, to create another area in Trifecta Grill, which he is calling the "21 Club." As described in Mr. O'Neil's correspondence, the 21 Club, which is for adult seating only, will be part of the full service restaurant, but will have a unique feature, in that it will contain seven locked wine storage-display-dispensing units, each displaying four different kinds of wine. A full time wine consultant would be available to assist in selecting and dispensing the wine. The wine would be dispensed automatically from the machines in pre-measured servings, upon inserting a pre-paid card that is encoded exclusively for the wine storage-display-dispensing machines.

This new concept has some features of both restaurant-based liquor service, which is covered by the Village's Class A and A-1 licenses, and limited food or specialty beverage stores, which are covered by the Class E, E-1 and E-2 licenses. However, it does not fall squarely into any of them.

Consequently, staff requested more information from Mr. O'Neil about the proposed operation of the 21 Club, so his request could be brought before the Council for consideration in its role as Liquor Advisory Board. That information is attached to this agenda report.

Based on the information supplied by Mr. O'Neil, it appears that the 21 Club concept could be treated in one of two ways. The first alternative would be to create a rider to the Class A or A-1 liquor license, which would assure that the wine service would be linked to a full-service restaurant. The second alternative would be to treat the 21 Club as a separate entity,

similar to a wine bar, and to create a unique license category. Because this concept is new to the Village, and based on the information received to date, Staff believes that it would be more appropriate to cover the 21 Club model as a rider to attach to a Class A or A-1 license rather than as a free-standing concept. This would allow both Mr. O'Neil and the Village to test the 21 Club concept in the limited framework proposed by Mr. O'Neil. A stand-alone license category could be created at a later date if circumstances warranted it.

In the meantime, because of the lack of clarity under the current Liquor Control Ordinance, and because the 21 Club space is still under construction, Trifecta was issued a conditional liquor license that allows the full operation of the Trifecta Grill, but prohibits any liquor service in the 21 Club space. Once the certificate of occupancy for the additional space has been issued and the details of the 21 Club service are addressed in the Liquor Control Ordinance, the license would be reissued and the current conditions would be lifted.

If the Council decides to proceed, the necessary Village Code amendment could be drafted for consideration at the next Council meeting. If the Council determines to waive introduction, the ordinance could be passed the same night, and the Resolution authorizing the additional rider or license could be authorized. This would allow the new rider or license to be issued immediately, assuming the certificate of occupancy has been issued.

The following reference materials are attached:

- February 23, 2012, e-mail correspondence from Mr. O'Neil to Village President Tucker
- Wine Station Brochure from Napa Technology
- Napa Technology company information
- Site plan for 21 Club space

Recommendation:

- 1) Provide policy direction.

President Tucker
Village of Winnetka
510 Greenbay Road
Winnetka, Il. 60093

Dear President Tucker,

I have run into a problem with my current license application and need your help. It appears my wine system (description of equipment enclosed) does not fall under the guideline of my current license. I will need to appear in front of the council for approval. Could you please allow me to attend the soonest meeting so I can explain my plight and hopefully gain approval. My fault, but time is working against me. I hope you understand my position and can help me in this matter. Thanks for your consideration.

Patrick O'Neil
Trifecta Grill
501 Chestnut
Winnetka, Il. 60093
847 708 0343

From: foodguy2000@comcast.net [mailto:foodguy2000@comcast.net]
Sent: Thursday, February 23, 2012 1:01 PM
To: Kathie Scanlan
Subject: Re: Trifecta

The addition to our current plans.

We have contracted with our landlord to acquire approx. 1000 sq. feet to accommodate more seating, two additional bathrooms and our 28 bottle wine system. The room (named the 21 club) is for adult seating with full service food and beverage. In addition there will be a full time wine consultant standing at all times in front of the wine station to assist in any and all distribution and questions concerning the dispensing and description of wines.

This room is not permitted to anyone under the age of 21 regardless if they are with adult supervision. There is no discrimination toward any minors because the majority of the restaurant is catered towards family's. This makes for a quieter more discreet setting for the diner that does not want to be in a room full of generally loud and busier patrons (often the major complaint at our restaurant Little Ricky's). Menu and all offering are the same.

The wine system is a popular and fast growing trend in California. The Midwest has yet to catch on. Once again, the wine station could never exist without assistance (due to the complexity of the units and the information necessary to choose the right selection and oz size. This is by no means an open, unlimited pour. Furthermore you cannot dispense and wine without an in house Trifecta card.

No credit card, gift card or any other form of payment will not be accepted by the machines. The cards have to be issued by the wine consultant only. They don't even resemble our gift card in any way. They are from the wine company and encoded only for their machines. I'm available to demonstrate to any and all at any time. There will be 7 units holding 4 bottles each. They are 24" wide and will sit on top of a wine storage (locked) cooler. Upon entering the 21 club, the machines will be on the far wall (east side). 14 feet in total. I will have a set of plans tomorrow showing the dining room seating.

If you feel this is going to warrant a special license other than our current, please put this on the earliest council meeting so we have the time to address this application.

Thank You,
Patrick O'Neil
Trifecta Grill



NEW 'B' LABEL DOOR 1
90 MIN. 1 3/4" THICK HOLLOW METAL 'B' LABEL DOOR AND 'B' LABEL HOLLOW METAL FRAME COLOR BY OWNER

NEW INTERIOR DOOR 2
1 3/4" THICK HOLLOW WOOD DOOR AND HOLLOW METAL FRAME COLOR BY OWNER

DOOR SCHEDULE

MARK	TYPE	WIDTH	HEIGHT	THICKNESS	FINISH	SWING	HARDWARE	LABEL	REMARKS
A	1	3'-0"	6'-8"	1 3/4"	PT	/	-	B	'B' LABEL DOOR W/ CLOSER
B	2	3'-0"	6'-8"	1 3/4"	PT	/	-	/	

4 **DOOR SCHEDULE**
A1.0 SCALE: N.T.S.

CEILING FIXTURE SCHEDULE	
FIXTURE TYPE	DESCRIPTION
F1	NEW 2X2 RECESSED FLUORESCENT LIGHT FIXTURE WITH PRISMATIC LENS, AND ENERGY BALLAST.
F2	NEW PENDANT LIGHT
M1	NEW EXHAUST / RETURN VENT
M2	NEW EXPOSED SPIRAL DUCTS
Ex	NEW EXIT SIGN
	NEW EMERGENCY BATTERY LIGHT

CEILING FINISH SCHEDULE					
#	MATERIAL	SIZE	MANU.	PRODUCT NO.	REMARKS
AC-01	FACTORY APPLIED VINYL LATEX PAINTED CEILING PANEL	24x24x5/8	ARMSTRONG	1774 WHITE - ANGLED TEGULAR	W/ PRELUDE 15/1 6" EXPOSED TEE GRID

GENERAL NOTES:

ALL INTERIOR FINISHES TO BE **CLASS A**, 0-25 FLAME SPREAD RATING.

GLAZING AT ALL DOORS TO BE SAFETY TEMPERED GLASS.

ALL GLAZING BELOW 2'-0" FROM FINISHED FLOOR SHALL BE SAFETY TEMPERED GLASS.

ALL EMERGENCY EGRESS ROUTES, SHALL HAVE A MINIMUM OF 2 HOUR FIRE RATING.

ALL DOORS LEADING TO AND FROM EMERGENCY EGRESS STAIRS TO BE 'B' LABEL CLASS DOORS WITH SELF CLOSER

ALL CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN PENETRATIONS THROUGH BRICK, CONCRETE, WOOD FOUNDATION WALLS, ETC. CORING IS THE APPROVED. DAMAGE WILL BE BACK CHARGED ACCORDINGLY.

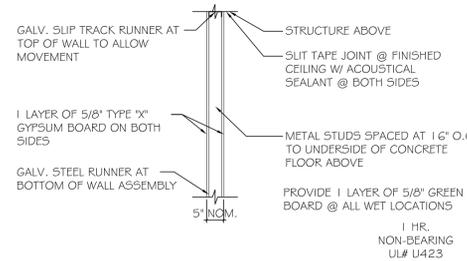
COORDINATE FLOOR AND FRAMING LAYOUT WITH PLUMBING AND HVAC WORK TO AVOID INTERFERENCE

ALL CONTRACTORS SHALL VISIT THE SITE PRIOR TO BIDDING AND NOTE WITHIN THEIR BID PACKAGE, ANY AND ALL DISCREPANCIES WITH THESE BASE DRAWINGS. NO CHANGE ORDERS WILL BE HONORED EXCEPT FOR THE FOLLOWING
1. OWNER REQUESTED REVISIONS
2. HIDDEN OR CONCEALED PROBLEMS

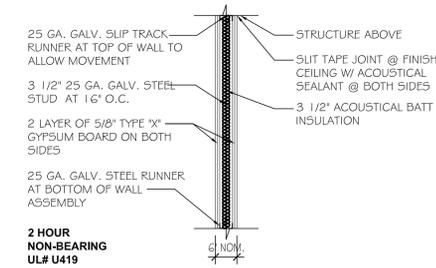
ALL WORK SHALL BE COMPLETE AND FUNCTIONAL AND MEET THE OWNERS, ARCHITECTS, AND CITY APPROVAL OR THE WORK SHALL BE CORRECTED AT THE CONTRACTORS EXPENSE.

ALL CONTRACTORS ARE RESPONSIBLE FOR EXECUTING WORK IN COMPLIANCE WITH ANY AND ALL APPLICABLE CODES AND ORDINANCES.

DIMENSIONS ARE TO FINISHES U.N.O.



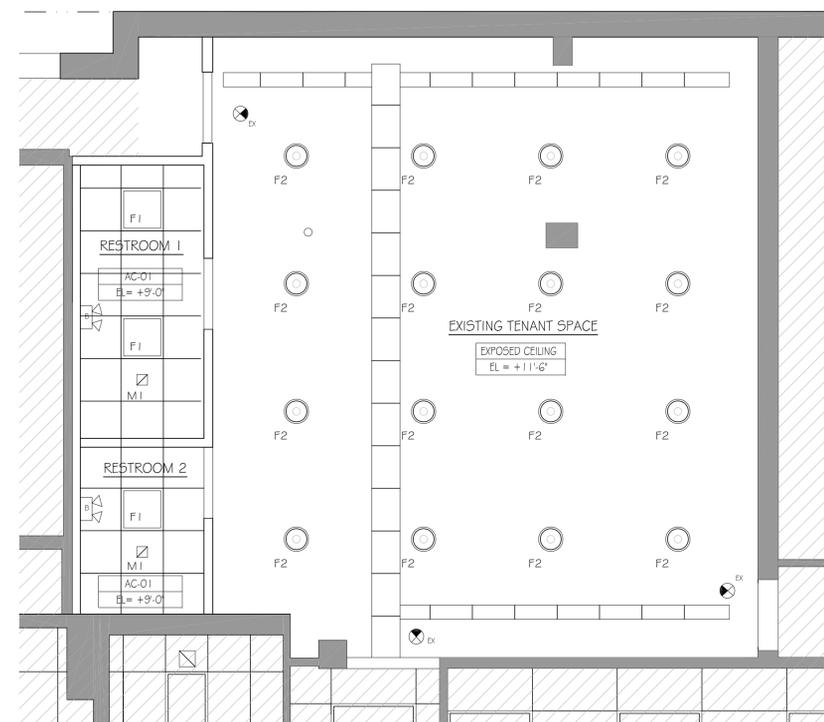
A **NEW 1 HR INTERIOR PARTITION**
SCALE: N.T.S.



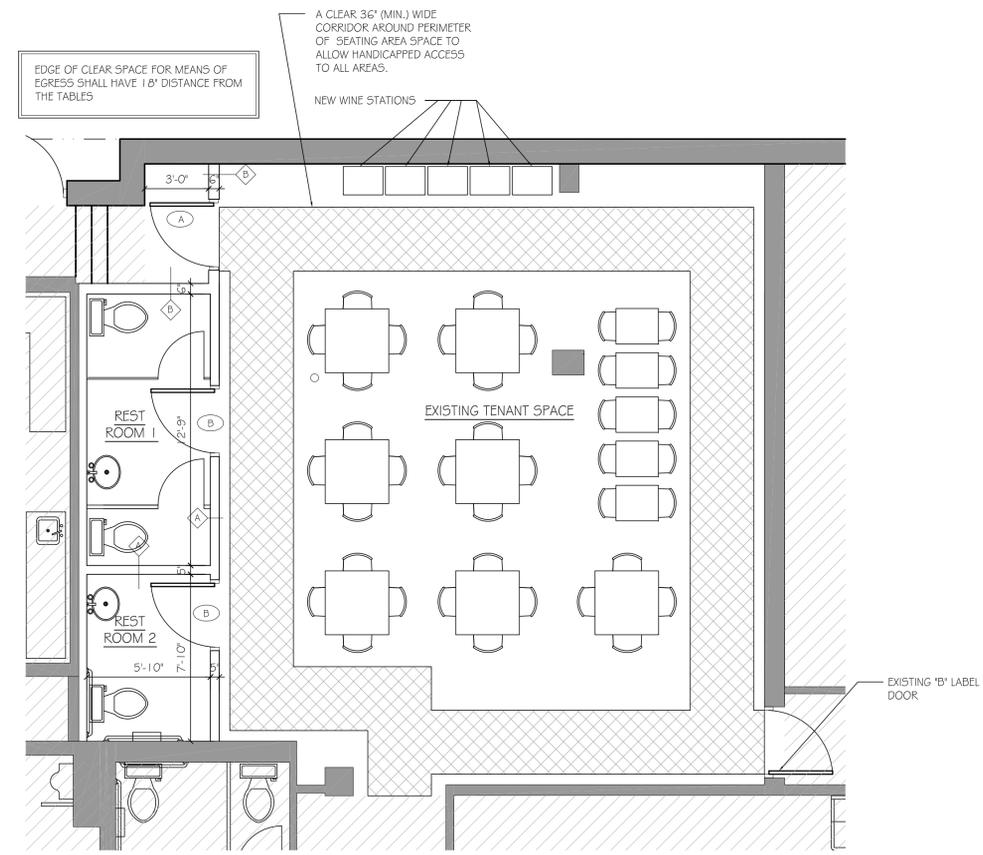
B **NEW 2HR INTERIOR PARTITION**
SCALE: N.T.S.

PARTITION TYPE LEGEND	
	EXISTING PARTITIONS TO REMAIN
	NEW INTERIOR OR EXTERIOR PARTITION WALLS

3 **PARTITION TYPES**
A1.0 SCALE: N.T.S.



2 **PARTIAL LOWER LEVEL REFLECTED CEILING PLAN**
A1.0 SCALE: 1/4" = 1'-0" NORTH



1 **PARTIAL LOWER LEVEL FLOOR PLAN**
A1.0 SCALE: 1/4" = 1'-0" NORTH

NOTICE: THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION. IT SHALL NOT BE USED OR REPRODUCED IN WHOLE OR IN PART WITHOUT THE PRIOR WRITTEN CONSENT OF FORMA ARCHITECTURE, LTD.

THESE DRAWINGS HAVE BEEN PREPARED AT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CONFORM AND COMPLY WITH THE REQUIREMENTS OF THE PROFESSIONAL ARCHITECTURE ACT OF THE STATE OF ILLINOIS.

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501 CHESTNUT ST.

WINNETKA IL.

DESCRIPTION:	ISSUED FOR PERMIT	CHECKED BY:	LAB
DATE:	12/20/11	DRAWN BY:	LAB
JOB NO.:	11051		

PARTIAL FLOOR PLANS, PARTITION TYPES & SCHEDULES
SHEET:

A1.0

WineStation®

Intelligent Dispensing System

SELF & STAFF-SERVICE
APPLICATIONS

3 SOFTWARE PACKAGES
DESIGNED FOR ALL INDUSTRIES

60 DAY WINE PRESERVATION

IMMEDIATE REVENUE
STREAM

AUTOMATED & CONTROLLED
POURING OPTIONS

FULL SUITE OF MANAGEMENT
REPORTING

CUSTOMER DATA CAPTURE

ZERO BUILD OUT REQUIRED,
FULLY PORTABLE

MADE IN AMERICA



REVOLUTIONIZING THE WAY WINE IS SERVED

The WineStation has become North America's #1 brand of intelligent wine dispensing and preservation systems made in the USA, by providing superior technology designed to increase revenue streams and cost controls for the restaurant, retail and hospitality industries.

The WineStation is a proven resource for harnessing the profitability of any wine program and can be found in Arenas, Convention Centers, Hotels, Cruise Ships, Specialty Wine Shops, Airports, Grocery Stores and Restaurants around the world.

60 DAY PRODUCT PRESERVATION

Today's savvy consumers have an increasing demand for a flawless wine drinking experience. Utilizing the cutting edge technology of the Clean-Pour® dispensing and temperature controlled environment of the WineStation, you will pour the perfect glass of wine every time.

ELIMINATION OF PRODUCT WASTE AND OVERPOURING

Eliminate valuable product waste and increase profits, by serving the perfect glass of wine with every pour. The WineStation does not simply reduce losses inherent to wine programs, but eradicates them by providing protection from oxidation for up to 60 days within the unit, and 14 days outside. Each pour is perfectly measured to remove the waste associated with over pouring.

TAKE YOUR WINE BY-THE-GLASS PROGRAM TO NEW HEIGHTS

The WineStation enables you to expand your wine-by-the glass program to include more expensive wines with risk-free sampling to your guests, while creating a memorable experience and increased revenues.

HEADS YOU WIN. TUBES YOU LOSE.

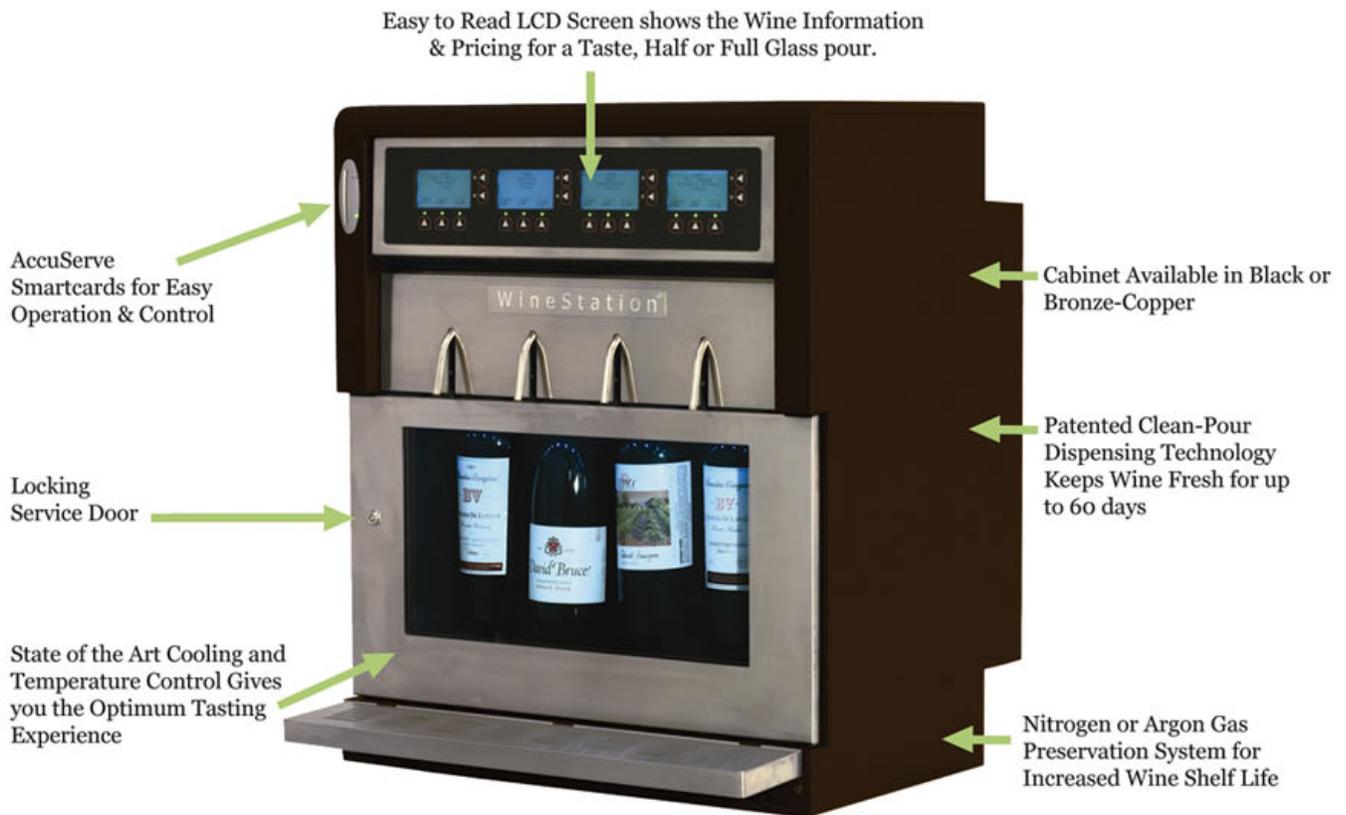
The NSF-certified Clean-Pour® heads make changing bottles and maintenance extraordinarily easy. Unlike all other wine preservation systems, there are no external tubes & plumbing that have to be flushed. The Clean-Pour™ heads keep your wine service sanitary and only require a quick rinse in water and they are ready to go.

SMART CARD TECHNOLOGY

WineStation by Napa Technology is the only system in the world that can deliver a perfect glass of wine by utilizing the patented Clean Pour® dispensing head and AccuServe® Smartcard Management software. Whether you are using the system behind the bar or creating AccuServe cards for your customers to serve themselves, the Patented Technology in the WineStation has no match.

THERMO-ELECTRIC COOLING SYSTEM

This is an environmentally friendly, state of the art cooling system which provides precise temperature control without the need of any plumbing, condensers, compressors or chemicals.



110V, 10amps. 22-1/2"W x 17"D x 27"H, 70 lbs.

Standard WineStation Features

WineStation by Napa Technology is the only system in the world that can deliver a perfect glass of wine by utilizing the patented Clean Pour® dispensing head and AccuServe® Smartcard Management software. Whether you are using the system behind the bar or creating AccuServe cards for your customers to serve themselves, the patented technology in the WineStation has no match. **Standard WineStation features include:**

- ▶ 60 day Wine Preservation with the use of Argon or Nitrogen gas (within the unit) and 14 day preservation (stored outside unit in industry standard refrigeration).
- ▶ Variable Temperature Control.
- ▶ 3 Button Programmable Portion Control with High Resolution LCD Display.
- ▶ 12 Months Parts & 90 Day Labor Warranty.
- ▶ Dual Pane Insulated Safety Glass Front Door & Thermo-Electric Cooling System.
- ▶ System requires Argon or Nitrogen Gas Supply (not included). Ships from Factory in CA. UL and NSF certified.

WineStation Software Package Features

WINESTATION PREMIER PLUS: SELF-SERVICE & STAFF-SERVICE

The WineStation Premier PLUS Package allows you to create an environment where your guests can engage in wine exploration and sampling through the purchase an AccuServe Smartcard while capturing consumer history and data for future CRM marketing programs. The WineStation Premier PLUS is designed to provide maximum flexibility for our customers. This state of the art system is designed for both customer Self-Service and Staff-Service. **This Premier PLUS package features:**

- ▶ AccuServe Smartcard Access control for Self-Service use via debit or tab card
- ▶ AccuServe Staff assigned Smartcards
- ▶ Detailed Employee Sales Monitoring and Reporting
- ▶ Comprehensive Customer Preference Tracking and Sales Reporting
- ▶ Wine Sales Reports by Brand and Varietal
- ▶ Wine Database Capabilities to manage wine by the glass offerings with accuracy and ease
- ▶ Software Configurable Portion Control Settings
- ▶ Customizable LCD display over each bottle position
- ▶ Bar Code Scanner to provide swift and easy bottle replacement and inventory management
- ▶ Remote system monitoring and access via internet

WINESTATION PREMIER: STAFF-SERVICE WITH SALES REPORTING

This software package was developed for establishments where showcasing and preserving great wines is the goal; affording wine database capabilities, bottle controls, detailed AccuServe Smartcard reporting and remote WineStation access. **This Premier package features:**

- ▶ AccuServe Staff assigned Smartcards
- ▶ Detailed Employee Sales Monitoring and Reporting
- ▶ Wine Database Capabilities to manage wine by the glass offerings with accuracy and ease
- ▶ Wine Sales Reports by Brand and Varietal
- ▶ Software Configurable Portion Control Settings
- ▶ Customizable LCD display over each bottle position
- ▶ Bar Code Scanner to provide swift and easy bottle replacement and inventory management
- ▶ Remote system monitoring and access via internet

WINESTATION PROFESSIONAL: STAFF-SERVICE

The WineStation Professional edition is designed for operations invested in preserving wines and creating secure control, while eliminating product waste and theft. This application supports traditional, behind the bar Staff-Service. This simple to use system, as do all WineStation models, requires zero build out and can be installed in under 30 minutes creating immediate business solutions for any business. **This Professional package features:**

- ▶ AccuServe Smartcard access control
- ▶ Pour volume control
- ▶ Position level control and reporting
- ▶ Wine sales report by bottle position



ACCESSORIES



AccuServe Smartcards

AccuServe cards can be programmed up to 7 different configurations including: Pre-paid Quick Card (counts down \$\$), Tab Card (counts up \$\$), Time Card (promotional offerings i.e.; a limited time, day, week), VIP Card (monthly billing), Gift Card (Similar to gift certificates), Authorized Employee Card or Manager Card. **Sold 50 per box.**

Clean-Pour® Dispensing Heads

Replacements (box of 4)

Green (Large)

Red (Medium)

White (Small)

Extended Warranty for all WineStation Models

12 Months Labor

Pick Up Tubes

Clean-Pour pick up tubes, Replacements (bag of 50)

Staff Service



TD Bank - Boston, MA - 8 bottle

Self Service



Kroger - Richmond, VA - 24 bottle

Staff Service



Lounge 5280, Denver Int'l Airport - Denver, CO - 8 bottle

Self Service



Roman Holiday Wine Lounge - Valencia, CA - 64 bottle

Staff Service



54° at The Mission & Spa - Riverside, CA - 44 bottle

Self Service



Grand Hyatt - New York, NY - 24 bottle

Staff Service



Pangaea Wine Bar & Bistro - Putnam, CT - 48 bottle

Self Service



SAQ - Quebec, CA - 12 bottle



NAPA
TECHNOLOGY

786 East McGlincy Lane ♦ Campbell, CA 95008

www.napatechnology.com

800.916.3338

282

CONTACT: Napa Technology
Jayne Portnoy
Jayne@NapaTechnology
1-800-916-3338
www.napatechnology.com

COMPANY PROFILE

About Napa Technology

Napa Technology is the designer and manufacturer of WineStation®, an innovative Intelligent Dispensing Solution. WineStation® is a breakthrough product designed to drive revenues and maximize the profitability of each bottle. WineStation® has been adopted by the hospitality, entertainment, arena's and food service industries as a new way to serve, preserve, increase sales and capitalize on available customer preference data.

The Napa Technology Story

Founded on a common passion for good wine, Napa Technology was formed in 2005 by Nick Moezidis, Jeffrey Brooks and Morris Taradalsky. The group combined decades of business and technology experience to create a unique, cutting-edge product that would ultimately change the idea of simply serving wine to skillfully providing business solutions for customers.

Today, Napa Technology is the proud developer and provider of on-demand Intelligent Dispensing Solutions for wine. WineStation® now enables restaurants, hotels and wine retailers to considerably increase revenue, at times by up to 50 percent. The software that accompanies WineStation® allows establishments to more accurately tailor inventory to customers' needs and even offer self service samplings all the while guaranteeing accurate pours and reducing wasted product.

About WineStation®

WineStation® is the first intelligence-based, automated, temperature-controlled wine dispensing and preservation system. The product delivers a "just opened" taste experience for up to 60 days once the bottle has been uncorked. Enhancing this technology, WineStation® reports the trends of popular bottles, sales reporting for both individual servers as well as individual customer preference. The result: good quality wine for the customer and higher profits for the business owner.

Standard features of a WineStation® include:

- Patented Clean-Pour™ technology insures fresh taste, bouquet and aroma for 60 days.
- AccuServe™ Management Suite software allows the operator to track customer sampling preferences and identify appropriate merchandising and pricing strategies to increase revenue.
- Programmable and easy-to-read LCD screens displaying the wine being served and prices for a tasting, half-glass and full-glass servings.
- State-of-the-art cooling and temperature control for four (4) bottles.
- Nitrogen or argon gas preservation system.

Markets Served

Locations throughout the United States, Canada, United Kingdom, Asia and Puerto Rico now utilize the WineStation® by Napa Technology. The WineStation has been placed in premier retail and hospitality establishments such as The Grand Hyatt, New York; Swan and Dolphin Disney Resorts, Orlando; Newark International Airport, Newark, The Staples Center, Los Angeles, and the American Center for Wine, Food & the Arts, in Napa, Calif. Additionally, WineStation® is now a component of the rapidly evolving retail channel, providing a taste-before purchase experience in Whole Foods, Wegmans, Harris Teeter and Kroger Grocery outlets.

More information on Napa Technology and WineStation® can be found at www.napatechnology.com.

MANAGEMENT TEAM:

Morris Taradalsky, Vice President of Engineering and Support

Morris Taradalsky has more than a thirty-year engineering career. Prior to Napa Technology, Morris was Vice President of Engineering and Chief Technology Officer (CTO) for Brocade Communications and Executive Vice President of Engineering for Exodus Communications. Taradalsky held management positions at Apple Computer Inc., as Vice President and General Manager where he introduced Apple's first line of Network Servers. Taradalsky started in the corporate world at IBM Corp., where he had a distinguished eighteen year career. Taradalsky also filed numerous patents and received IBM's Invention Achievement Award.

Nick Moezidis, Vice President of Sales and Marketing

Nick Moezidis has gained a reputation as a "no-nonsense, results oriented" executive who brings a breadth of multi-disciplinary talents and leadership to the decision making process. Nick has sixteen years of sales, support and marketing background acquired in diverse business environments ranging from multi-billion, multi-national Fortune 500 market leaders such as Eastman Kodak, Hewlett Packard Co., and for successful VC backed start-ups Brocade Communications and Tasman Networks.

Ross Rittiman, Vice President of Operations

Ross Rittiman has earned the reputation as an outstanding executive and team builder. Ross brings with him a vast manufacturing and product development expertise gained during his illustrious 30+ year high tech manufacturing career. Most recently, and for the past twelve years, he served as President of W P I Inc., a leading force in high tech manufacturing with more than 250 employees.

Jayne Portnoy, Vice President of Marketing & Brand Strategy

Jayne Portnoy joins the Napa Technology team after achieving a career rich in effective marketing within the entertainment and hospitality industries. Portnoy has driven the development and execution for brands such as The Tampa Bay Buccaneers of the National Football League, Outback Steakhouse, Bonfish Grill, Roy's Hawaiian Fusion Cuisine, and the Soho Leisure Group with verifiable success. Portnoy is a passionate marketing professional with expertise in planning comprehensive out-of-the-box marketing, promotional and public relations strategies.

WineStation® FREQUENTLY ASKED QUESTIONS:



1. What is a WineStation®?

WineStation® is the first intelligence-based, automated, temperature-controlled wine dispensing and preservation system. The product delivers a “just opened” tasting experience for up to 60 days after the bottle is opened. Enhancing this technology, WineStation® reports the trends of popular bottles, and provides sales reporting for both individual servers as well as individual customer preference. The result: good quality wine for the customer and higher profits and more informed purchasing decisions for the business owner.

2. What are the standard features of WineStation®?

- Patented Clean-Pour™ technology assuring fresh taste, bouquet and aroma for 60 days.
- AccuServe™ Management Suite software allowing the operator to track customer sampling preferences and identify appropriate merchandising and pricing strategies to increase revenues.
- Programmable and easy-to-read LCD screens displaying the wine being served and prices for a tasting, half-glass and full-glass servings.
- State-of-the-art cooling and temperature control for four (4) bottles.
- Nitrogen or argon gas preservation system.
- 24 various colors and finishes.

3. How is WineStation® operated?

WineStation® offers complete automation with little set-up required and can fit in just about any room with an 110V outlet nearby. Employees or customers can quickly begin management of both the device itself and the software provided, shortly after delivery.

After installation, WineStation® users can select a taste, half glass or full glass of wine by simply pushing the corresponding button. The wine will flow from the Clean-Pour™ dispensing spout and stop at the exact designated ounce.

4. How does this enable WineStation® users to understand customer preferences in wine? What is a Smartcard?

Every WineStation® comes complete with an AccuServe™ Smartcard system and software allowing the operator to track customer sampling preferences by collecting data every time a Smartcard is used. The software collects specific customer information, which can be repurposed to build contact lists, record preferences and identify merchandising and pricing strategies that will increase revenues, operating efficiency, and profitability. AccuServe™ provides the following Smartcard options:

- Staff Cards – allow users to control WineStation’s® use, access and authorization by staff name, date and location. This option is most common for WineStation® owners providing wine-by-the-glass service through a wait staff.
- Self Service Cards – are used primarily by customers as a pre-loaded debit card and are available in any dollar amount.
- Gift Cards – can be pre-loaded with any dollar amount, personalized and given as a gift for special occasions.

5. How does WineStation® pour a perfect glass?

A standard feature of WineStation® is the patented Clean-Pour™ system. A carefully designed dispensing spout maintains the wine's taste, bouquet and aroma by using argon or nitrogen gas to clean the system after each pour. Additionally, by purging air out of the bottle of wine after the dispensing head is attached and activated, users preserve the wine and reduce the risk of product loss due to spoilage.

6. How much does WineStation® cost?

The WineStation® starts at \$6,000. Napa Technology also offers premium feature packages and larger capacity WineStation® units to better suit individual business needs.

7. How many bottles does WineStation® hold at one time? Can wine bottles be rotated?

WineStation® was designed in various models to house four wine bottles and a time. Napa Technology created the system to be easily paired, allowing the size of the configuration to range from 4 bottles to over 100, and satisfying any business type large or small.

The stainless steel, dual-panel, safety-glass front door opens with ease to allow users to interchange bottles just as quickly as they are consumed.

8. Can WineStation® properly cool various wines, year-round?

Yes. The WineStation® refrigeration system stores red wines at 66 degrees and white wines at 47 degrees, while simultaneously using pressurized nitrogen or argon to maintain freshness. The temperature will remain consistent as long as the unit is plugged into an 110V outlet, without regard to warmer seasons or environments.

9. In terms of costs, what does WineStation® actually save its users?

Dependent upon individual business models, WineStation® can reduce costs by as much as 15 percent and, at times increase revenue by up to 50 percent.

10. What are the technical specifications and weight of each WineStation®?

- Voltage: 110 volts
- Amps: 10 max
- Width: 22.5"
- Depth: 17"
- Height: 27"
- Ship Weight: 70 lbs (shipped in multiple containers)

FOR IMMEDIATE RELEASE

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Napa Technology Launches WineStation®, the World's First Wine Dispensing and Preservation System

Santa Clara, Calif. – April 2, 2007 – Napa Technology, a designer and manufacturer of Intelligent Dispensing Solutions for wine, has successfully launched WineStation®, the world's first automated temperature-controlled, wine dispensing and preservation system. WineStation® provides business operators with a serving solution that guarantees customers the freshest wines each and every time without the fear of product spoilage or over-pouring. WineStation® also reports the trends of popular bottles, sales figures for individual servers and individual customer preference.

“WineStation® is about more than just preservation, it was created to increase the profitability for our customers” said Nick Moezidis, Managing Director at Napa Technology. “Our unique solution eliminates the problems of wine spoilage, over-pouring and out right theft associated with selling wines by the glass or bottle. In addition, our customers can create new revenues from the sale of higher priced wines, staffed or self-serve wine tasting programs and paired food and wine menu specials.”

Dependent upon individual business models, WineStation® can reduce costs by as much as 15 percent and, at times increase revenue by up to 50 percent. Standard features for each WineStation® include:

- Patented Clean-Pour™ technology assuring fresh taste, bouquet and aroma for 60 days.
- AccuServe™ Management Suite software allowing the operator to track customer sampling preferences and identify appropriate merchandising and pricing strategies to increase revenues.
- Programmable and easy-to-read LCD screens displaying the wine being served and price for a tasting, half-glass and full-glass servings.
- State-of-the-art cooling and temperature control for four bottles.
- Nitrogen or argon gas preservation system.
- 24 various colors and finishes.

More than 300 locations now utilize WineStation® by Napa Technology. WineStation has been placed across the United States in premier retail and hospitality establishments such as Hyatt Fisherman's Warf, San Francisco, Calif., Swan and Dolphin Disney Resorts, Orlando Fl. Marriott Aspen Wye River, Maryland, Copia the American Center for Wine, Food & the Arts, in Napa, Calif. Additionally, WineStation® is now a component of the rapidly evolving retail channel, providing a taste-before purchase experience in Whole Foods and Kroger Grocery outlets.

“WineStation® assures our guests the taste and freshness they expect from a ‘just opened’ bottle of wine while delivering the operational control we require,” said Stephen Lazar, vice president of business development and west coast operations for SAVOR Catering. “With the help of Napa Technology, we are proud to provide such a breakthrough guest experience. Coupled with our extensive menu selections, customers now explore and enjoy wine varietals from the Pacific Northwest.”

“It was only natural for The Chop House to introduce WineStation to Michigan, as part of our commitment of creating new and engaging guest experience” said Eric Arsenault, Director Wine