

Winnetka Village Council
REGULAR MEETING
Village Hall
 510 Green Bay Road
 Tuesday, August 7, 2012
 7:30 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council. 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.

AMENDED AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance to the Flag
- 3) Quorum
 - a) August 14, 2012 Study Session **Cancelled**
 - b) August 21, 2012, Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Village Council Minutes
 - i) June 12, 2012, Special Meeting.....2
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 - i) Motion to move the November 6, 2012, regular Council meeting to Thursday, November 8, 2012
 - ii) Motion to move the September 4, 2012, regular Council meeting to Thursday, September 6, 2012
- 6) Stormwater Update: Next report – August 21st
- 7) Ordinances and Resolutions
 - a) Ordinance MC-6-2012: Amend Village Code Pertaining to Seating of New Council – Introduction..... 13
- 8) Public Comment
- 9) Old Business
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- 10) New Business
 - a) Urban Land Institute Technical Assistance Panel 30
- 11) Reports
- 12) Executive Session
- 13) Adjournment

NOTICE

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

Videos of the Village Council meetings are televised on Channel 10 every night at 7 PM and on Channel 18 M-F-Su at 7AM or 7 PM. Videos of the meeting may also be viewed on the Internet via a link on the Village’s web site: 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 – Kathie Scanlan, at 510 Green Bay Road, Winnetka, Illinois 60093, 847.716.3540; T.D.D. 847.501.6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
SPECIAL MEETING
June 12, 2012**

(Approved:)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Council Chambers at Village Hall on Tuesday, June 12, 2012, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:32 p.m. Present: Trustees Richard Kates, Arthur Braun, Patrick Corrigan, Jack Buck, Stuart McCrary and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Director of Community Development Michael D’Onofrio, Director of Public Works Steve Saunders, Director of Water & Electric Brian Keys, Assistant Director of Water & Electric Rich Ciesla and approximately 15 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.
- 3) Approval of the Agenda. Trustee Braun, seconded by Trustee Buck, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees McCrary, Buck, Braun, Corrigan, Spinney, and Kates. Nays: None. Absent: None.
- 4) Stormwater Master Plan:
Public Works Director Steve Saunders presented the qualifications and proposal of Baxter & Woodman to prepare a Stormwater Master Plan based upon results from a request for proposal issued by the Village. Mr. Saunders explained that Baxter & Woodman has proposed a 5-point approach that would incorporate a Stormwater Work Group consisting of key Village staff, Stormwater Manager Jim Johnson, and other consultants as well as other stakeholders, updates and presentations to the Village Council, Town Hall meetings, and social media. He also explained how the work of Baxter & Woodman coordinates with concurrent work being done by other firms the Village has hired.

Trustees Spinney, Corrigan and McCrary voiced their support of the proposal, citing Baxter & Woodman’s excellent qualifications to collect information for the Council’s consideration before it makes a decision on the project, and expressing the desire to move forward because of the high level of interest among the residents.

Trustee Buck confirmed with Mr. Saunders that AT Group, not Baxter & Woodman, is responsible for supervising the other consultants.

Trustee Braun commented that the completed model will provide a good picture of how water flows through the Village towards the tunnel, and there will be a better idea of the complete cost of the project.

Trustee Kates asked that staff specify a time period for completion in the final contract. Attorney Janega and Mr. Saunders noted to incorporate this request.

Mark PIPPS, Baxter & Woodman project manager for Winnetka, expressed the firm's appreciation for being selected and said he is eager to get started.

In response to a question from Mr. Zabors, 321 Willow Road, about the outlet at Elder Street beach, Mr. Saunders said that the beachfront water quality is part of the scope of the project and that the master plan is expected to be completed within 12 months.

There being no further comments, President Tucker called for a motion. Trustee Spinney moved to authorize execution of the contract with Baxter & Woodman to provide professional engineering services for developing a Stormwater Master Plan, in an amount not to exceed \$101,220 and substantially in the form provided, subject to final review and approval by the Village Attorney. The motion was seconded by Trustee Corrigan and by roll call vote, passed. Ayes: Trustees Braun, Spinney, Corrigan, Buck, McCrary, Kates. Nays: None. Absent: None.

- 5) Adjournment. Trustee Braun, seconded by Trustee Spinney, moved to adjourn the special meeting. By voice vote, the motion carried. The meeting adjourned at 8:34 p.m.

Deputy Clerk

**MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION**

June 12, 2012

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, June 12, 2012, at 8:40 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 8:40 p.m. Present: Trustees Richard Kates, Arthur Braun, Patrick Corrigan, Jack Buck, Stuart McCrary and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Director of Water & Electric Brian Keys, Assistant Director of Water & Electric Rich Ciesla and approximately 15 persons in the audience.
- 2) Lead Service Replacement Policy. Brian Keys, Director of Water & Electric, requested that the Village Council reevaluate the current lead service replacement policy to allow repair of some services rather than automatically requiring replacement. Mr. Keys related the reasoning behind the existing policy and explained the Village's rising costs of the replacement program over the last 5 years. He noted the challenge that sustaining the current policy poses for the water fund and said repairing rather than replacing services would significantly reduce costs.

Mr. Keys explained that testing of the water supply shows that the levels for both lead and copper are below action levels, so service line replacement is not required under the Illinois Environmental Protection Agency regulations. Adding that the Village's policy could be redefined and still meet applicable requirements, he recommended that the Council consider changing the Village's policy regarding the replacement of lead water services in the public rights-of way as follows:

- a) Base the requirement for replacement of a lead water service on service reliability;
- b) Replace leaking lead water services regardless of prior leak history if the leak is located in the right-of-way beneath the street pavement to avoid multiple excavations in the road surface;
- c) Service connection breaks on a lead water service caused by the Village would be repairable at the determination of the Director based on site conditions.

The Trustees discussed the history of the current replacement policy, the contribution of costs by both the homeowner and the Village and reached consensus in favor of staff's recommendations for the repair and replacement of the services in accordance with the State's requirements.

- 3) Adjournment. Trustee Braun, seconded by Trustee Spinney, moved to adjourn the study session. By voice vote, the motion carried. The meeting adjourned at 9:30 p.m.

Deputy Clerk

AGENDA REPORT

TO: Village Council
FROM: Robert M. Bahan, Village Manager
DATE: August 2, 2012
SUBJECT: **Warrant Lists Nos. 1759 and 1760**

Warrants Lists Nos. 1759 and 1760 are enclosed in each Council member's packet.

Recommendation: Consider approving Warrants Lists Nos. 1759 and 1760.

AGENDA REPORT

SUBJECT: **Ordinance MC-5-2012 - Amending Chapter 13.04 of the Village Code as It Pertains to the Replacement of Water Service Lines.**

PREPARED BY: Brian Keys, Director Water & Electric
 Katherine S. Janega, Village Attorney

REF: July 17, 2012 Council Meeting, pp. 223-228
 June 12, 2012 Council Study Session, pp. 117-135

DATE: July 18, 2012

Ordinance MC-5-2012, which was introduced at the July 17, 2012, Council meeting, amends Section 13.04.100 of the Winnetka Village Code as it pertains to the replacement of lead water service lines. The ordinance implements policy direction given by the Village Council at the June 12, 2012, Council Study Session. At that meeting, staff presented background information on the current policy, regulatory requirements, cost projections, and water test results related to the existing replacement policy.

Pursuant to the Council's policy direction, Ordinance MC-5-2012 would permit the repair of leaking lead water services in the public right-of-way, rather than automatically requiring replacement, making it consistent with the existing policy for other types of water services. The ordinance does not change the allocation of costs between the customer and the Village.

A copy of Ordinance MC-5-2012 is attached to this Agenda Report. Adoption requires the concurrence of a majority of the Council.

Recommendation:

Consider adoption of Ordinance MC-5-2012, an ordinance amending Section 13.04.100 of the Winnetka Village Code as it pertains to the replacement of lead water service lines.

Attachments:

Ordinance MC-5-2012

**AN ORDINANCE
AMENDING CHAPTER 13.04 OF THE WINNETKA VILLAGE CODE
AS IT PERTAINS TO THE REPLACEMENT OF WATER SERVICE LINES**

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, pursuant to Article VII, Section 6 of the Constitution of the State of Illinois of 1970, the Village of Winnetka (“Village”) 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 the power to regulate for the protection of the public health, safety and welfare; and

WHEREAS, the Village owns and operates a municipal water utility that provides water service to all properties within the Village; and

WHEREAS, certain service connections from the Village’s water mains to individual customers were installed prior to the prohibition of the use of lead materials; and

WHEREAS, to assure compliance with all statutes and regulations governing water quality, the Village treats its water supply with poly-orthophosphate, which coats the lead services to protect the Village’s water system against lead leachates; and

WHEREAS, it has been the Village’s established practice to require that lead service connections that develop a leak be replaced with lead-free materials that comply with applicable statutes and regulations; and

WHEREAS, the results of regular, periodic water quality testing have disclosed that the Village’s treatment of its water supply meets all statutory and regulatory standards and adequately protects the water supply against lead leachates; and

WHEREAS, due to the effectiveness of the Village’s water treatment program, the Council of the Village of Winnetka find and determine that allowing the repair of lead water services will not jeopardize the health, safety and welfare of the Village in instances where the Director of Water and Electric has determined that the repaired service lines will comply with all applicable statutes and regulations and will not compromise the reliability and safety of the Village’s water distribution system; and

WHEREAS, the Council of the Village of Winnetka also find and determine that allowing lead water services to be repaired will result in cost savings to both water customers and the Village’s water system, as long as water quality testing continues to confirm that the Village’s water system remains in compliance with all statutes and regulations governing water quality; and

WHEREAS, the Village Council have determined that the standards for the repair and replacement of service connections that contain lead materials be amended accordingly.

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

SECTION 1: That 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 Section 13.04.100, “Water Service Connections,” of Chapter 13.04, “Municipal Water System,” of Title 13 of the Winnetka Village Code, “Municipal Utility Services,” is hereby amended to provide as follows:

Section 13.04.100 Water service connections.

A. Definitions.

1. Water Service Connection; Service Connection. As used in this section, water service connection or, alternatively, service connection shall mean the pipe, corporation cock, roundway or B-box, shut-off cock and other appurtenances necessary to bring water from any water main of the Village to the plumbing system of the building or premises to be supplied.

2. Service Connection Break. As used in this section, service connection break shall mean a failure of any part of a water service connection that causes water to leak from any part of the water service connection or from the building or premises being supplied by the service connection.

3. Lead-free. As used in this section, lead-free shall have the same meaning as defined in the Illinois Plumbing Code, as adopted by reference by the Village.

4. Minor service connection repair. As used in this section, minor service connection repair shall mean the repair of a service connection break that, ~~in the sole determination of~~ the Director of Water and Electric, in the exercise of his professional judgment, has determined can be repaired without does not require the complete replacement of (i) replacing any portion of the water service connection, ~~the installation of (ii) installing~~ a new water meter, ~~or the reconnection of (iii) reconnecting~~ any part of the service connection to the water meter, or (iv) jeopardizing the reliability of the water distribution system.

B. Standards for Installation, Repair and Maintenance of Water Service Connections.

1. Permits and approval required.

a. No water service connection shall be installed, repaired, maintained or replaced except by a licensed plumber who has first notified the Water and Electric Department. All such work shall be subject to the approval of the Water and Electric Department and shall be performed in accordance with the rules, regulations, standards and practices of the Water and

Electric Department, which shall have the sole discretion and authority to determine whether the work constitutes minor service connection repairs, as defined in subsection A, above.

b. In addition, any person who performs any work on a water service connection other than a minor service connection repair shall first obtain a permit from the Village as provided in Title 15 of this Code. All such work shall be done in accordance with the terms of the permit authorizing the work and with the rules, regulations, standards and practices of the Water and Electric Department.

2. Approved materials; existing lead service connections. All work on water service connections shall be performed using lead-free and other approved materials, as provided in the Illinois Plumbing Code, as adopted by reference in Chapter 15.08 of this Code. Existing lead water service connections shall be allowed to remain, provided that they comply with all applicable statutes and regulations and provided that, in the event of a leak to such water service connection, the leak requires only minor service connection repairs, as defined in subsection A, above.

3. Penalties. Any person who engages in any work on a water service connection that requires a permit, without first obtaining such permit, shall be subject to such additional fines, fees and penalties as may be set by the Village Council from time to time pursuant to Title 15 of this Code.

4. Except for the requirements of paragraph 2, the provisions of this subsection B do not apply to work performed by employees of the Water and Electric Department.

C. Responsibility of Owner. Except as provided in the following subsection D and in Section 13.04.105 of this Code, the installation, connection, alteration, maintenance, repair and replacement of water service connections shall be at the sole expense of the owner of the premises to which the water service is supplied.

D. Allocation of Certain Costs to Village.

1. Service connection breaks caused by Village. In the event a service connection break is caused by work being performed by the Village, its employees, agents or contractors, the Village or such agent or contractor shall, at no cost to the owner, repair the service connection, which may include the replacement of all or part of the service connection.

2. Repairs to service connections in single-family residential districts. In the event of a service connection break in a single family residential zoning district, as defined in Title 17 of this Code, if the service connection break is located between the main and the property line, and if the roadway or B-box is located within one foot of the property line or between the property line and the curb, the Village or its contractor shall repair or replace the portion of the line between the roadway or B-box and the main. As part of such work, the Village, in its sole discretion, may relocate the roadway or B-box to a location within one foot of the property line, in which case the Village will also supply the roadway or B-box at no additional cost to the owner. ~~In the event such service connection break is in a lead service, the Village will assume the cost of replacing that portion of the service connection line from the main to within one foot of the property line.~~

3. Repairs to service connections in multi-family, commercial and light industrial districts. In the event of a service connection break in a service connection on property located in a multi-family, commercial or light industrial zoning district, as defined in Title 17 of this Code, the Village will assume the cost of repairing or replacing that portion of the service connection line from the Village's water main up to the curb nearest the property being served, regardless of the location of the roadway or B-box. If the roadway or B-box is located between the building

line and the curb, the Village shall have the sole discretion to relocate the roadway or B-box to a location closer to the curb, in which case the Village will also supply the roadway or B-box at no additional cost to the owner. ~~In the event such service connection break is in a lead service, the Village will assume the cost of replacing that portion of the service connection line from the main to the curb nearest the property being served.~~

SECTION 3: 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 4: 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: July 17, 2012

Posted:

Passed and Approved:

Posted:

AGENDA REPORT

SUBJECT: Rescheduling of Council Meetings

PREPARED BY: Katherine S. Janega, Village Attorney

DATE: July 23, 2012

Introduction

Section 2.04.020(A) of the Village Code codifies the Village Council's long-established meeting schedule, setting regular Council meetings for the first and third Tuesday of each month, except when the scheduled meeting day coincides with New Year's Day or the Fourth of July. When that occurs, the Village Code automatically bumps the meeting to the immediately following Thursday. Section 2.04.020(A) also allows the regular meeting to be rescheduled for other reasons, including other holidays and elections. For example, last month, to avoid holiday-related scheduling conflicts when the Fourth of July fell in the middle of the week, the Council cancelled the regularly scheduled July 3rd meeting and instead held a special meeting the following Tuesday.

This year, the first regular Council meeting in November, scheduled for November 6th, coincides with the presidential election. As explained in the following section, in recent years the Council has frequently rescheduled its first meeting in November to avoid election conflicts, and the Council may wish to do so again this year.

The Council may also wish to consider moving the September 4th meeting to Thursday September 6th to allow more meeting preparation time without conflicting with the Labor Day holiday weekend.

Background

On June 21, 1994, in response to a request from a resident, the Council passed ordinance MC-127-94, which expanded the meetings that are automatically rescheduled to include meetings that coincide with the biennial general elections. As with meetings that would fall on New Year's Day and the Fourth of July, these meetings were to be automatically rescheduled for the immediately following Thursday.

Several years later, on January 16, 2001, the Village Council passed Ordinance MC-1-2001, which repealed the 1994 amendment and reverted to the original automatic rescheduling for only the New Year's Day and Fourth of July conflicts, thus allowing regular meetings to be held on election days as had previously been done. The amendment was prompted by Council member concerns that the regular meeting schedule could change too frequently, after the first meeting in November had been rescheduled due to the election, and the first regular meeting in December had been replaced by a special meeting held the day before the usual meeting date so the Village would comply with a new statutory hearing requirement.

In the preamble to Ordinance MC-1-2001, the Village Council found that there should be as few departures from the regular Tuesday meeting schedule as possible, because, although notice is given when a meeting is rescheduled, the more meetings are rescheduled, the more likely it is that the public will be confused about when meetings are scheduled, and public attendance and participation in the meetings will be reduced.

On May 15, 2007, at the request of the same resident who had prompted the 1994 amendment, the Council revisited the issue and passed Ordinance MC-7-2007, once again amending subsection A of Section 2.04.020. In the preamble to Ordinance MC-7-2007, the Council found that it is important to accommodate the Village's citizens and that it is in the Village's best interests for the Council to have the flexibility to reschedule regular meetings for any reason, including avoiding holidays and elections, without amending the Village Code.

The resulting version of Section 2.02.020(A), which remains in effect today, provides as follows:

Section 2.04.020 Meetings.

A. Time and Day of Meetings. The Council shall hold its regular meetings on the first and third Tuesday of each month at seven-thirty p.m., or as otherwise set forth in the annual meetings notice posted pursuant to the Illinois Open Meetings Act. In the event the regular meeting date falls on a legal holiday, or cannot be held on the date regularly scheduled for any other reason, including a general election, the meeting shall be held on such other day as the Council may designate; provided, that notice of such designation shall comply with the notice requirements of the Illinois Open Meetings Act.

In its current form, Section 2.04.020(A) still requires meetings to be rescheduled to avoid the New Year's and Fourth of July holidays, but allows the Council to determine the new meeting date. At the same time, Section 2.04.020(A) permits but does not require meetings to be changed for other reasons. Thus, rather than restoring the hard and fast rule that had been enacted in 1994, the 2007 amendment attempted to strike a balance by recognizing the need to maintain predictability in meeting schedules, while also recognizing that from time to time it is necessary to change the meeting schedule.

Conclusion

This being a presidential election year, the Village Council has the option either to hold its first regular meeting in November on November 6th, as scheduled, or to reschedule the meeting to another day. Staff suggests that, if the meeting is rescheduled, the Council follow the prior practice and move the meeting to Thursday, November 8. If the Council chooses not to reschedule the meeting, no action is required. If the Council wishes to reschedule or cancel that meeting, it should do so by motion, so that it can be documented in the record and ample notice can be provided to the public. Similarly, if the Council wishes to reschedule the September 4th Council meeting, it should also do so by motion.

Recommendation

- 1) Consider a motion to move the November 6, 2012, regular Council meeting to Thursday, November 8, 2012, to avoid conflicting with the General Election.
- 2) Consider a motion to move the September 4, 2012, regular Council meeting to Thursday, September 6, 2012.

AGENDA REPORT

SUBJECT: MC-6-2012 – Amending Section 2.04.010 of the Village Code to Fix the Date for the Inauguration of the Village President and Village Trustees

PREPARED BY: Katherine S. Janega, Village Attorney

DATE: July 23, 2012

Introduction

The Winnetka Village Council consists of the Village President and six Village Trustees, all of whom serve for two-year terms, as provided in Section 2.04.010(A) of the Village Code. However, the Village Code does not establish the date on which the oath of office is to be administered to the members of the Village Council. Due to changes in election dates and canvassing laws over the last few years, it has become necessary to consider an ordinance to establish a date for administering the oath of office, in order to provide consistency and predictability in the length of the Council members' terms. To that end, the attached Ordinance MC-6-2012 would amend Section 2.04.010 and provide for the inauguration of Council members in the month of May, after receiving the certified election results.

Background

The Village President is elected in the consolidated election that is held on the first Tuesday of April in odd-numbered years. Three Trustees stand for election at the consolidated election along with the Village President. Since there is no consolidated election in even-numbered years, the remaining three Trustees stand for election at the general primary election held on the third Tuesday of March in even-numbered years.

The dates and classifications of the elections are set in Article 2A of the Illinois Election Code. General elections are held in November of even-numbered years to elect the President, governor and other federal, State and County officials. Candidates for offices up for election in a general election are nominated at a general primary election held on the third Tuesday in March of the election year. Consolidated elections are the elections held on the first Tuesday in April of odd-numbered years to elect municipal and other local officers.

Section 3.1-10-15 of the Illinois Municipal Code (IMC) sets the commencement of the terms of elected municipal officers as “the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk . . . except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality.” The date fixed by ordinance cannot be later than the first regular or special meeting of the corporate authorities in the month of June following the election. 65 ILCS 5/3.1-10-15.

For a number of reasons, the inauguration dates for Council members can fluctuate. First, the Election Code allows 21 days after any election for the County Clerk to certify the election results, in order to allow for the processing of absentee and provisional ballots. Second, Council members are elected in two different months, depending on whether they are elected at a consolidated election or at a general primary. Third, if a regularly scheduled consolidated election coincides with Passover, the election is moved to the first Tuesday following the last day

of Passover. 10 ILCS 5/2A-1.1a. Finally, recent history shows the ease with which the State legislature can change the date of the primary election and shift the inauguration of Village officers accordingly. For example, in 2008, the general primary was moved up to February to maximize the State's impact on the presidential primaries. At the beginning of 2011, the general primary was moved back to the third Tuesday in March.

Village's Historical Practice

The Village has attempted to adhere to the schedule set in IMC §3.1-10-15, which has caused the commencement of terms to vary, depending on when the election was held and when the results were certified. For example, from 1996 through 2004, when the Village's canvassing board canvassed the election results within 7 days after the election, Council members were sworn in during April. Those elected at the April consolidated election in odd-numbered years were seated at the second meeting in April, while those elected in the March general primary in even-numbered years were seated at the first council meeting in April. That changed in 2005, when the canvassing period was extended to 21 days and the canvass of the April 5 election was not held until April 23, after the last meeting in April, causing the new Council members to be sworn in at the May 3 Council meeting.

The local canvassing boards were abolished at the beginning of 2006 and the County Clerk has certified all election results since then. The 2006 general primary election occurred on March 21 and results were received on Monday, April 17, enabling the new officials to be sworn in at the regular Council meeting the next day. However, in 2007, the consolidated election was moved to April 17, as required by law to avoid a conflict with Passover, and the new Council wasn't seated until May 15, the latest day on record.

In 2008, the general primary election was moved up to the first week in February, but the Council transition did not occur until the first meeting in May, to allow the outgoing Council to complete the budget process and resolve other pending issues. For the same reasons, the Council members elected in 2010 were also seated at the first meeting in May, although it appears that some results were certified by February 18. In both 2009 and 2011, the consolidated election was held on the first Tuesday in April, the results were received on the fourth Tuesday, and the new officials were sworn in at the first meeting in May. This year, the general primary was held on March 19, and the new trustees were once again sworn in at the first meeting in May.

Conclusion

Changes in the time frames and methods for canvassing election results, coupled with changes in the scheduling of elections, have eroded the consistency and predictability in the timing of the inauguration of Council members following their election. It is therefore advisable for the Council to consider amending Section 2.04.010 of the Village Code to pass an ordinance setting the date for the inauguration of the Village President and Village Trustees to occur in May.

Recommendation:

Consider introducing Ordinance MC-6-2012, amending Section 2.040.010 of the Village Code to fix the date for the inauguration of the Village President and Village Trustees.

**AN ORDINANCE
AMENDING CHAPTER 2.04 OF THE WINNETKA VILLAGE CODE
TO FIX THE DATE FOR THE INAUGURATION OF
THE VILLAGE PRESIDENT AND VILLAGE TRUSTEES**

WHEREAS, the corporate authority of the Village of Winnetka (“Village”) is the Winnetka Village Council (“Village Council”), which consists of the Village President and six Village Trustees, all of whom are elected; and

WHEREAS, Section 2.04.010(A) of the Winnetka Village Code (“Village Code”) provides that the terms of office of the Village President and the Village Trustees shall be two years, and until their successors are elected and qualified; and

WHEREAS, the Village Code does not establish the date on which the oath of office is to be administered to the members of the Village Council; and

WHEREAS, Section 3.1-10-15 of the Illinois Municipal Code, 65 ILCS 5/3.1-10-15, provides that the elected Village officers shall be inaugurated at the first regular or special meeting of the corporate authorities after the certified results of the election have been received, unless the date of inauguration is set by ordinance; and

WHEREAS, the Village President and three Village Trustees are elected at the consolidated election held in April in odd-numbered years, while three Village Trustees are elected at the general primary election held in March of even-numbered years; and

WHEREAS, because the consolidated election and the general primary election are held in different months, and because the State legislature has, from time to time, changed the month in which the general primary is held, the Village Council find and determine that it is in the best interests of the Village that the date of the inauguration of the members of the Village Council be set by Village Code to provide consistency and predictability in their respective terms of office; 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 the Village 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 Village Council find and determine that fixing the date for the administration of the oath of office to the Village President and Village Trustees is a matter pertaining to the government and affairs of the Village.

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

SECTION 1: That 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 Section 2.04.010, "Village Council," of Chapter 2.04 of the Winnetka Village Code, "Village Council," of Title 2 of the Winnetka Village Code, "Administration and Personnel," is hereby amended to provide as follows:

Section 2.04.010 Village Council.

A. Membership; Election; Term. The Village Council shall consist of the Village President and six Trustees. The terms of office of the Village President and the Trustees shall be two years and until their successors are elected and have qualified. The Village President and three Trustees shall be elected at the consolidated election held in each odd-numbered year, as provided in the Illinois Election Code. The other three Trustees shall be elected at the general primary election held in each even-numbered year, as provided in the Illinois Election Code.

B. Powers and Duties. The Village Council shall be the legislative body of the Village and shall have such powers and duties as provided in the Charter, statutes, this code, and other ordinances of the Village.

C. Oath of Office; ~~Compensation~~. The Village President and Trustees shall take the oath of office prescribed by statute before entering upon the duties of their respective offices. The oath of office shall be administered at the first regular meeting of the Village Council in May, provided the official election results have been received from the County Clerk on or before the date of that meeting. In the event the official election results have not been received on or before the date of the first regular meeting in May, then the oath of office shall be administered at the first regular or special meeting after said official election results have been received.

D. Compensation. The Village President and Trustees shall serve without compensation

SECTION 3: 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 4: 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:

Posted:

Passed and Approved:

Posted:

AGENDA REPORT

TO: Village Council

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

SUBJECT: Chicago and North Shore Convention and Visitors Bureau

DATE: August 1, 2012

REF: July 5, 2012 Report

At the June 19, 2012 Village Council meeting, payment to Chicago's North Shore Convention and Visitors Bureau (CNSCVB) was removed from the Warrant Register. At that time staff was asked to provide information concerning the activities of the CNSCVB. At the request of staff, the Bureau put together a handout (Attachment A, Overview of CNSCVB) outlining its activities in Winnetka over the past year. Subsequently, staff was asked to survey businesses that are members of the CNSBC to find out what their experience has been with the Bureau.

Background

The Village's relationship with the CNSCVB dates back to October 2009 when at the request of the Chamber of Commerce, Winnetka Community House, representatives of the Village and several business owners met with the Bureau to discuss the possibility of joining. Following this discussion, President Tucker requested that the BCDC discuss the merits of joining the CNSCVB. Subsequently, in January, 2010 after meeting with representatives of the Bureau, it was the consensus of the BCDC that the Village becomes a member. This matter then went before the Village Council on Feb. 4, 2010 where it approved becoming a member of the CNSCVB for a one year period at the cost of \$6,500. Since the initial membership, it was renewed in 2011 and is again up for renewal.

The CNSCVB is the Official Destination Marketing Organization for the North Shore region of Chicago, as designated by the Illinois Department of Commerce and Economic Opportunity's Bureau of Tourism. Half of the Bureau's budget (\$1.2 million) comes from the State of Illinois Bureau of Tourism and the other half comes from member municipalities. Municipal members include Evanston, Glenview, Skokie, Northbrook and Winnetka.

Benefits of Membership

In terms of benefits to Winnetka and its business community the Bureau operates on several levels. First, once Winnetka became a member in 2010, it then allowed for local businesses to also become members of the Bureau, so long as it paid membership and display advertising fees

(separate from the Village's \$6,500 fee.) According to the CNSCVB the following businesses are currently members:

Winnetka Community House
The Book Stall at Chestnut Court
Material Possessions
The Winnetka Wine Shop
Restaurant Michael
The Hadley School for the Blind
Winnetka Park District
Harris Bank
First Bank & Trust
J. McLaughlin
Davis Miller
Avli Restaurant
Oui Madame
Love's Yogurt

According to Gina Speckman, the Executive Director of the CNSCVB, membership has grown each year in proportion to the number of businesses in Winnetka. Ms. Speckman reported that with the exception of one business, none others have dropped their memberships since the Village became a member of the Bureau.

In addition to the benefit to local business being eligible to join the CNSCVB, the Village also benefits from being a member. With its annual fee Winnetka information and activities are included in the Bureau's print and electronic publications. Print publications include the Official Visitor's Guide, Public Transportation Guide, and Seasonal Advertising Campaigns. As for electronic media, Winnetka related businesses and activities are included in the Bureau's Monthly e-newsletter, Facebook Page, Twitter Feed, Website, and Monthly e-blast campaigns (see Attachment A, pp.2-6).

I recently spoke with Terry Dason, Executive Director of the Chamber of Commerce and asked if the Chamber still believes that the CNSCVB is of benefit to the retail community. Ms. Dason responded that the Bureau is very beneficial and is strongly in favor of renewing its membership.

CNSCVB Activities in Winnetka

With respect to activities in the past year, CNSCVB has hosted three events in Winnetka – Business After Hours, Merchant Mingle, and the Women's Business Luncheon (see Attachment A, p.7). A fourth function, a networking event, will be taking place this month at the Hadley School for the Blind.

In addition to the events hosted in Winnetka, the Bureau participated in a number of other activities in Winnetka including various networking events, a social media seminar, Sidewalk Sales, BCDC meetings and Chamber of Commerce functions (see Attachment A, pp.7-8).

Survey

Staff recently completed a survey of CNSCVB members; specifically 10 of the 14 businesses listed above were contacted. Each was asked about their experience with the Bureau and whether they believed it would be beneficial for the Village to renew its membership.

In general terms comments broke down into one of three categories. First, that the Bureau was beneficial to their business and that membership should be renewed. A second group of responses was that their business received no benefits from the Bureau, and they saw no need to renew the membership. The third set of responses was that their business didn't necessarily see a direct benefit from the Bureau's activities, but believed that there were indirect benefits from the Bureau that made membership worthwhile.

As evidenced from the comments below, the majority of respondents had favorable comments regarding the Bureau. There were however three businesses that said they did not receive benefits from their membership; The remaining two other businesses stated that although they did not received any direct benefit they suggested retaining Bureau membership because other businesses might benefit from it. Following is a summary of comments from the individual businesses that were surveyed.

Winnetka Community House – very happy with the Bureau and is in favor of the Village maintaining its membership.

The Book Stall – does not receive any benefit from its membership with the Bureau.

Material Possessions – Bureau has not been beneficial to its business; however if it brings business to other businesses/organization then it is beneficial.

Winnetka Wine Shop – Is a new member and is happy with the Bureau.

Restaurant Michael – Has had a good experience with the Bureau, but it has not done anything for the restaurant given its business model. It will not be renewing its membership with the Bureau.

Hadley School – Said that the Bureau is of great benefit to the School.

J. McLaughlin – Stated that they were indifferent towards the Bureau.

Avli Restaurant – Stated that the Bureau in the long term will drive traffic to the restaurants and membership with the Bureau is an investment for the future.

Oui Madame – Said that the Bureau is wonderful and they have had a good experience with it.

Winnetka Park District – Stated that they would not be renewing its membership with the Bureau.

In conclusion although the survey revealed that a fair number of member businesses have had a positive experience with the Bureau, it is not an opinion held by all of the 10 members that were contacted.

Attachments

Attachment A – Overview of CNSCVB

ATTACHMENT A - Overview of CNSCVB



The Village of Winnetka has been a municipal member of Chicago's North Shore Convention and Visitors Bureau (CNSCVB) for three years. This memo is an overview of our organization and an update of our activities in the past year.

OVERVIEW

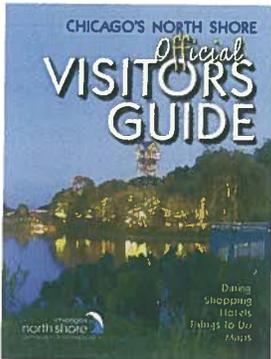
Chicago's North Shore Convention and Visitors Bureau is the state certified destination marketing organization servicing the member communities of the North Shore. The mission of the Bureau is to strengthen the positive awareness of Chicago's North Shore's business districts through promotion of the individual merchants including activities produced on a local level. Through aggressive sales and marketing initiatives, the CNSCVB promotes the area as an outstanding destination for business and leisure pursuits in order to increase hotel, restaurant and sales tax revenues and stimulate economic development and growth for our member municipalities.

The source of half of the Bureau's annual budget is the State of Illinois' Bureau of Tourism. The other half is derived from our local member communities. The CNSCVB operates on a July 1 fiscal year. In the fiscal year that just completed, the Bureau had a budget of \$950,000. In the fiscal year that just started, that budget has increased 26% to \$1.2 million through the merger with the Chicago North Suburbs Convention and Visitors Bureau and an increase in Bureau's state grant based on exemplar performance.

The CNSCVB operates with a staff of five Sales and Marketing professionals who have vast experience in the hospitality industry. The CNSCVB operates state-of-the-art sales and marketing programs which allow its member communities the ability to stretch their limited marketing and promotional dollars to assist their business and retail districts.

PRINT AND ELECTRONIC COLLATERAL WITH WINNETKA REPRESENTATION

Chicago's Official Visitors Guide



OUR COMMUNITIES

Winnetka is a village that offers a unique blend of historic charm and modern amenities. Located on the North Shore of Lake Michigan, it is a picturesque community with a rich history. The village is known for its beautiful architecture, including the iconic Winnetka Inn and the historic Winnetka Library. It offers a high quality of life with excellent schools, parks, and recreational facilities. The village is a great place to live, work, and visit.

OUR COMMUNITIES



DINING

Dozens of cuisines featured in hundreds of restaurants — you'll never have to worry about finding the perfect place to dine. Culinary artists create the cuisine with area favorites guaranteed to satiate your taste buds and pocketbook.

DELI ANTHONY?
Since 1954, Deli Anthony's has been serving up delicious, authentic Italian sandwiches and salads. Located in the heart of the village, it's a great place to grab a quick bite or enjoy a leisurely meal.

BON APPETITI
Experience the finest Italian cuisine at Bon Appetiti. Our chef's special creations are a true taste of Italy. Located in the heart of the village, it's a great place to enjoy a romantic dinner or a family meal.

CHIEF OF THE YEAR
Meet the chef of the year at the award-winning restaurant. His innovative dishes and exceptional service have earned him the title of Chief of the Year. Located in the heart of the village, it's a great place to enjoy a gourmet meal.

DINING INNOVATIONS
Experience the latest in dining trends at Dining Innovations. Our chef's special creations are a true taste of the future. Located in the heart of the village, it's a great place to enjoy a cutting-edge meal.



WINNETKA RETAIL DISTRICT

Best Buy
Combined at both hardware and contemporary styles of architecture and building materials, Best Buy is a great place to find everything you need for your home. Located in the heart of the village, it's a great place to shop.

West Elm
West Elm is the center of chic activities including the public market, book store and antique shops. It's a great place to find everything you need for your home. Located in the heart of the village, it's a great place to shop.

Hubbard Woods
Hubbard Woods is the northern edge of the village. It's a great place to find everything you need for your home. Located in the heart of the village, it's a great place to shop.

Indian Hill
Indian Hill is the village of the future. It's a great place to find everything you need for your home. Located in the heart of the village, it's a great place to shop.

SHOPPING

Inclusion in Monthly e-newsletter



Save the Date



Thursday, November 10
North Shore Center at the Performing Arts

October 2011 e-newsletter



Antiques + Modernism Winnetka Show

Friday - Sunday, October 21-23

Winnetka Community House

620 Lincoln Avenue, Winnetka

This spectacular event is a fusion of the former Winnetka Antiques Show and the Modernism Show, two of the Midwest's most well respected events (with a combined 60 year history!) Encompassing periods of design ranging from the 17th century to the mid 20th century, esteemed dealers from across the country will showcase fine examples of American, British, French and Asian antiques, as well as pieces from the Arts and Crafts, Art Nouveau, Art Deco and

Mid-Century design movements. The exhibition and sale will offer furniture, silver, ceramics, jewelry, garden antiques, lighting, rugs, textiles, fine and folk art, architectural artifacts and even more. Tickets are \$15 for a 3-day admission. For more information and hours, [click here](#).

Public Transportation Guide

chicagos north shore
PUBLIC TRANSPORTATION GUIDE
Easy access to Chicago's North Shore from U.S. Metrolink & Metra

Bordering Chicago, explore the area's most picturesque region
visitchicagonorthshore.com

Metra & Amtrak to C

Metra Trains From Ogilvie Station

Metra/Union Pacific North Line (312-836-7000)
Metra/Union Pacific North Line Suburban Train services the east North Shore. Trains leave from Chicago Ogilvie Station located at Madison and Canal Streets (see other side). The Metra Main Street and Davis Street stops in Evanston are located next to their corresponding CTA Purple Line stops (see other side). Train lines not drawn to scale.

Chicago Botanic Garden, Downtown Evanston

Station	Minutes from Chicago
RAVINIA PARK • Ravinia Festival	48 MIN
BRAESIDE • Chicago Botanic Garden • Braeside Mall	46 MIN
GLENCOE • Chicago Botanic Garden • Glencoe Park • Glencoe Mall	43 MIN
HUBBARD WOODS/WINNETKA • Hubbard Woods Retail	41 MIN
WINNETKA • Winnetka Community House • East & West Line Station	38 MIN
INDIAN HILL/WINNETKA • Indian Hill Retail	35 MIN
CENTRAL STREET/EVANSTON • Alton Field • Central Street Stops	28 MIN
DAVIS STREET/EVANSTON • Downtown Evanston	25 MIN
MAIN STREET/EVANSTON	22 MIN

Chicago North Shore Facebook page



Chicago North Shore shared a link.
4 hours ago



Did you see this? It's a Groupon for a 5-course tasting paired with wine at Restaurant Michael in Winnetka!



Groupon Deal
gr.pn

Restaurant Michael – Winnetka Five-Course French Tasting Menu with a Wine Flight Pairing for Two (\$148 Value)

Like · Comment · Share

Chicago North Shore Twitter Feed



ChicagoNorthShore @ChicagoNShore

13 Jun

Tonight! Winnetka's Summer Night Farmer's Market opens!
Stock up on your favorite summer produce! [ow ly/bxBAB](https://www.ly/bxBAB)

Expand

Chicago's North Shore Website



CHICAGO'S NORTH SHORE
CONVENTION CENTER | Chicago's North Shore CVB | EAU

Bordering Chicago along Lake Michigan, the North Shore combines arts, attractions, top restaurants, shopping and lodging to create the perfect getaway.



- VISITORS
- OUR COMMUNITIES
- MEETING PLANNERS
- SERVICES AND SUPPLIERS
- GROUP TOUR PLANNERS
- WEDDING / EVENT PLANNING
- RELOCATION SERVICES
- PRESS ROOM
- FREE VISITORS GUIDE
- CONTACT US

SITE SEARCH

Our Communities

Introduction | Evanston | Glenview | Northbrook | Skokie | Winnetka

Winnetka

Winnetka is an affluent village located approximately 20 miles north of downtown Chicago. Named "one of the best places to live" by CNN Money in 2009, its small-town spirit, charm and traditions make it one of the most delightful, congenial, and dynamic Villages along Lake Michigan's North Shore.



With tree-lined streets, sandy beaches, renowned schools, outstanding parks, quality recreational facilities and four business districts, Winnetka is truly a "beautiful land" - as its name suggests, its striking landscape is why it has been home to many feature films. The movie Home Alone and the beginning of Home Alone 2 are both filmed in Winnetka. Numerous other movies filmed in the village include Ocean's 12, Breakfast Club, National Lampoon's Vacation, Ferris Bueller's Day Off, Stepmom, Planes, Trains & Automobiles, She's Having a Baby and Uncle Buck.

There are four business districts in Winnetka each with its own character and charm. Within each district - East Elm, West Elm, Hubbard Woods, and Indian Hill - there is pride and commitment to providing quality, value, expertise and personalized customer service.



East Elm is comprised of both traditional and contemporary styles of architecture and features upscale fashion boutiques for men, women and children, jewelry stores, antique dealers, and an art gallery. It is also home to the Winnetka Community House. This village institution is on the national Registry of Historic Places and hosts each year to the Antiques + Modernism Show and has wonderful facilities for weddings and other special occasions.



West Elm is the hub of traditional banking and financial service businesses and also is the center of the civic activities including the public library, post office and My-covered Village Hall. There is also a variety of al fresco dining restaurants, fashion apparel and accessory boutiques, specialty gift shops, toy store, and sporting goods shops. Don't miss The Book Stall, a renowned independent bookstore that brings in sought after authors for readings and signings and boasts an extremely knowledgeable staff.

Hubbard Woods, on the northern edge of the village is the where one finds quaint courtyards and charming Tudor-styled buildings bringing a delightful "old world" atmosphere to the area - one of the reasons many of the shops carry fine European imports. The district is strong in home furnishings, accessories, antiques apparel



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E-mail:

Go!

Inclusion in Monthly e-blast campaigns



BLACK FRIDAY
on Chicago's North Shore



Inclusion in Seasonal Advertising Campaigns

Summer on
Chicago's North Shore

X MARKS THE SPOT

Festivals

It's not hard to uncover summer treasures on Chicago's North Shore. We're providing lots of clues to find **Festivals, Farmers' Markets and Sidewalk Sales.**

Start your hunt for your favorite summer pleasure by selecting a button on the left for detailed listings.

Farmers Markets

A Weekend in Treasure
Plan a **weekend getaway** at a North Shore hotel and fit in as many summer pleasures as possible!



Sidewalk Sales

Chicago's North Shore
COMMUNITY & VISITOR SERVICES

Join Our Email List

Like us on Facebook

Follow us on Twitter



Summer on
Chicago's North Shore

X MARKS THE SPOT

Festivals

Central Street Evanston
Thursday, July 12 – Saturday, July 15
Central St. & Green Bay Rd.
Evanston

Farmers Markets

Northbrook Sidewalk Sale and Downtown Event
Friday and Saturday, July 13 and 14
Downtown Northbrook
Church & Cherry Streets

Sidewalk Sales

Winnetka
Friday and Saturday, July 20 and 21
Inland Woods
East Elm St. & West Elm St. Merchandise
Winnetka

Attractions

Downtown Evanston Super Sidewalk Sale
Friday, July 20 – Sunday, July 22
Church St. & Sherman Ave.
Evanston

Chicago's North Shore

Great Summer Sidewalk Sales
Bargain Galore on Chicago's North Shore!

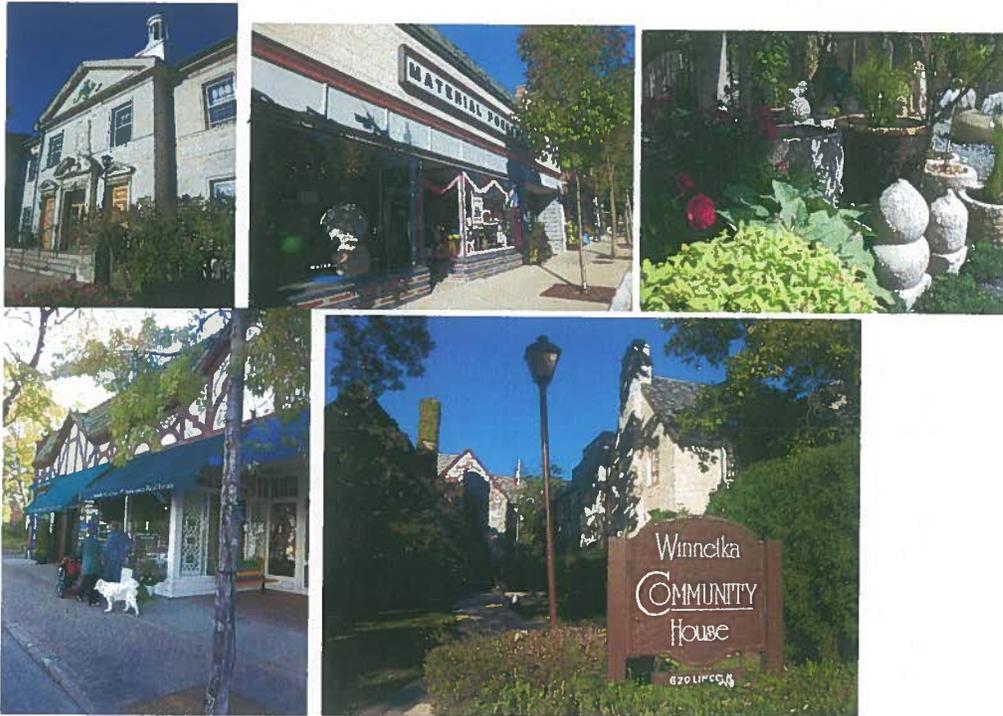


Chicago's North Shore

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Photo Shoots of Winnetka



CNSCVB MEMBERS (approximately \$6,000 in annual dues)

Winnetka Community House
The Book Stall at Chestnut Court
Material Possessions
The Winnetka Wine Shop
Restaurant Michael
The Hadley School for the Blind
Winnetka Park District
Harris Bank
First Bank & Trust
J. McLaughlin
Davis Miller
Avli Restaurant
Oui Madame
Love's Yogurt

CNSCVB HOSTED EVENTS IN WINNETKA (within last year)

October 20, 2011	Business After Hours: The Winnetka Wine Shop
November 10, 2011	Merchant Mingle – Winnetka Merchants exhibited
April 18, 2012	Women's Business Luncheon at Winnetka Community House featuring Keynote Speaker, Sophia Siskel, CEO, Chicago Botanic Garden
August 9, 2012*	*Upcoming Networking Event at The Hadley School for the Blind

CNSCVB PARTICIPATED IN THE FOLLOWING WINNETKA COMMUNITY EVENTS

7/15/11	Volunteered/assisted with Sidewalk Sale
7/19/11	Let's Do Lunch Networking Event
7/26/11	Social Media Seminar with Tribune
8/24/11	Let's Do Lunch Networking Event
8/27/11	Let's Do Lunch Networking Event
9/27/11	Let's Do Lunch Networking Event
10/25/11	Let's Do Lunch Networking Event
11/15/11	Let's Do Lunch Networking Event
12/15/11	Women's Tea in conjunction with Winnetka Chamber
12/15/11	Holiday Party at First Bank & Trust
1/24/12	Let's Do Lunch Networking Event
2/28/12	Attended BCDC Information Session

3/13/12	Attended BCDC Information Session
3/21/12	Business Before Breakfast Networking
3/22/12	Attended BCDC Information Session
3/27/12	Let's Do Lunch Networking
4/18/12	Business Before Breakfast Networking
4/25/12	Winnetka Chamber Annual Awards Luncheon
5/16/12	Business Before Breakfast
5/22/12	Let's Do Lunch Networking
6/26/12	Let's Do Lunch Networking

Respectfully submitted by:

Gina Speckman
Executive Director
Chicago's North Shore Convention and Visitors Bureau
847-763-0011 gspeckman@cns cvb.com

AGENDA REPORT

TO: Village Council

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

SUBJECT: Urban Land Institute Technical Assistance Panel

DATE: August 1, 2012

REF: February 20, 2012 Budget Meeting Report
April 10, 2012 Council Agenda, pp. 82-87

On April 10, 2012, staff presented information to the Village Council for proposed planning services from the Urban Land Institute (ULI), a non-profit trade association of development and land use professionals. Background information was provided on ULI's "Technical Assistance Panel" (TAP) service, which has been recommended by the Winnetka Plan Commission as the first step in a two-step planning process to assist the Village in articulating a long term vision for the Village's business districts.

The April 10 agenda materials included an example of a completed TAP Report that was conducted for the Village of Wilmette. In addition, the agenda report included a draft "problem statement" for the Winnetka panel, articulating the unique challenges faced by Winnetka's commercial districts in light of changes to retailing in general, as well as due to dramatic retail growth in nearby communities.

At the April 10 Council meeting, the Council provided input regarding the ULI assignment and commented on the structure and schedule of a process that would look at all three Winnetka business districts. Based on that directive over the past few months, staff has worked with ULI to develop a TAP program which addresses the primary challenges facing Winnetka's commercial areas.

Attached to this agenda report is a draft agreement between the Urban Land Institute and the Village of Winnetka for a proposed series of two (2) Technical Assistance Panels (Attachment A).

Background

ULI's Technical Assistance Panel process has been used nationwide to assist communities in the following ways:

- Analyze the re-use potential of existing properties;
- Identify key economic and management issues related to public/private land use projects;
- Develop criteria for evaluating development proposals and project feasibility; and,
- Assess overall development strategies and policies.

To provide additional background on the TAP program and the Village's activities to date, agenda reports dated February 20, 2012 (Attachment B) and April 5, 2012 (Attachment C) accompany this report. In addition, please find the Plan Commission's annually approved priorities (Appendix 6) recommending a two-step Commercial Area Strategic Planning effort (Attachment D). These reports provide additional background regarding the Village's prior discussions for potentially engaging the ULI in this type of planning process.

With respect to Winnetka, the purpose of the ULI TAP is to assist in providing a foundation to revitalize the commercial areas, which include all three of our business districts – East/West Elm, Hubbard Woods and Indian Hill.

Technical Assistance Program

Winnetka's unique layout, consisting of three individual commercial districts is a tremendous asset providing unrivaled access to convenient retail and commuter trains; at the same time, the layout presents unique challenges when attempting to develop a commercial district revitalization strategy. This unique attribute of having multiple districts and the resulting larger geographic area led ULI to develop a unique, TAP process including two phases:

1. The first phase would focus on assessing current conditions in all three commercial districts.
2. The second phase, which would also include all three commercial districts, would develop recommendations for a long term revitalization strategy.

ULI in its TAP Agreement is proposing to convene two separate TAP's to address each of the two steps listed above. The TAP panels are made up of ULI members who volunteer for the assignment. Each TAP would spend two complete days in the Village in order to accomplish its assignment as outlined in Exhibit C of Attachment A. In order to make the best use of its time, prior to the on-site activities, ULI will assemble data that it believes the TAP participants will need to study prior to conducting its two day on-site session. This will allow for each TAP to utilize its limited time in the most effective and efficient manner.

Each TAP would have 10 to 12 members. The Village Council asked that the same members be used for both TAP's. Village staff clearly conveyed this request to ULI and the reasoning behind it. Following these discussions, ULI staff then took our TAP request to its Public Policy Committee for consideration. The Public Policy Committee is responsible for approving TAP projects, and is comprised of ULI members who have previously been involved with TAP projects throughout the region.

The Committee considered the Village's request to study multiple commercial areas and developed the proposed format of conducting two separate TAP's. ULI has suggested that given the different objectives of the two TAP's that each would benefit from having a somewhat different membership. Their rationale is threefold. First, it would result in a better end product. Second, it would be more efficient with the panelist's time and third, it would better align panelists with their field of expertise. Subsequently, village staff discussed the Committee's recommendation and ULI has agreed that there will be some membership overlap between the two TAP's, and will be determined when the TAP's are being formed.

TAP 1

Under the Scope of Work (Exhibit A of Attachment A) the first TAP would conduct a commercial assessment of all three commercial districts. The commercial assessment would include a variety of activities, ranging from meetings with business owners, conducting inventories, reviewing retail demand trends, suggesting regulatory changes that might improve the business climate, and proposing tenant attraction strategies. It is anticipated that this panel would conduct its two day on-site session in November. The activities of the two day session are identified in Exhibit C, Proposed Agenda, of Attachment A.

TAP 2

The second TAP would be responsible for developing recommendations regarding implementing a long term commercial strategy (see Exhibit C of Attachment A). The activities would include suggesting infill strategies, how to integrate the commercial districts with each other and cross promotion, suggest ideas for attracting people into the retail areas and propose strategies to encourage investment in the existing building stock. It is proposed that this TAP would conduct its assignment over a two day period in February 2013.

After receiving the draft proposal, staff inquired whether the proposed schedule could be accelerated. According to ULI, after a contract has been executed it takes 3 to 4 months of lead time before a TAP can convene. This lead time is necessary for ULI to conduct a variety of activities prior to a TAP convening on-site and include outreach and selecting TAP panelists, identifying community stakeholder's, collecting and compiling data, logistics, etc.

As part of the TAP the Village will also have a number of responsibilities. Exhibit B of Attachment A lists a number of activities that the Village will be responsible for, or involved in along with ULI. These activities include defining a scope of work, assisting with logistics, assisting with identifying stakeholder's, conducting tours, reviewing and commenting on the TAP report.

Upon completion of each TAP, ULI will hold a Sponsor Briefing, where it will present its findings to the Village Council. These Briefings will be held at the end of the second day of each TAP. ULI will also issue a final report within 2 to 4 months of completion of TAP 2.

The Village Attorney has reviewed the TAP agreement and has requested that changes be made to language in the Indemnification and Governing Law; Venue; Attorney's Fees sections. At the time this report was prepared ULI and not yet responded to the Village Attorney's comments.

The compensation for ULI to conduct the two TAP's and a final report would be \$40,000.

Recommendation

- Review of the ULI Technical Assistance Program and proposed process.
- Authorize the Village Manager to enter into the ULI Technical Assistance Program Agreement, subject to the review and approval of the Village Attorney, at a cost not to exceed \$40,000.

Agenda Report, ULI
August 1, 2012

Attachments

Attachment A, Technical Assistance Program Agreement

Attachment B, Agenda Report, February 20, 2012

Attachment C, Agenda Report, April 5, 2012

Attachment D, Plan Commission Annual Prioritization of Comprehensive Plan Priorities
(Appendix 6)



TECHNICAL ASSISTANCE PROGRAM AGREEMENT VILLAGE OF WINNETKA

This Technical Assistance Program Agreement (“Agreement”) is entered into effective the 19 day of June, 2012 between ULI – The Urban Land Institute on behalf of the Urban Land Institute Chicago (hereinafter “ULI”) and the Village of Winnetka (“Agency”). The foregoing entities are collectively referred to herein as the “Parties.”

SERVICES; SCHEDULE OF PERFORMANCE: The Services to be provided involve two technical assistance panels (“TAP”), entitled Winnetka Technical Assistance Panel, the first to be held in November 2012 and the second to be held in February 2013. The TAP program and the schedule of services to be provided by ULI are more particularly described in the scope of services attached hereto as Exhibit A: Scope of Work and incorporated herein by reference. Unless otherwise specified in Exhibit A, services on the TAP shall begin immediately and shall be completed on or about March 2013, unless extended by the parties in writing. Both parties will be subject to the TAP Responsibilities attached as Exhibit B and also agree to the Proposed Agendas attached as Exhibit C to this Agreement.

STANDARD OF CARE: ULI shall perform all services under this Agreement in a skillful and competent manner, consistent with all applicable laws and with the educational mission of ULI. ULI warrants that all TAP work product will not infringe upon the intellectual property rights of any third party. Except as stated above, ULI makes no express or implied warranties regarding the work product to be provided hereunder, and all work product is provided “AS IS.”

COMPENSATION: Compensation for the above TAP services shall be \$40,000, payable in accordance with the following payment schedule: 25% (\$10,000) upon return of the signed contract; 25% (\$10,000) upon completion of the first panel; 50% (\$20,000) upon completion of the written report. Payment of out-of-pocket expenses are included in the above compensation.

USE/OWNERSHIP OF WORK PRODUCT: Any work product arising from the TAP shall be considered a “work made for hire” and shall belong to the Agency, and any ULI recommendations arising out of the TAP may or may not be implemented by the Agency in its discretion. Notwithstanding the foregoing, it is further understood that ULI shall have a non-transferable royalty-free perpetual license to make such non-commercial use of the TAP work product as it may deem desirable, and the Agency hereby specifically agrees that ULI may publish and disseminate any TAP report or any part thereof in conjunction with its programs.

TERMINATION: This Agreement may be terminated in the event of a material breach by a party, which breach is not cured within fifteen (15) days after written notice thereof from the non-breaching party. If this Agreement is terminated for any reason prior to completion of the TAP project, ULI shall be entitled to be paid in full for those services adequately completed prior to the notification of termination.

FORCE MAJEURE: Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of

nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration. In the event of such cancellation, ULI shall be paid the reasonable value of the services completed through the date of termination.

NOTICES: Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.

CONFIDENTIAL INFORMATION: Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Each Party shall presume all information received from the other Party or to which it gains access pursuant to this contract is confidential. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this Agreement or thereafter. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

INDEPENDENT CONTRACTOR: ULI shall act as an independent contractor and not an agent, partner, employee, or joint venturer with the Agency. All payments by the Agency shall be made on that basis and shall be without the withholding of any taxes.

INDEMNIFICATION: To the fullest extent permitted by law, ULI shall defend, indemnify and hold the Agency, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising from the gross negligence or willful misconduct on the part of ULI, officers, directors, employees, subcontractors, or agents in connection with the performance of this Agreement. Notwithstanding the foregoing, ULI's aggregate liability for damages of any nature shall be limited to the amount of the fee under this Agreement. In no event will ULI be responsible for incidental or consequential damages arising out of the services it provides under this Agreement.

GOVERNING LAW; VENUE; ATTORNEY'S FEES: This Agreement shall be interpreted in accordance with the laws of the District of Columbia, without regard to its conflict of laws principles. Any action brought to interpret or enforce any term of this Agreement shall be brought in a court of competent jurisdiction in the District of Columbia. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover all reasonable fees and costs incurred, including reasonable attorney's fees, as determined by the court.

ASSIGNMENT; AMENDMENT: Neither party may assign or transfer this Agreement or any rights hereunder without the written consent of the other party. This Agreement may not be modified or altered except in writing signed by both parties hereto. Except to the extent expressly provided for in the termination paragraph above, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

ENTIRE AGREEMENT; CONSTRUCTION & CAPTIONS: This Agreement represents the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or

written understanding or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

NO WAIVER: None of the terms or provisions of this Agreement shall be deemed to have been abrogated or waived by reason of any failure or failures to enforce the same.

SEVERABILITY: In the event that a court of competent jurisdiction holds any provision of this Agreement to be invalid, such holding shall have no effect on the remaining provisions of this Agreement, and they shall continue in full force and effect.

EXHIBITS: The exhibits to this Agreement are incorporated by reference herein, and the Parties agree to comply with all of the terms and conditions set forth in such exhibits. To the extent that there is a conflict between an exhibit and this Agreement, the terms of this Agreement shall control.

COUNTERPARTS: This Agreement may be executed in one or more counterparts, each of which will be considered an original and all of which taken together will constitute one and the same instrument and will be effective as of the Effective Date.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties by their authorized representatives have executed this Agreement effective as of the date first set forth above.

Mike Terseck, Chief Financial Officer
ULI - The Urban Land Institute

Date

Kelley Smith, Chair
ULI Chicago

Date

Robert M. Bahan, Village Manager
Village of Winnetka

Date

ULI Chicago
1700 W. Irving Park Road, Suite 208
Chicago, IL 60613
773.549.4972 Main Line
773.472.3076 Fax
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DRAFT



Exhibit A – SCOPE OF WORK

Background Information

The Village of Winnetka has benefited from a traditional pattern of compact commercial development, with *three* distinct business districts (Indian Hill, Elm Street, and Hubbard Woods) around three commuter rail stations along the Green Bay Road corridor. Attractive community demographics, along with zoning restrictions on non-retail users, have historically helped Winnetka to maintain a core of retail activity in all three districts, albeit in differing form, scale and character.

Recent changes in shopper behavior paired with significant retail growth in surrounding communities have presented a new problem, both for existing retailers who have seen the number of shoppers decline and online retail competition increase, and building owners experiencing difficulty in attracting tenants. Given a potential decline in demand for commercial land use, Winnetka is faced with a modest number of infill development sites.

In light of these challenges and changes in commercial development strategies and regional land use trends, the Village of Winnetka has requested a series of ULI Chicago Technical Assistance Panels (TAP) to prepare for the future of the retail market and create a long-term commercial area strategy that is balanced, economically sustainable, and consistent with existing community character. The TAPs will provide a foundation to revitalize Winnetka’s commercial areas, and document lessons-learned in a public report to help communities around the Chicago region struggling with similar challenges.

As outlined below, ULI Chicago will conduct the necessary due diligence to prepare and convene two TAPs studying commercial real estate dynamics in Winnetka and specifically address each Scope of Work.

Due Diligence:

Information Gathering

- Available market studies to asses current market conditions
- Population demographic / socioeconomic statistics
- Residential sales
- Local, active retail brokers and representatives
- Terms of leases signed in past 2 years, lease rates, location and square footage
- Map listing current tenants, use, and owners
- Inventory list of commercial and office square footage, rental rate, and retail type

Preliminary Interviews

- Hinsdale and Lake Forest economic development department and downtown merchant associations
- Andersonville Chamber of Commerce
- Winnetka Chamber of Commerce
- Downtown Evanston organization (city boosters)
- JLL/CBRE/market experts
- Village Trustee Chris Rintz
- Former Village President Ed Woodbury



TAP 1: Commercial Assessment

1. Assess the Village's three commercial sites: convene business owners and tenants, inventory current tenants, uses and vacancy, and outline the challenges and opportunities to the study area and adjacent sites.
2. Review trends in demand for retail floor space, given shopper behavior and vacancy.
3. Suggest design guidelines, planned development requirements, building codes, lease rates, sales tax policy, traffic flows and zoning regulations (including use limitations, allowable density, parking requirements, and building height) that support retail viability.
4. Propose strategies to attract tenants.

TAP 2: Implementing a Long-term Commercial Strategy

1. Create infill strategies for vacant development sites.
2. Suggest ways to integrate commercial real estate into the fabric of the surrounding community and overcome the physical barriers of the METRA rail and Green Bay Road traffic.
3. Outline innovative practices or strategies to cross-promote each district and reduce retail leakage.
4. Suggest opportunities to provide engaging public spaces that can draw people downtown, provide a setting for community events and improve the appearance of the district.
5. Propose strategies to encourage investment in existing buildings.



Exhibit B - SPONSOR RESPONSIBILITIES

The following is a list of sponsor responsibilities in preparation for the panel. The sponsor will work in partnership with ULI Chicago to complete these activities.

- define scope of work; 3-4 questions for panel
- assist in choosing locations for the panel, community reception, and public presentation
- assist in choosing panel date
- draft and confirm contact list of community leaders, local stakeholders and relevant experts to interview
- assist in gathering briefing book materials and producing study area maps
- review proposed panelists/chair for potential conflict
- assist in reviewing communications plan
- conduct tour, with appropriate transportation, of study area with hand-held map of area for each participant
- host an evening community reception on the first day of the panel, providing an additional opportunity for the panel to solicit input from the community, elected/appointed officials, local organizations and interviewees
- attend closed presentation at end of second day of panel
- review and comment on draft panel report
- attend public presentation 2-3 weeks following the two-day panel
- complete 1, 6, and 12-month check-ins with ULI Chicago panel representative



Exhibit C - PROPOSED AGENDA TAP 1

This is a specialized agenda for the two-TAP series requested by Winnetka. The agenda may be adjusted or revised as the panel develops.

Day 1

7:30 a.m. to 8:30 a.m. Panel Convenes (closed session)

Panel Chair convenes the Technical Assistance Panel, reviews the scope of work and two-day agenda.

8:30 a.m. to 9:30 a.m. Panel Briefing

A briefing by the sponsor to the panel. The purpose of the briefing is NOT to repeat the information in the briefing book developed by the sponsor, but to augment it and provide an opportunity for the panelists to ask clarifying questions.

9:30 a.m. to 12:00 p.m. Study Area Tour

Panel visits Indian Hill, Hubbard Woods and Elm Street Business Districts.

12:30 p.m. to 1:30 p.m. Panel Working Lunch

1:30 p.m. to 5:00 p.m. Confidential Interviews (closed session)

Interviews with community leaders, commercial representatives, local stakeholders and relevant experts to collect input on the study area and scope of work. This process may be prepared and/or completed in partnership with the local Chamber of Commerce. The interviews will extensively engage business owners and tenants, and will allow the panel to consider a diversity of opinions in crafting their recommendations.

5:30 p.m. to 6:30 p.m. Community Reception

Opportunity for the panel to solicit additional input from the community, elected/appointed officials, local organizations and interviewees.



Day 2

8:00 a.m. to 12:00 p.m. Working Session (closed session)

12:00 p.m. to 1:00 p.m. Working Lunch (closed session)

1:00 p.m. to 5:00 p.m. Working Session (closed session)

5:00 p.m. to 6:00 p.m. Private Sponsor Briefing: Overview of Panel Findings
A private presentation outlining the findings from Winnetka TAP 1 to the sponsor.



Exhibit C - PROPOSED AGENDA TAP 2

This is a specialized agenda for a two-TAP series requested by Winnetka. Revisions may occur based on the outcomes from TAP 1.

Day 1

7:30 a.m. to 9:00 a.m. Panel Convenes (closed session)

Panel Chair convenes the Technical Assistance Panel, reviews the scope of work and two-day agenda, and presents the primary findings from the first TAP.

9:00 a.m. to 11:00 a.m. Sponsor Briefing and Tour

Sponsor briefing and tour of priority areas identified in TAP 1.

11:00 a.m. to 12:30 p.m. Confidential Interviews (closed session)

Interviews with community leaders, commercial representatives, local stakeholders and relevant experts to collect input on the study area and scope of work.

12:30 p.m. to 1:30 p.m. Panel Working Lunch (closed session)

1:30 p.m. to 5:30 p.m. Working Session (closed session)

5:30 p.m. to 6:30 p.m. Community Reception

Opportunity for the panel to solicit additional input from the community, elected/appointed officials, local organizations and interviewees.



CELEBRATING
25 YEARS

Urban Land
Institute

Chicago

Technical Assistance Services

Day 2

8:00 a.m. to 12:00 p.m. Working Session (closed session)

12:00 p.m. to 1:00 p.m. Working Lunch (closed session)

1:00 p.m. to 5:00 p.m. Working Session (closed session)

5:00 p.m. to 6:00 p.m. Private Sponsor Presentation of the Panel's Recommendations
Sponsor attends private presentation of the panel recommendations and has an opportunity to ask questions prior to the public presentation in the following weeks.

ATTACHMENT B

AGENDA REPORT

SUBJECT: 2012-2013 Budget - Planning effort for Downtown commercial districts

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

DATE: February 20, 2012

REF: September 14, 2010 Council agenda

In September 2010, Plan Commission chair Becky Hurley appeared before the Village Council to present the Plan Commission's semi-annual update to the *2020 Comprehensive Plan's Appendix Six: Priority Assessment of Plan Recommendations*. In that effort, the Plan Commission identified as its highest priority, the importance of a comprehensive study of the Village's commercial districts to evaluate the current economic health and develop a vision for the long-term future for those areas. An excerpt of the Plan Commission's *Appendix Six* update is attached, providing additional background for the recommendation.

The Village's *2020 Comprehensive Plan* was adopted in 1999 and contains numerous policy statements and general land use objectives relating to the Village's three commercial districts. Nonetheless, it was acknowledged by the drafters of the *Plan* that it could be viewed as a "work in progress" as it relates to downtown area planning. As is frequently the case, general comprehensive planning efforts such as the *2020 Comprehensive Plan* often provide the basis for more detailed and specialized district studies such as the downtown area plan contemplated by the Plan Commission. Because the *2020 Comprehensive Plan* process was geared toward developing a vision for the entire Village, a more detailed analysis and recommendations for the downtown areas were beyond the scope of that effort.

The Plan Commission envisioned the updating of *Appendix Six* as consisting of two distinct phases. *Phase One* would consist of a shorter, initial planning program utilizing the services of the Urban Land Institute's Technical Assistance Panels ("TAP"), which is described more fully below. The ULI TAP process has been used in numerous locations nationwide, and is seen functioning as an initial "kick off" downtown planning effort which would bring in talented volunteers to provide a fresh perspective on the Village's business districts. The ULI TAP process is a relatively short term process, culminating in the presentation of a final report to the community similar to the attached Wilmette study. The ULI TAP process is seen as helping to identify key land use and development issues and helping establish an agenda for a more robust planning effort in *Phase Two*.

It is anticipated that the recommendations that come from the ULI TAP report would be used to define the scope and direction of a *Phase Two* study, which would be a more lengthy process, would involve significantly more public input, and would incorporate

more detailed analysis beyond the scope of the ULI process. *Phase Two* would include a detailed land use and zoning analysis, retail market studies, economic analysis, and evaluation of transportation and parking. In addition, it would integrate with and build off of other Village studies, including a recent downtown parking study, streetscape analysis, and evaluation of alternatives for the post office block.

Urban Land Institute Technical Assistance Panels (“TAP”)

The Urban Land Institute is a 501(c) (3) nonprofit research and education organization whose mission is to provide leadership in the responsible use of land and in creating and sustaining thriving communities. ULI has more than 40,000 members worldwide representing the land use and real estate development disciplines.

ULI’s Technical Assistance Panels (TAP) has been employed nationwide to assist public and non-profit organizations by:

- Analyzing the re-use potential of existing properties;
- Identifying key economic and management issues relating to public/private land use projects;
- Developing criteria for evaluating development proposals and project feasibility;
- Assessing overall development strategies and policies.

ULI’s membership is divided into regional “District Councils”, with ULI’s *Chicago District Council* having completed approximately 30 TAP reports throughout the State, including a 2008 downtown revitalization study for downtown Wilmette (attached).

The TAP process is developed based on the specific land use issues or development-related assignment posed by the client community. Upon approval of the applying community’s project, ULI appoints 10 to 12 members to conduct research and perform analysis in order to provide the client community a comprehensive report of strategic recommendations pertaining to the assignment.

ULI’s panel members visit the community to conduct an intensive, in-depth analysis project, which includes meetings with a project steering committee, as well as a group of community stakeholders. Upon completion of the project, deliverables include a full color written report of the panel’s implementation recommendations (see attached Wilmette study).

Prior to the on-site Panel visit, the client community works with ULI staff to assemble a “briefing book” of appropriate background material including current plans and studies.

TAP Process Possibilities in Winnetka

Staff has initiated preliminary discussions with ULI representatives regarding a possible TAP process in Winnetka. In the dozens of TAP studies which have been completed previously, the process has been the most successful where the target study area is a narrowly defined “district”.

It is contemplated that two separate TAP studies be proposed to ULI to allow for a more thorough analysis of the issues than would be possible under a single TAP process. The first TAP, which might be referred to as the “Village Center” TAP report, would involve evaluation of the issues facing the East and West Elm districts. A second TAP report would be requested to evaluate the “gateway” districts of Hubbard Woods and Indian Hill.

The key to the success of the TAP process is the appropriate definition of the problem assignment to be posed to ULI panel members. With the Plan Commission having already completed a substantial portion of the problem statement through its *Appendix Six* update, staff recommends that the following questions be considered by the TAP panel:

1. In light of recent shifts in retailing and shopper behavior, and with increased competition from newer developments in surrounding communities, what steps might the Village take to stake out an appropriate long-term development strategy which will (a) assure the Village’s business districts continue to meet the daily needs of its residents in the long term, and (b) assure a dynamic and healthy business district consistent with the Village’s character?
2. What specific strategies might be employed to assure sympathetic re-use or redevelopment on infill sites?
3. Are Winnetka’s zoning regulations pertaining to uses, density, parking standards, building height and uses appropriate?
4. What strategies might be employed, or which sites might be enhanced to provide engaging public spaces that can draw people downtown and provide a setting for community events? How else might the Village improve the appearance of the district?
5. How might Hubbard Woods Park be better integrated into the fabric of the surrounding Commercial district?
6. How should Winnetka capitalize on its unique asset of having three Metra stations in three downtown areas? What does this unique layout suggest for future development, parking requirements, and market demand?
7. How can Winnetka’s East and West downtown areas overcome the barrier of the METRA rail and Green Bay Road?

It is expected that once the scope of the TAP’s is established that there would be a refinement of the questions with Village Council input.

Village staff members have had recent discussions with ULI's Chicago office to develop a budget and timeframe for participating in the TAP process. Pending submittal of an application by the Village, a local TAP process could be started as early as April 2012. ULI's fee for each TAP process is approximately \$15,000.

Recommendation

Staff recommends that the Village Council consider authorizing staff to proceed with applying to the Urban Land Institute for assistance through the TAP process for two (2) studies, at a combined cost of up to \$40,000.

Attachments

Winnetka Comprehensive Plan *Appendix Six* (2010)
Village of Wilmette ULI – TAP report

ATTACHMENT C

AGENDA REPORT

TO: Village Council

PREPARED BY: Michael D'Onofrio, Director of Community Development
Robert M. Bahan, Village Manager

DATE: April 5, 2012

SUBJECT: ULI Technical Assistance Panel

REF: Feb. 21, 2012 Community Development Budget Discussion

During the February 21, 2012 Village Council budget meeting, the Council discussed the possibility of contracting with the Urban Land Institute (ULI) to undertake a downtown planning study. At the conclusion of the budget discussion, the Village Council provided policy direction to staff to apply to ULI for consideration of its Technical Assistance Panel (TAP) program. This report serves as an update to the Council regarding the project, and to seek input from the Council before a final ULI TAP proposal is presented for Council consideration.

On March 1st Brian Norkus and Mike D'Onofrio met with representatives of ULI to discuss a TAP program in Winnetka. During the meeting, we stressed that it is important to have Winnetka's three commercial districts evaluated consistently by the same panel and have the evaluation occur during the same time frame. This would be a new process for ULI, since a multi - district TAP process differs from ULI's customary approach. It was further explained to ULI that it is the Village's desire to have the same TAP member panel personnel conduct the entire evaluation to ensure consistency.

In response to the Village's requests, ULI Executive Director Cynthia McSherry informed us that the request for a TAP needed to be presented to ULI's Public Policy Committee; the Committee is the body responsible for deciding whether or not to proceed with a TAP. She stated that it would be difficult to undertake a complete study of all three business districts under the scope of a single TAP. Third, McSherry stated that it would be difficult to ask volunteer ULI member panelists to commit to a longer three business district evaluation process.

Recently, the ULI's Public Policy Committee met and discussed Winnetka's request. ULI has informed us that they would be willing to conduct two TAP evaluation processes, one for East and West Elm and a second including Hubbard Woods and Indian Hill. Again, this would be a new process for ULI, since a multi - district TAP process differs from ULI's customary approach. Ms. McSherry has suggested kicking off the first TAP for a 2 or 2 ½ day process, with the second one taking place roughly a month later, also for approximately 2 or 2 ½ days. She also agreed that the ULI TAP member panel would be comprised of the same personnel to ensure consistency.

Finally, she informed us that there are a couple of other TAP's waiting to be done; therefore it might be sometime this summer before ULI could convene a TAP here. Therefore, ULI would convene one panel to evaluate all three business districts, the TAP member panel would be the same personnel conducting the evaluation, the business district evaluations would be broken down into two segments approximately one month between engagements, and ULI would produce one report that addresses all three business districts.

At the conclusion of our meeting Ms. McSherry requested that we put together a Problem Statement, which is a list of questions the Village might want to have addressed by the TAP. See attached document titled: "Core and Gateway Commercial Areas." Please note that this a draft document and the questions can be changed, modified, edited, etc. after further review by the Council.

As noted above, the ULI Public Policy Committee recommended that ULI provide a TAP process in Winnetka as described in Executive Director's McSherry's response. At the time this report was put together ULI was meeting internally to further formulate the process, panel membership, and prepare a formal proposal for the Council's consideration. We anticipate that ULI's proposal will be ready for Council consideration during the April 17th meeting.

Although a formal proposal from ULI has yet to be received, there are additional considerations for the Council regarding how to structure our internal management of the TAP process. First, the Council needs to determine which Village representatives should work directly with ULI during the process. For example in Wilmette, the Village Board President, Village Manager and Community Development Director served as the representatives to the ULI TAP panel. Second, the Council needs to identify TAP stakeholders that should be interviewed to collect the relevant perspectives for Winnetka's business districts. It is suggested that the Council consider identifying 12 to 15 stakeholders to be interviewed for each business district. Below, please find a preliminary list of stakeholders for Council review.

Elm Street Districts Interviewees

- Commercial Property Owners/Representatives
 - Kearby Kaiser, BJB Properties
 - Bob Goldstein, New Trier Partners
 - Jim Sayegh, Anitfield Finance
 - Glen Weaver
 - Tom Fritts
 - Bill Silverstein, Beal Properties
 - Bob Humphrey, Moth Meyer
 - Todd Stevens
 - David Rasmussen

- Tenants/Merchants
 - Roberta Rubin, Winnetka Book Stall
 - Betsy Simson, Jerry's Café/Corner Cooks
 - Jean Wright, Jean Wright Real Estate
 - Patrick O'Neil, O'Neil's/Little Ricky's/Trifecta
 - William Leske, Harris Bank
 - Peter Skalski, Phototronics
 - Chris Barber, Grand Foods
 - Mitra Ryndak, Café Aroma
 - Dr. Roma Franzia
 - Eve Bremen, Coldwell Banker
 - Martha Turner, S'Agaro
 - Mark Jacobs, Conney's Pharmacy
 - Kelly Golden, Neapolitan

- Others
 - Terry Schwartz, Park District
 - Winnetka Northfield Public Library
 - Jason Harris, BCDC
 - John Swierk, Design Review Board
 - Becky Hurley, Plan Commission
 - Terry Dayson, Chamber of Commerce
 - Louise Holland, Landmark Preservation Commission
 - Current and Former Village Trustees
 - Tim McCabe, Winnetka Community House
 - Winnetka Garden Guild
 - Hadley School rep.

Hubbard Woods & Indian Hill

- Commercial Property Owners/Representatives
 - Bob Berger, Hubbard Woods Motors
 - Mary Wangler, Winnetka Manor Condominiums
 - Josh Braun
 - Larry Hilman, Hillco Realty Management
 - Dick Buscher
 - Leslie Stevens
 - Bennie Mazzeta/Cliff Zimmerman
 - Tom Silverstein, TBS Properties
 - Joe Krichevsky
 - Mike Rourke @ properties
 - Robert Yohanan, First Bank & Trust
 - E P Kondelis

- Tenants/Merchants
 - Peggy Schwartzchild, Material Possessions
 - Julie Windsor, Beat Street
 - Susan Kroger, Designs by Kroeger
 - Gary Redig, Land Rover
 - Lou Ragusi, Captain Nemo's
 - John Lewis, Message Therapy
 - Michael Lachowicz, Michael
 - Larry Faulkner, Green Bay Cycles
 - Alice Magaritella, Artistica
 - Jim Kapche, Absolute Architecture
 - Paul Zurowski, Sawbridge Studios

- Others
 - New Trier High School rep.
 - Sacred Heart Church/School rep.
 - See "Others" above

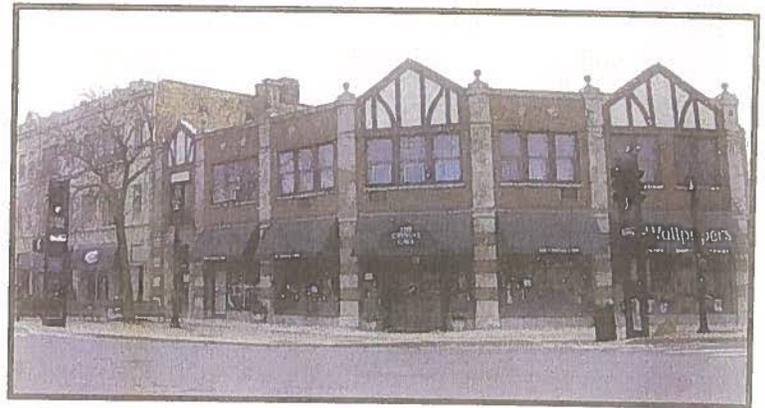
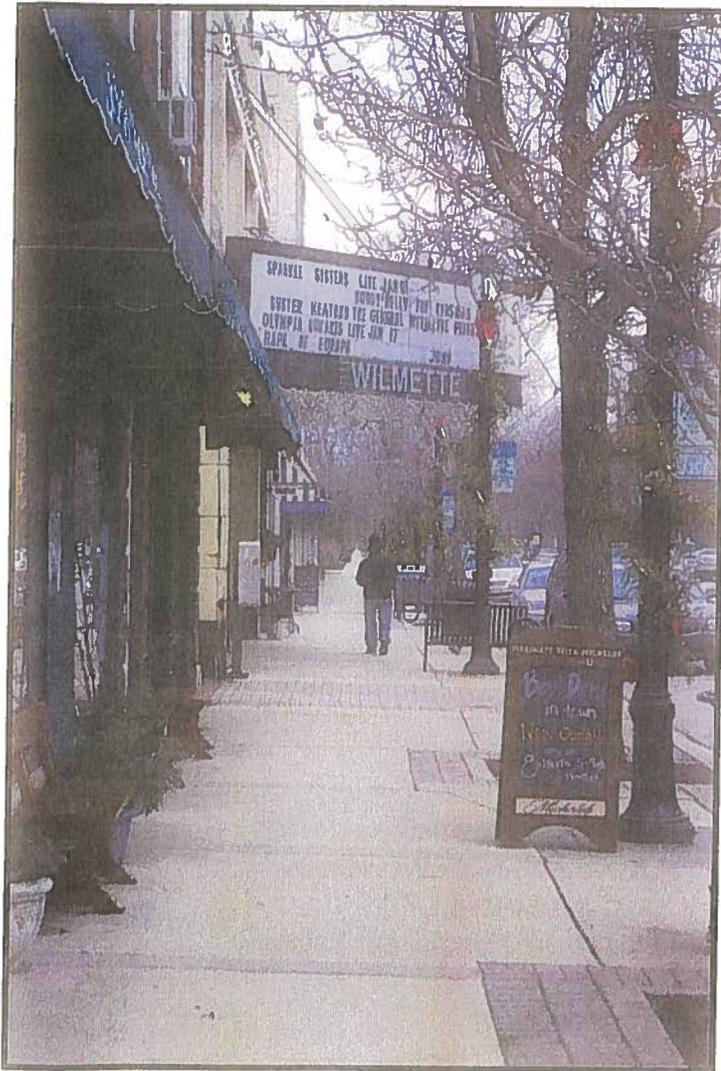
This list identifies individuals who have been involved in the past been with activities in the three business districts, whether as property owners, retail merchants, appointed/elected officials, or users of the districts. This list is only meant as a starting point in order to consider who might be interviewed by the TAP.

Provide policy direction regarding the following questions:

1. Does the Council concur with ULI's recommended approach for conducting the evaluation for Winnetka's three business districts?
2. Review the "Core and Gateway Commercial Areas" problem statement and questions for the ULI panel to address and provide feedback before finalizing.
3. Determine who should work directly with ULI TAP panel during the entire process and coordinate the findings and presentation to the entire Council.
4. Determine the list of stakeholders that should be interviewed for the TAP process.

Revitalizing a Classic American Town:

Wilmette, Illinois

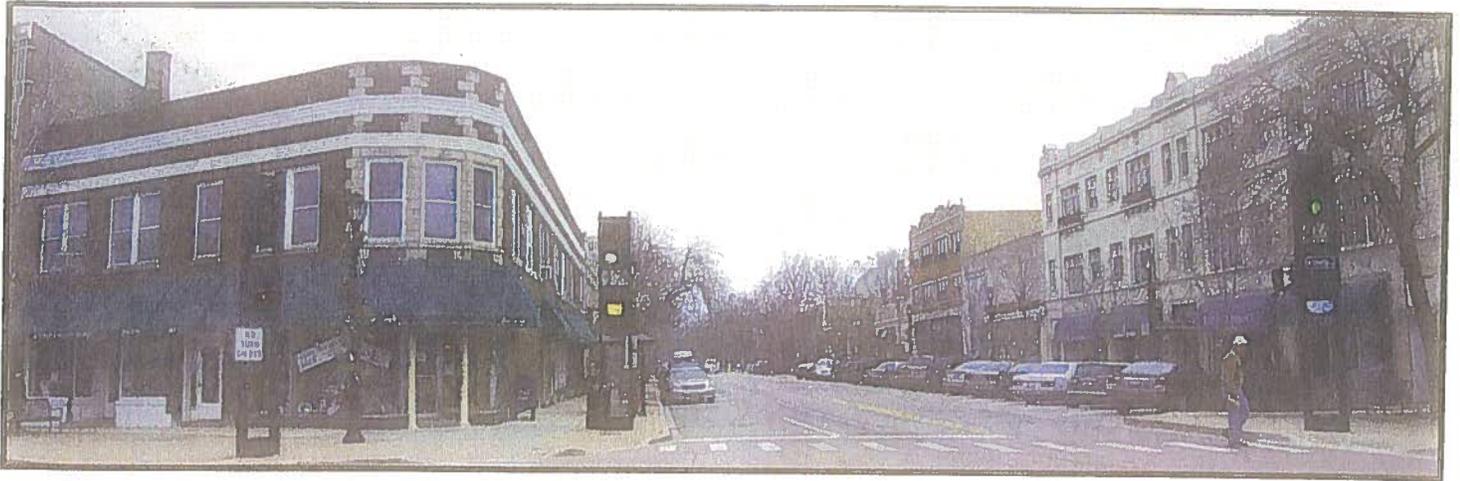


ULI Chicago

A district council of the Urban Land Institute



Technical Assistance Panel
January 14-15, 2008



ULI Chicago

ULI Chicago, a District Council of the Urban Land Institute, has more than 1,400 members in the Chicagoland area who come together to find solutions and build consensus around land-use and development challenges. The Urban Land Institute's mission is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

Technical Assistance Panel Program

Since 1947 the Urban Land Institute (ULI) has harnessed the technical expertise of its members to help communities solve difficult land use, development, and redevelopment challenges. ULI Chicago brought this same model of technical assistance to the greater Chicago area twelve years ago. Local ULI members volunteer their time to serve on panels. In return, they are provided with a unique opportunity to share their skills and experience to improve their community.

Through Technical Assistance Panels (TAPs), ULI Chicago is able to enhance community leadership, clarify community needs and assets, and advance land use policies that expand economic opportunity and maximize market potential.

Sustaining Support

ULI Chicago members, and member companies, as well as other ULI supporters have stepped up to assist ULI Chicago in fulfilling its mission. ULI Chicago extends its appreciation to its sustaining sponsors whose support is so critical to the success of programming and initiatives at the local level.

Bank of America
Bell, Boyd & Lloyd LLP
Chicago Title Insurance Company
Crown Community Development
Deloitte
Epstein
Equity Residential
General Growth Properties
Gould & Ratner LLP
Mesirow Financial Real Estate
OWP/P, Inc.
Transwestern
Wrightwood Capital

Revitalizing a Classic American Town:

Wilmette, Illinois

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Front Cover: (Left) Wilmette Theatre, (Upper Right) Metra Train Platform, (Lower right) Downtown Wilmette

Revitalizing a Classic American Town: *Wilmette, Illinois*

Wilmette is a village rich with tradition and an impassioned sense of community. Although only twelve miles from Chicago's Loop and less than a half hour by Metra, Wilmette is the quintessential American small town. Residents take great pride in the Village's strong schools, civic activities, and niceties – like village-plowed sidewalks – long since forgotten in the suburban landscape. Many residents and local business owners have lived in Wilmette their whole lives,



Downtown Wilmette has retained its small town character for the last century.

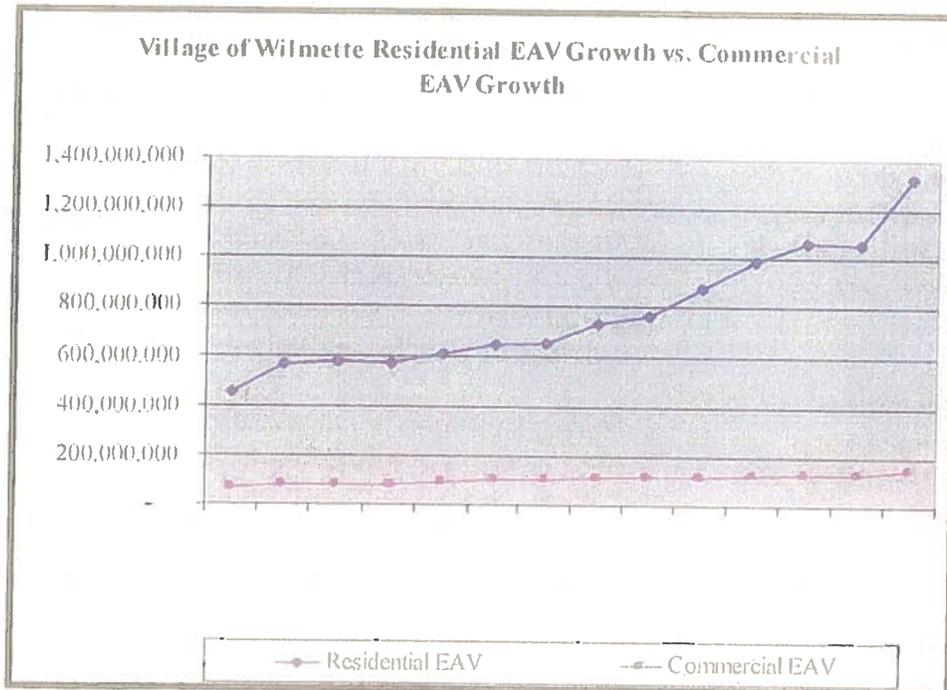
and some are second or third generation. They have deep ties to the area, and take great care to preserve their way of life. As one resident and local business owner stated “We are a small town that aspires to be a small town.”

Yet the small town spirit so vibrant in Wilmette is under increasing financial pressure from surrounding communities. Research commissioned by the Village revealed that significant commercial and residential development in Evanston, a thriving Old Orchard regional mall, increased options for food and dining in Glenview, as well as vibrant retail centers in Hubbard Woods and downtown Winnetka – all within a few miles from the Village Center – have steadily drawn retail, entertainment and restaurant clientele

out of Wilmette's downtown, an area that has gone largely undeveloped for the better part of a century. The end result is that Wilmette is no longer a destination for shoppers or diners, save for a handful of iconic stores, eateries and attractions.

Local retailers, restaurants and other businesses – numbering roughly 120 in the Village Center (east of the Metra tracks) and roughly 40 more in the West Village Center (west of Green Bay Road) – are feeling the pinch. They are acutely aware that a revitalization of the downtown area is key to drawing more people – more customers – into Wilmette, but they are also keenly sensitive to the dangers of eroding the small town atmosphere that they have come to cherish along with their colleagues and neighbors.

This paradox reflects the vulnerability of the Village as a sustainable commercial center. Residential equalized assessed value (EAV) has nearly tripled in the last 15 years, while commercial EAV has remained essentially flat. Sales tax as a percentage of total revenues has dropped from over 11 percent in 2000 to less than 8 percent in 2006. The Village Center – potentially a prime retail and restaurant district – contributes only 6 percent of the entire sales tax revenue generated in the Village. These percentages confirm what research has illuminated: that both residents and non-residents alike are spending decreasing amounts of retail, dining and entertainment dollars in downtown Wilmette.



A declining relative commercial EAV and declining sales tax revenue are indicators of the need for economic development.

The layout of the Village itself, and in particular the Village Center, has much to do with the current challenges facing Wilmette. The Village Center and West Village Center were developed due to the location of the rail station along Green Bay Road. In the early days of the Village, the station-area also contained the North Shore Electric, which travelled east toward Linden where there were transfers to the El toward downtown Chicago. Yet, there has been little redevelopment of the commercial center that developed at the time. Today, three of the prime parcels in the downtown area are occupied by Village Hall, the Chase Bank building, and a Metra train station. These parcels are adjacent to each other along the east side of the Metra tracks, running from Wilmette Avenue on the south

to Lake Avenue on the north. With their attendant parking, (all of which is surface parking), nondescript architecture and relative lack of use during prime shopping, dining and entertainment hours, these three parcels create a lake of asphalt in the heart of Wilmette that significantly contributes to the deadening of the vibrancy of the downtown area. This is especially true on night and weekends.

These challenges are exacerbated by the gulf between the east and west sides of downtown Wilmette caused by Green Bay Road and the Metra tracks. Green Bay Road parallels the Metra tracks directly to their west, with retail only on its western edge. The slightly raised tracks and



An overhead view demonstrates the extent of unused asphalt impacting the vibrancy and connectivity of the Wilmette Village Center.

the resulting expanse of space between shops on the west side of Green Bay Road, the West Village Center and the Village Center on the east side of the tracks, creates a physical and perceptual barrier between the two sides of the downtown area. Residents reported that they will drive from one side to the other to conduct personal business, despite a distance of only one or two blocks.

The Village has been considering whether to move the Village Hall in order to make room for redevelopment in the triangle bordered by Green Bay Road and Wilmette and Central Avenues. If it were to move, the Village has looked into creating a Municipal Campus on the east side of Ridge Road where the Police Department – which is currently in need of replacement – is currently located. A new building at this site would allow for the offices of the Village and the Police in the geographic center of the Village. The Village believes that a building of appropriate height can be placed on this site since there are four story condominium buildings across the street, St. Joseph’s Church to the north, and the possibility of a “Village Green” atmosphere in the adjoining Howard Park. A key detriment to this location is that it would require the Village to purchase the adjacent parcel containing the Atrium, a building housing thirty affordable units, because the Police Station parcel is not large enough.

A Move Toward Revitalization

The Village commissioned two comprehensive studies on the marketability of Wilmette as a retail, dining and entertainment center, looking at both the use of land and the perceptions of nearby residents as consumers. The research conducted by Valerie Kretchmer identified a strong market for retail, residential, and office space, despite the limitations of the area. The research conducted by Calder LaTour, Inc. found that many residents considered the downtown area to be “tired”. And yet, they

were also very willing to change their shopping and dining patterns, to make Wilmette their destination, if the Village was able to provide a more desirable mix of retail and restaurants. Reactions to the studies revealed that many residents and landlords expressed deep concern over factors such as aesthetics, height and density – factors that need to reinforce the small town feeling that is central to their happiness as village residents.

Recognizing the fiscal and civic implications of the current and future market, leadership of the Village, under the direction of Village President Chris Canning, sought the involvement of the Urban Land Institute (ULI) Chicago via its Technical Assistance Panel (TAP) process. This process is designed to enhance community leadership, clarify community needs and assets, and advance land use policies that expand economic opportunity, maximize market potential, and conserve natural environments. TAPs are typically two-day intensive working sessions where an expert panel of volunteers addresses a problem proposed by the sponsoring organization about a specific development issue or policy barrier within a defined geographic area.

ULI Chicago sought applications from municipalities and civic organizations in the Chicago area, to which the Village of Wilmette responded and was selected. Criteria for selection included the following:

1. Strong local leadership capacity.
2. A clearly defined problem statement, and three to four well-articulated questions to be addressed during the two-day session.
3. A clearly defined geographic boundary (a neighborhood, district, corridor, etc.).
4. Transferability to other communities in the region.

As part of the application process, the Village submitted the following vision statement:

“Wilmette’s Village Center and West Village Center will be revitalized and reinvigorated through a comprehensive, rather than piecemeal, redevelopment. As a result of this redevelopment, the Village Center and West Village Center will be a more vibrant hub for commerce, dining and entertainment, and housing alternatives than it is today.”

The Village also posed the following specific questions related to this vision:

- What techniques may be most effective for the Village to use to encourage private property owners to embrace the redevelopment of both public and private land parcels and properties?
- Given the existing competition from neighboring communities – including Evanston, Skokie and Glenview – what is an appropriate mix of uses (service, retail, dining, housing and entertainment) in the Village Center and West Village Center, and how can the Village stimulate the creation of this mix?
- What type and density of development needs to occur in the Village Center and West Village Center to achieve the vision?
- If the Village moves the Village Hall from its current site to a municipal campus on Ridge Road, how can the current parcel best be redeveloped to accomplish the Village’s multi-faceted development goals?
- How does the Village collaborate with Metra and Union Pacific to utilize and redevelop the substantial land parcels that these two entities currently control to effect Wilmette’s vision?

- What techniques should the Village use to ensure active and constructive participation by all of the private property owners in the Village Center and West Village Center as well as the residents of our community to achieve the vision?

The ULI Technical Assistance Panel met January 14-15, 2008, to create a plan to “revitalize and reinvigorate” Wilmette’s Village Center and West Village Center. The Panel included a group of real estate development experts, urban planning and design professionals, and community development leaders, who evaluated all of the available qualitative and quantitative information related to the community’s vision and statement of need, and brainstormed, planned and offered objective recommendations.

In addition to the expertise on the panel, organizers sought critical input through roundtable discussions with community residents, business owners, and current and past Village leadership. The roundtable discussions were designed to elicit the full range of public opinion and stakeholder input. The TAP members also toured the downtown area and any other relevant sites.

Master Plan

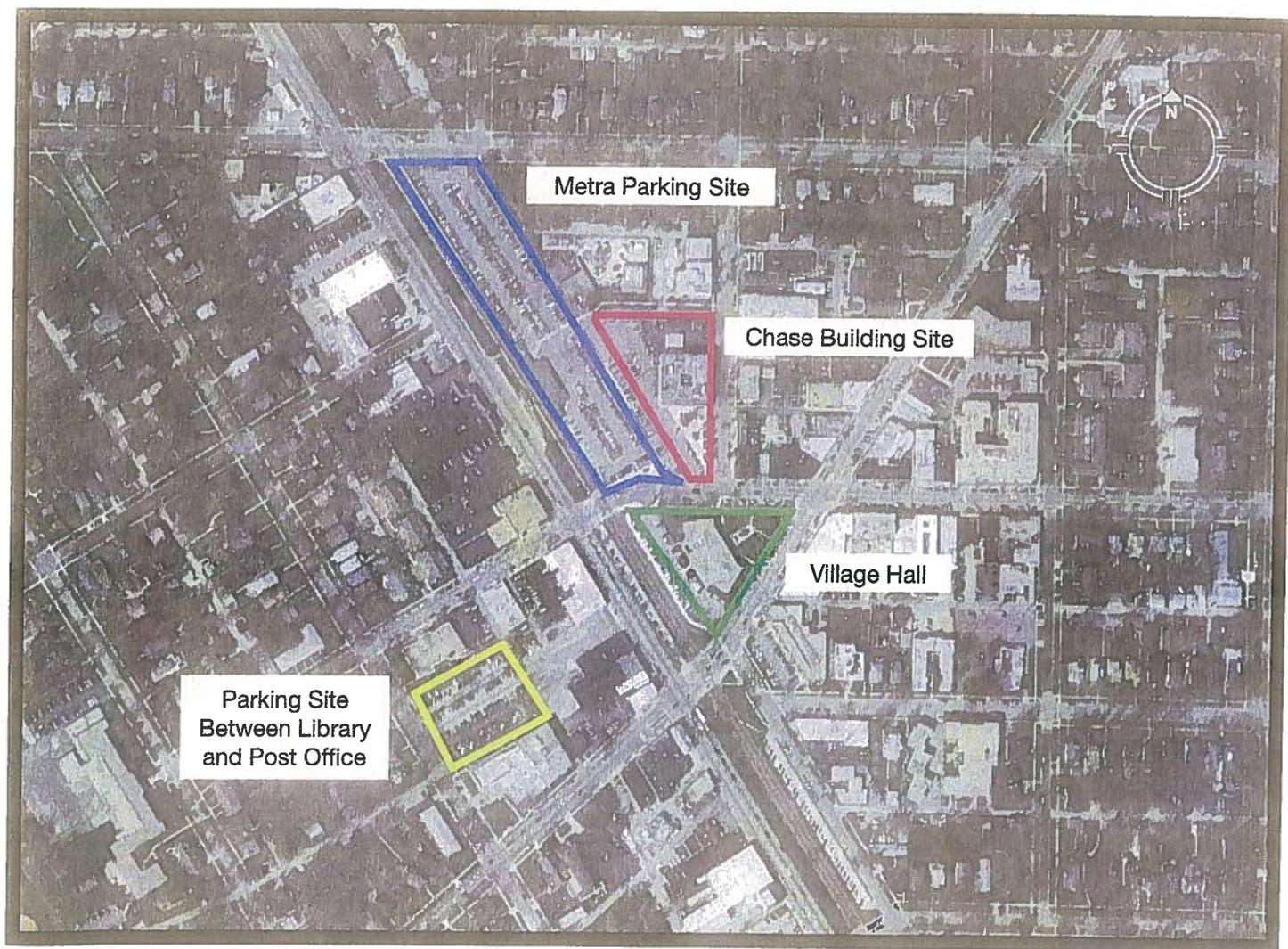
The panel affirmed the Village’s belief that any redevelopment in the Village Center needs to be undertaken as part of a cohesive Master Plan. The panel also recognized, as did Village leadership, that local residents and business owners had seen a variety of studies and plans, but there has been a lack of adoption and follow-through. So the panel was clear that a Master Plan did not mean starting from scratch. Rather a Master Plan was to build on the existing research, and define a direction that would guide the Village in all of its downtown redevelopment efforts moving forward. Because of the timing associated with large-scale

development, the Master Plan would perpetuate beyond current Village leadership term limits. The panel emphasized that the Master Plan would necessarily incorporate the feedback of residents, offer financing strategies and might involve revisions to zoning ordinances, but that its adoption did not need to be a protracted process.

The panel also agreed that while the purview of the Master Plan should include the entire Village and West Village Centers, the first phase of the redevelopment should focus on four key sites.

Village Center

Many of the buildings in the Village Center stand as originally built in the early part of the 1900s. The panel agreed that preserving those buildings as is would be instrumental in maintaining the small town charm desired by the residents. The panelists believed that retaining the architectural character of some of the existing buildings would offset new development at higher densities at the key sites described below. The panel agreed that the existing buildings could be made more vibrant with stronger retail sales, with a resulting harmony between the new development and

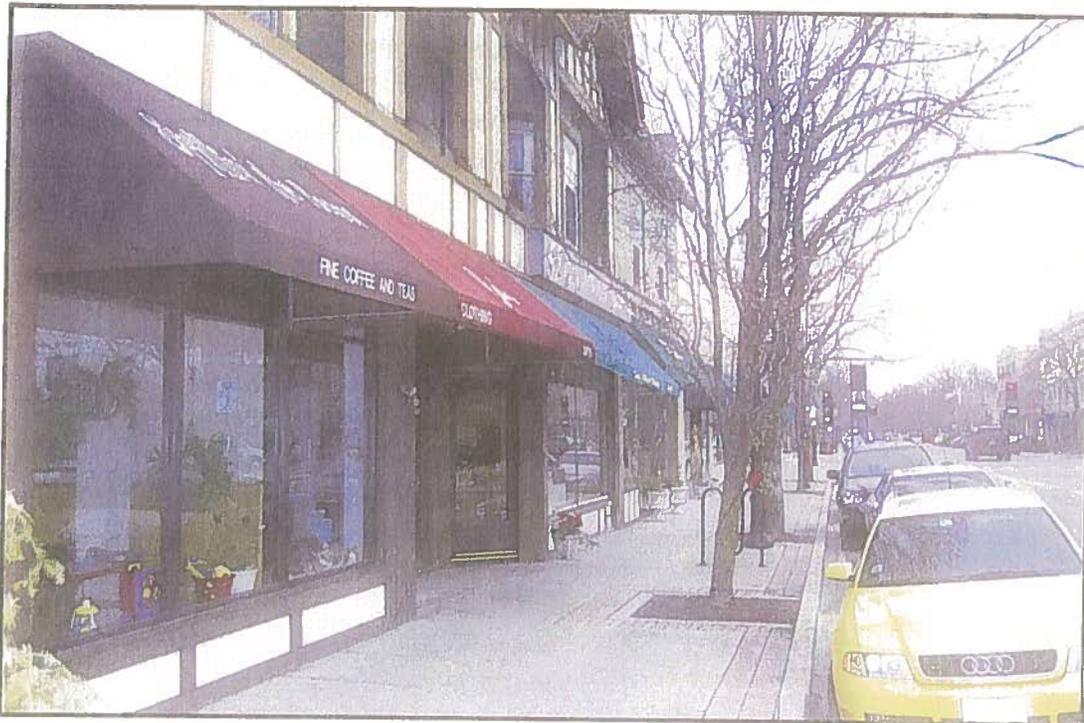


The Technical Assistance Panel focused their efforts on four key sites in the Wilmette Village Center and West Village Center.

the older buildings in the Village Center, and do not necessarily need to be replaced. The Village's priorities are best spent on some of the larger sites detailed below, where

along Wilmette's Central Avenue or Wilmette Avenue. More shoppers, foot traffic, and active storefronts will be brought to the community through a continuous reinvestment strategy,

starting with redeveloping key parcels combined with a concerted marketing strategy in cooperation with Village Center and West Village Center businesses. The Master Plan should offer clear aesthetic and architectural design guidelines to property owners in the Village Center and West Village Center so that they know what would be desirable if they did decide to pursue redevelopment.



The surrounding shops in the Village Center will help to maintain the small town charm while benefiting from the revitalization effort.

larger buildings are more appropriate. The development of a Master Plan (also discussed below), should define parameters around redevelopment (height, density, architectural character) in advance of private development proposals.

The panel also noted that encouraging redevelopment at the four key sites would begin to build a critical mass of energy and activity that would catalyze surrounding business and create natural market dynamics that would inform and encourage future redevelopment in the rest of the Village Center. One panelist noted that the scale of Central Street in Evanston, an area pointed to by many residents as their primary shopping district, was not substantially different than the one to two story buildings

Village Commitment

The panel agreed that any meaningful development would be difficult if not impossible without a commitment by the Village to lay out clear guidelines and consider offering financial incentives to attract developers and encourage reinvestment. With limited exceptions, the Village historically had not considered such incentives.

In addition, as a result of the roundtable discussions with business and real estate owners, it was clear to the panel that the Village itself would need to adapt its administrative processes if it desired to truly foster and encourage a redevelopment or revitalization effort. There was a general consensus that current administrative processes related to

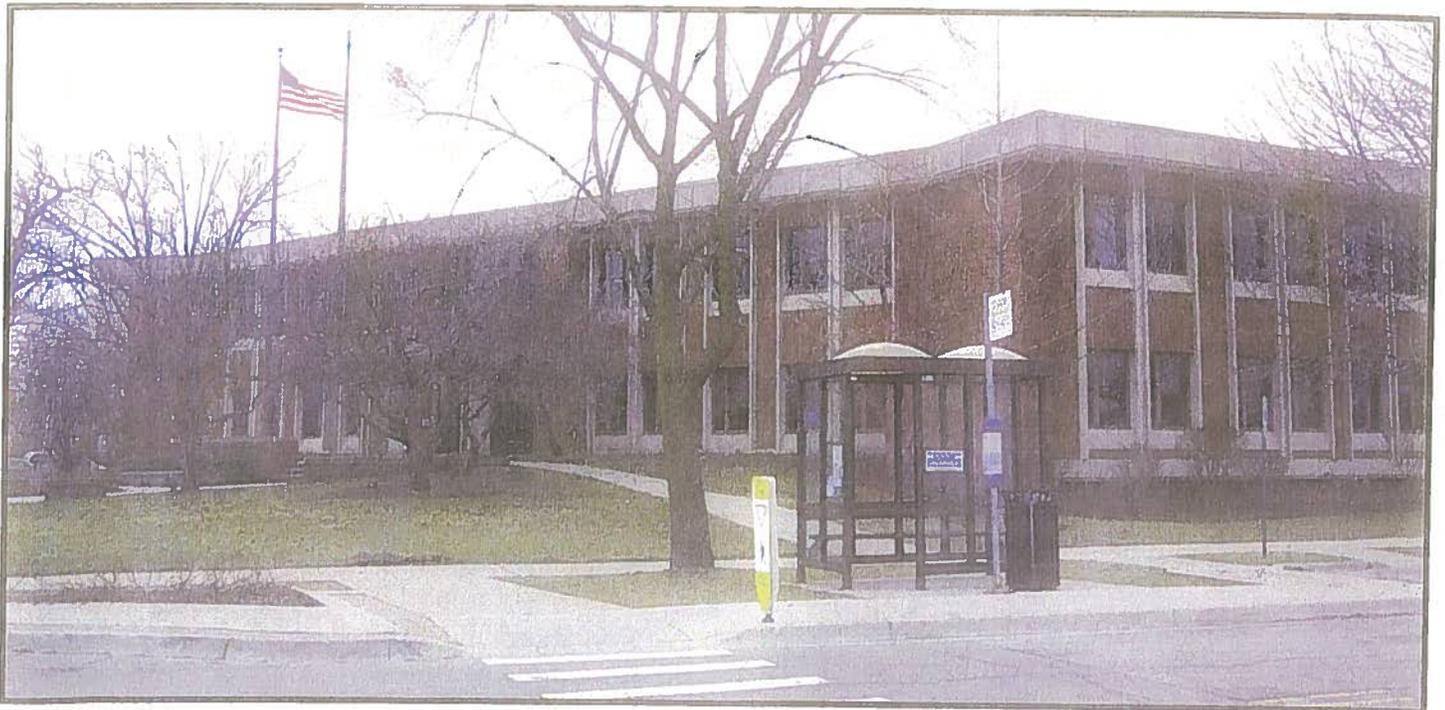
land use, whether in application for a permit, application for a zoning code variance, or a multitude of others, were too time-consuming and too unpredictable to encourage large-scale investment. The panel recommended that the Village create a vibrant public involvement strategy regarding a redevelopment plan to build consensus, draft and pass a Master Plan built on this consensus, streamline processes, and empower staff to implement the Plan with support of elected officials and the public. The specifics of how this strategy would be implemented are discussed in the Recommendations section that follows.

Key Opportunity Sites

The panel quickly identified that four key sites could help drive downtown revitalization. All four sites are either owned by the Village, by another public entity, or by a common owner who is in the process of, or has expressed interest in, redevelopment. The sites are large enough to spur redevelopment without requiring

complicated land assembly efforts. Two of the sites – the current Village Hall property and the Metra lot – if developed as retail, dining and entertainment, would result in a 100 percent incremental tax increase from what is currently a zero tax base. The panel also felt that the development of all four of the parcels would serve as a catalyst for future development in both the Village Center and West Village Center. Each of the sites is discussed in greater detail below.

Current Village Hall Parcel For nearly a century, Village Hall has been located on a triangular parcel owned by the Village, and bordered by Central and Wilmette Avenues and the Metra tracks. The current building, erected in 1972, is the primary seat of administration and operations for the Village, and is a workplace for roughly 60 village and park district employees. The Village Hall itself occupies roughly 25 percent of the total land area, with the remainder divided equally between parking and a civic green space,



Wilmette's Village Hall site is a possible location for reuse as a mixed-use development.



Existing land use.

The panel was unanimous in its agreement that this parcel of land was the heart of the Village and represented the best opportunity to both stimulate revitalization and maintain the small town atmosphere that they all recognized as critical to the community. The panel recommended that the Village consider moving Village Hall from its current location and in its place seek the development of a signature mixed-use development and accompanying “village green” that could become synonymous with Wilmette and would be clearly visible to traffic along Green Bay Road. The development could include retail, dining, commercial, and potentially residential. It would run the entire edge of the triangular plot fronting the Metra track, with fronts on both Wilmette and Central Avenues as well. The panel felt it was important to create a continuity of retail with the businesses across the street and further down these two main thoroughfares. Importantly, the development would bring storefronts directly to

home to a war memorial and many community-wide activities. Despite its central location, Village Hall does not appear to be a catalyst for surrounding retail, and is not a source of sales tax revenue.

home to a war memorial and many community-wide activities. Despite its central location, Village Hall does not appear to be a catalyst for surrounding retail, and is not a source of sales tax revenue.

Development Pros and Cons

Site Option	Pros	Cons
1. Ridge Road	<ul style="list-style-type: none"> • Frees up Wilmette and Central site for redevelopment 	<ul style="list-style-type: none"> • Cost of replacement for combined Village Hall and Police Department and the Atrium
2. Civic Campus on Park Avenue	<ul style="list-style-type: none"> • Frees up Wilmette and Central site for redevelopment • Creates a Civic Campus that would fit in with West Village Center and continue to serve as an anchor for nearby businesses 	<ul style="list-style-type: none"> • Cost of replacement for combined Village Hall and parking structure • Less space would be available for parking in a combined facility
3. Add new development around existing Village Hall	<ul style="list-style-type: none"> • Intensify use of the Wilmette and Central site • Would reinforce planned mixed-uses across Central Avenue • Would save replacement costs for Village Hall 	<ul style="list-style-type: none"> • Limited space for new development between Village Hall and RR
4. Redevelop Wilmette and Central site to include a new Village Hall within a mixed-use development	<ul style="list-style-type: none"> • Intensify use of the Wilmette and Central site • Would reinforce planned mixed-uses across Central Avenue 	<ul style="list-style-type: none"> • Complex financing and ownership • Development costs to include new Village Hall within mixed-use development

the sidewalk, with no set back, to maximize the use of the land and create a visual and practical continuity with the rest of the Village Center. The panel recommended that the Village Green space would remain as is, if not expanded, and would continue to serve as the community center of the village and home to events throughout the year including and even beyond those for which the site is currently being used. The panel discussed several options for the location of the Village Hall, including building a new joint facility with the Police Department on Ridge Road, creating a new "civic campus" by building a new Village Hall and parking facilities between the Wilmette Library and U.S. Post Office, or retaining the Village Hall on site, either by retaining the building as a part of redevelopment or retaining the Village Hall use in a new development effort on the parcel. More investigation would be needed to determine whether the existing building or Village Hall use could be incorporated into a mixed-use

development on the parcel. More investigation would be needed to determine which option is most desirable by the community, is most financially feasible, and would provide the best municipal services and conveniences to the residents and businesses of Wilmette.

Chase Bank Parcel The Chase Bank parcel is one of the largest in the Village Center, bordered by Washington Court to the north, 12th street to the east, Central Avenue to the south and the south end of the Metra parking lot to the west. The parcel is predominantly surface parking, with no streetfront activity, as the bank itself is set back almost a half-block from Central Avenue. The current owners have expressed their desire to consider redevelopment of the land.

The panel agreed that the site is an ideal location for additional retail and dining, and possibly office use. Moreover, the parcel's



The Chase Bank site and the surrounding parking lot are an ideal location for housing, retail, dining and/or office use.



Existing and proposed land uses.

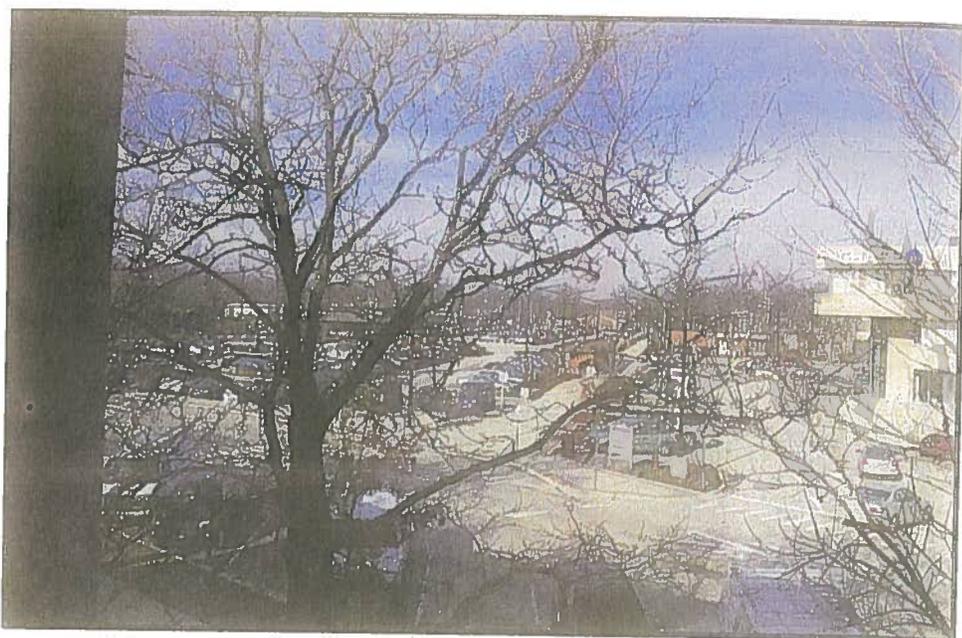
location directly north of the current Village Hall parcel creates an opportunity for aesthetic continuity with the redeveloped Village Hall site.

The panel recommended the replacement of the Chase building with mixed-use development. Space fronting Central Avenue would be primarily retail with the possibility of an anchor restaurant. As the structure continues up 12th Street and onto Washington, the mix could be more office and residential. A central parking lot for the entire structure could exist in the center of the parcel, with access primarily from Washington Court.

For the purposes of planning, the panel evaluated the Chase parcel in conjunction with the southern end of the Metra parking lot, its neighboring parcel to the west. The panel recommended

cohesive redevelopment along Central Avenue on the current Metra surface lot, mirroring the redevelopment on the Village Hall site and creating a point of aesthetic appeal and interest for pedestrians and drivers headed east on Central Avenue from the west side of Green Bay Road.

Metra Station/Parking Lot The Wilmette Metra station - and its accompanying parking lot - is a critical part of Wilmette's transportation infrastructure. While the station building is attractive and serves commuters well, the parking lot occupies the largest parcel of land in the downtown business district, stretching from Central Avenue to Lake Avenue, and accommodating just over 300 parking spaces. The parcel is owned by Union Pacific, headquartered in Omaha, Nebraska. Several other communities in the region have successfully negotiated with Metra to redevelop parking lots if they are replaced by at least an equal number of spaces in close proximity to the station.

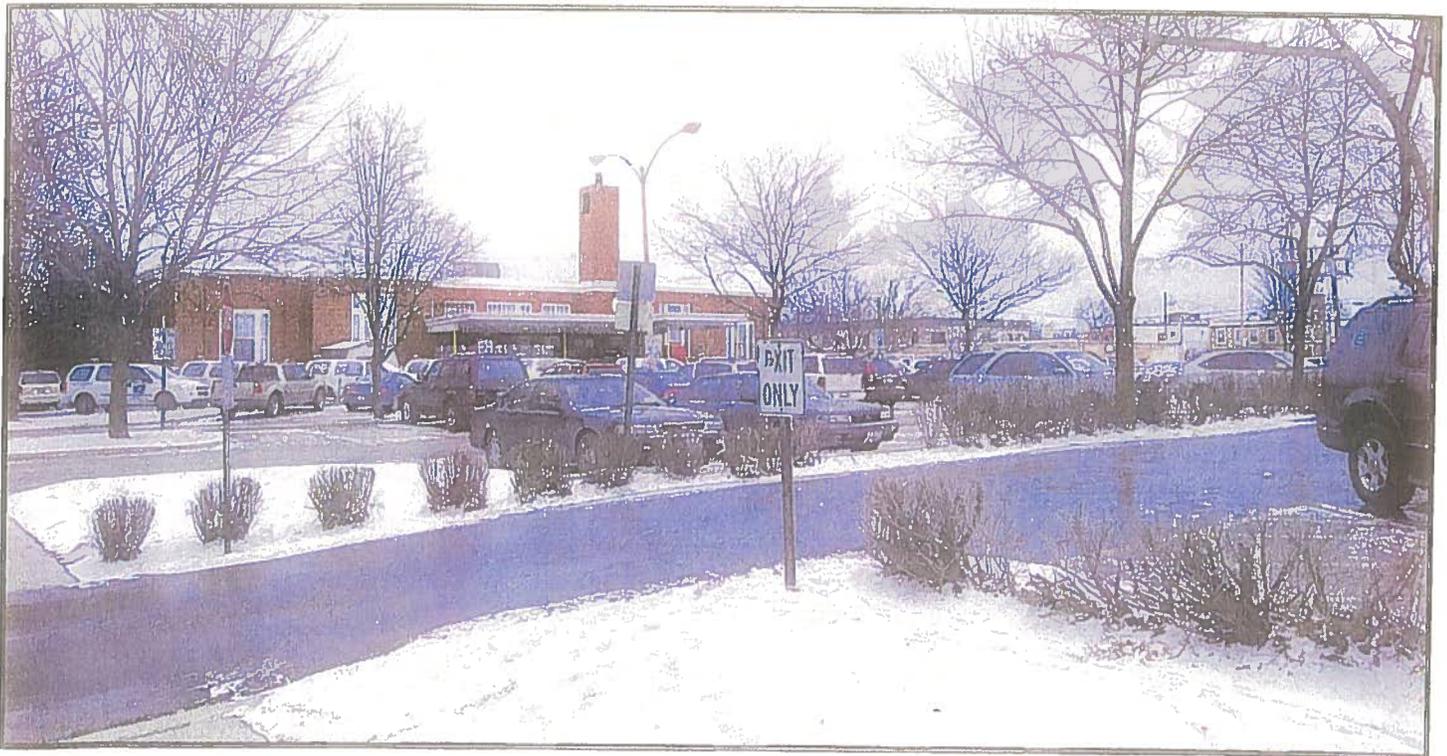


The Metra lot sits largely idle on nights and weekends, and its redevelopment is key to adding to the vibrancy of the downtown area.

While the southern end of the parking area at Central should provide continuous retail frontage, the panel saw a unique opportunity with the northern end. Recognizing that Metra parking would have to be replaced, and that parking in small suburban centers is a recurring concern, the panel recommended a parking garage on the northern end of the Metra lot, to accommodate commuters as well as other visitors to the Village Center. Located directly adjacent to the Chase Bank site and just one to two blocks to the center of downtown, the lot could provide night and weekend parking for the stores and restaurants as well as continue to serve as parking for the farmer's market and other downtown events. Based on studies presented to them, the interview process, and their own knowledge of the retail, housing, and office markets in the Wilmette area, the panel estimated that these three properties could be developed over a 5-10 year span, and would result in the following:

- 160 units of housing
- 40,000-45,000 square feet of combined retail and restaurant space
- 10,000-20,000 square feet of office space
- Sufficient shared parking spaces to meet the demands of Metra and all developed residential and commercial properties
- Village green space

West Village Center Directly across the Metra tracks and Green Bay Road from the current Village Hall is a block framed by Green Bay Road, and Central, Park and Wilmette Avenues. The northeast half of this block, fronting Green Bay Road, is currently home to street level retail, but the bulk of the east center of the block, the Ford Property Development, is under development by the same group that owns the Chase Bank parcel. The current plan for the Ford Property Development is for ground floor retail and four floors of condominium units, currently in the pre-sale phase. The southwest half of the block contains the Village Library



The panel recommended several possible development options for the site between the Library and Post Office.

and the Post Office, separated by surface parking. The Village is currently investigating the possibility of erecting a five-story, 400 space parking structure on the site of the current parking lot, at an estimated cost of \$10 million. With joint involvement from the library taxing body, the federal government and the Village, this site offers the possibility of shared contribution to development.

The panel concurred that the West Village Center site, with some development already underway, was critical to building overall momentum for revitalization. However, the panel offered suggestions to improve the proposed parking plan, particularly in consideration of the possible expansion of parking at the north end of the Metra lot.

The panel posed two possible scenarios for this site:

- Front Park Avenue with attached residential units, referencing the aesthetics from homes across the street. A parking structure could still be built behind the attached units, to be shared by the staff and visitors of the Post Office and Library as well as the residential and retail development planned for the block. This would improve the sensitivity of the parking structure to residential uses, but would reduce the number of parking spaces available.
- Build a parking deck of 2-3 stories, with the relocated Village Hall along Park Avenue, or above the parking. This would have the effect of creating a civic campus incorporating the existing Post Office and Library.

Bridging East and West

The panel experienced first-hand both the perceptual and actual challenges associated with the Green Bay Road / Metra Track “barrier”

between the east and west sides of the Village Center. They unanimously agreed that any bridging mechanism, whether over or under the tracks, was too expensive and impractical given space constraints along Green Bay, Central and Wilmette Avenues. They did, however, feel that architectural and aesthetic improvements could be made on both sides of the tracks to encourage foot traffic and ease the path for pedestrians. Some ideas included matching archways or pavers, improved crosswalks and crossing mechanisms, or even investigating whether it would be possible to add small retail or food establishments or kiosks along Green Bay Road, either just east or west of the tracks.

Recommendations for Revitalizing and Reinvigorating the Wilmette Village Center

The panel offered the following specific recommendations for discussion by Village leadership, community members and other stakeholders:

Marketing

The following recommendations are related to marketability opportunities for downtown revitalization, and the key steps to taking advantage of those opportunities.

- Any revitalization or redevelopment effort needs to be driven by the following guiding principles:
 - The need to better serve both the residents of Wilmette and non residents with retail, housing options and other uses
 - The need to bolster declining sales tax revenues
 - A recognition that Wilmette wants to preserve and enhance its small town character, building off the environment that is uniquely Wilmette
- Regarding implementation:
 - Focus on property that has the ability to be catalytic with the least impact on current landowners

- Focus the initial phase of redevelopment on the current Village Hall site, the Chase Bank site, and the Metra site in the Village Center, and Library/Post Office site in the West Village Center. These properties have a high potential for initiating a village-wide revitalization process and draw in new investments
 - Preserve and enhance a strong Village Center identity at the current Village Hall site, to include a village green space at Wilmette and Central avenues to allow for public activities, and a strong architectural marker visible from Green Bay Road
 - Enhance pedestrian connections on Wilmette and Central Avenues from the village green to Green Bay Road
- Regarding specific land uses in the Village Center:
 - Any development needs to be directed by the Master Plan and Design Guidelines
 - All parcels developed should support a mixed-use development strategy for the area by providing residential, retail, restaurant, office and shared parking
 - Regarding specific land uses in the West Village Center:
 - Continue with the redevelopment of the Green Bay Road site as approved
 - Place a parking garage in the center of the block, with size and number of spaces determined by the following:
 - Option 1:** Build townhouses fronting Park Avenue, appropriate with residences across the street; move Village Hall to Ridge Road
 - Option 2:** Relocate Village Hall along Park Avenue or on top of a two-three story shared parking facility
- Current circumstances that limit Wilmette's marketability and need to be addressed in implementation:
 - The lack of long-term village consensus regarding development parameters
 - The absence of proactive public investment in infrastructure required to support redevelopment
 - A cumbersome and unpredictable development and permitting process

Implementation

The following recommendations are designed to ensure that any redevelopment effort is carried forward. The Village has recognized that, to date, market conditions have not driven revitalization, so the proactive approach being taken by the Village is warranted.

- Create a Master Plan and Design Guidelines encompassing both the Village Center and the West Village Center. The Master Plan should build upon prior research and be created with community input
- The Master Plan should be adopted by the Village Board
- The Plan should be accompanied by changes to the zoning and planned development codes to ensure a predictable process for developers, landowners, investors, and the public as relates to expected densities, requirements, fees, approval processes, affordable housing set asides and other key factors
- The priority sites described above should be rezoned after the Design Guidelines have been approved. This action sends a clear message of Village commitment to potential developers

Regarding the Master Plan:

- Engage an independent design firm to develop 3-4 Master Plan concepts which show a variety of streetscapes and mix of densities, drawing on the existing market research and the guiding principles stated above. The Master Plan concepts should include variations on the final location of the Village Hall
- Prior to public comment, test the Master Plan concepts with the development community to make sure they are economically viable
- Present the Master Plan concepts to the community for response, including:
 - A broad outreach effort to capture more constituents than traditional processes (e.g. display streetscapes at meetings at District 39 offices/schools, Village Library, community center, etc.)
 - Create a simple, visible and empirical way for village residents to respond to the concepts, such as colored stickers
- Once a preferred concept is identified, the Village should adopt a Master Plan with additional specificity regarding the key development parcels. As a part of the Master Plan, the zoning code and/or planned development code should be amended to provide as much clarity as possible to the development community in advance of a proposal

Other Master Plan Considerations:

- Ensure that Master Plan guidelines include development incentives for the inclusion of affordable family/senior housing and green development/carbon reducing development strategies

- Ensure that the Master Plan provides for enhancing pedestrian and bike crossings to link Village Center components across Green Bay Road if appropriate and necessary to achieve the redevelopment goals of the Village

Regarding public investment and commitment to development:

- The Village should explore alternative incentives to encourage reinvestment. This is necessary to compete with other communities and necessary to build credibility in the developer community. These incentives could include:
 - Creation of a TIF district to fund parking structures, street lighting, landscaping and utility improvements – activities to prepare the ground for developers
 - Expedited processing of applications
 - Land acquisition or swaps
 - Reduction or waiver of village fees
 - Reduced parking requirements for new development through shared parking arrangements
- The Village should encourage reinvestment by creating certainty and predictability in administrative processes, which will ultimately benefit the entire Village. For example:
 - Update village codes and administrative procedures to minimize delay
 - Delegate some authority to the staff to make recommendations and decisions on more routine matters to ensure Village Board time is freed up to handle larger projects

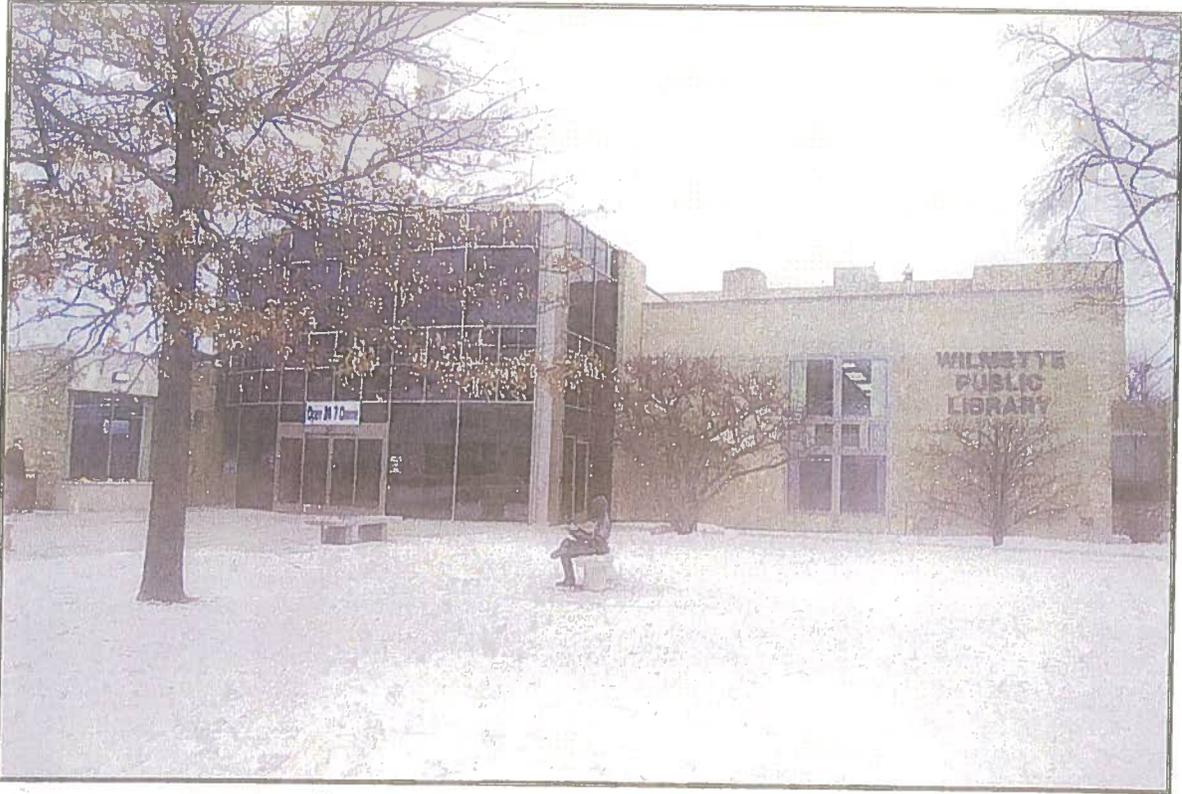
Regarding phasing of redevelopment:

- Priority 1 is the Park Avenue site
 - Minimize the traffic impact on Park Avenue by limiting access to the garage from the alley only
 - Explore residential use fronting Park Avenue
 - Explore the creation of a “civic campus” by co-locating a Village Hall with expanded parking between the Library and Post Office
- Priority 2 is the Chase Bank and Metra sites
 - Work with the landowners to pursue redevelopment consistent with the Master Plan and Design Guidelines including an above ground or below ground parking garage at the northern end of the Metra site
 - Work on shared parking opportunities on the Metra site for restaurants and other non-peak uses
 - Plan for physical improvements to draw in foot traffic toward the Village Center from Green Bay, the Metra station, and the West Village Center
- Priority 3 is the current Village Hall site
 - The Village Hall site needs to be developed as the heart of the village
 - The site needs to maintain the community space while maximizing the land value
 - Consider three alternatives for the Village Hall, either retaining on site (through inserting new development and/or parking between Village Hall and the Metra tracks or by incorporating the Village Hall in a new mixed-use building), relocating the Village Hall to a civic campus on Park Avenue, or a joint redevelopment with the Police Department on Ridge Road
 - If the Ridge Road or Park Avenue sites are not feasible for relocation or consolidation, the Village should show leadership in the market by reusing the Village Hall site at Wilmette and Central avenues

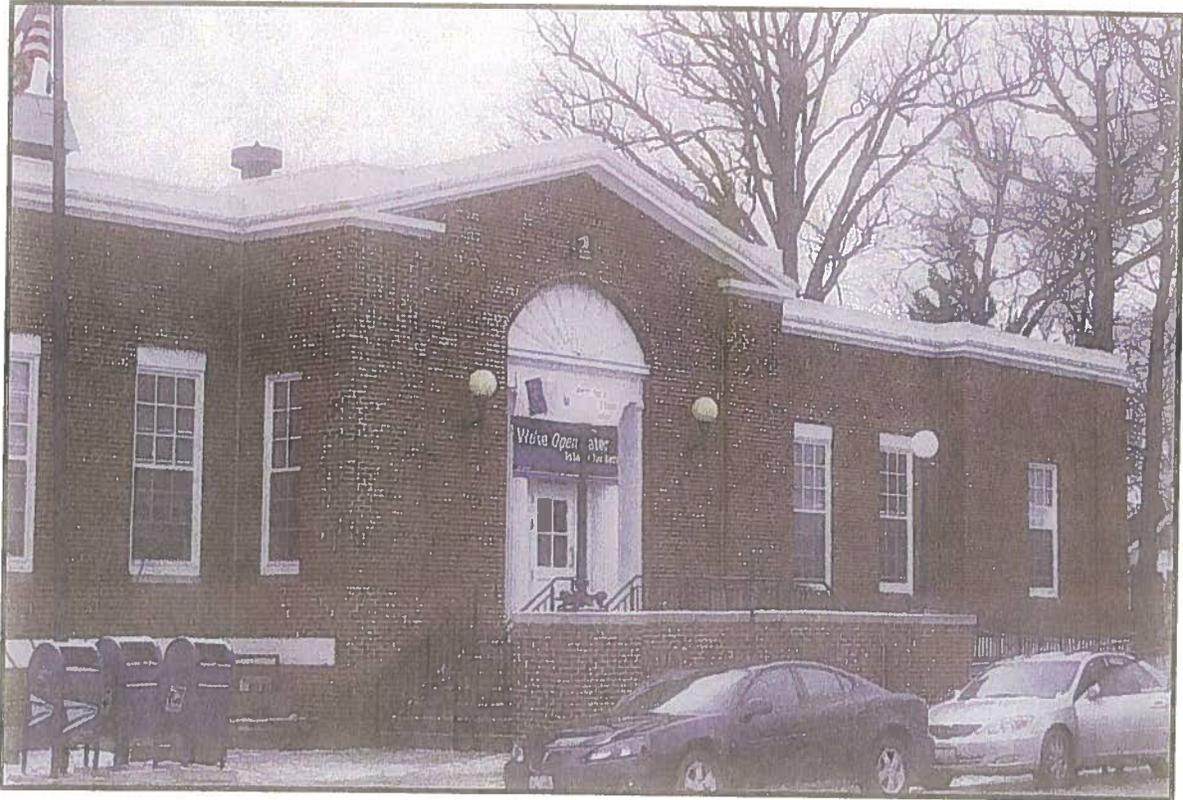
In Closing

The panel believes that the most important actions for the Village are to provide a clear framework for development, a predictable process, and expected levels of density. A public private partnership to pursue development in line with community goals will likely require incentives as well, at least for the first stages of development and to position the market for the Village Center. These incentives may take the form of land, TIF, fee waivers, and possible relocation of public facilities and existing municipal revenue. The experience of other similar markets has shown that these partnerships can be very effective tools for attracting development and building the sales tax revenue base, which can have a high return to the Village in the long-term, as well as expand economic development, strengthen the identity of the community, and raise property values.

The Village of Wilmette is a classic small town facing a classic small town challenge: how to respond to the financial challenges facing the Village without erosion of the community values that have rooted families in Wilmette soil for generations. The proposed plan attempts to balance those pressures and bring vitality and prosperity to Wilmette’s Village Center. Ultimately, however, it falls to the leadership of Wilmette, its residents and business owners, to chart their course as they seek to revitalize the Village Center and the West Village Center as “a vibrant hub for commerce, dining and entertainment.”



Village of Wilmette Public Library...



...and Post Office

ATTACHMENT D

Date: 04/20/2012

To: Plan Commission

From: Brian Norkus

RE: Annual prioritization of Comprehensive Plan Priorities (Appendix Six)

Attached find a copy of the final approved document adopted by the Plan Commission in February.

Annual Prioritization of Comprehensive Plan Goals and Objectives

Recommendations by the Winnetka Plan Commission Pursuant to Appendix 6 of the Winnetka 2020 Comprehensive Plan

- February 22, 2012

I. Background of the Annual Review process

The success of a comprehensive planning process depends to a very large degree on the articulation of a broad, long-term vision for the Village's land use and development. To remain vital and relevant, however, a comprehensive plan must acknowledge changing conditions and priorities. That is the purpose of the "Appendix 6" annual review process.

The *Winnetka 2020 Comprehensive Plan* ("the Plan") was developed in a collaborative fashion involving the talent and input of hundreds of Village residents. Adopted in 1999, and articulating an approximately 20-year vision for Winnetka, its goals and objectives address all facets of Village life, from the character of residential neighborhoods to the appearance and vitality of commercial districts, and it touches on areas as diverse as open space planning, transportation, historic preservation, and environmental protection.

Unanticipated conditions would, however, inevitably shift the Plan's priorities from year to year. In order to ensure that the Plan remains a vital and current policy statement of the Village's goals and objectives, its authors had the foresight to call for an annual review of the Plan's priorities and recommendations. In *Appendix Six*, the Plan Commission recommends to the Village Council what it believes should be the Village's top priorities for the short term, selected from the dozens of goals and recommendations articulated in the Plan (see attached *Table A-6*). *Appendix Six* and its annual update also serve a critical role in advocating for both the Plan and the planning process.

II. The Plan Commission's recommended priorities

After reviewing the recommendations in the most recent *Appendix Six*, the Plan Commission recommends that the Village Council consider focusing its attention on the following three objectives:

1. **Commercial Area Strategic Planning** - The quality of the Village's commercial areas plays a significant role in defining the character of the Village, while providing residents convenient local opportunities to meet many, if not all, of their daily needs in the Village. Built before the car became the dominant form of transit, and clustered around three commuter train stations, Winnetka's traditional downtown flexibly serves a variety of retail, office, residential and social needs in a close-knit, walkable, transit-oriented location. Both individual, and broader

community needs are fulfilled through convenient shopping and services, dining, and entertainment options.

The downtown areas also provide housing and employment, are home to many institutions, and are an important part of the “social infrastructure” of the Village, providing both informal gathering spaces and locations for community events. The importance of the continued success of the business districts cannot be overstated.

Recent changes in the economy have significantly impacted commercial real estate, retail trade, and consumer behavior at the national, regional and local levels. Similarly, growth and change in the retail and commercial base of surrounding communities and the region as a whole have dramatically changed the Village’s trade area, its ability to draw customers, and its ability to thrive.

A long-established, high priority goal of the Plan Commission has been to step up planning efforts intended to maintain and enhance the viability and vitality of the Village’s business districts. But this has been difficult for the Village, partly because Chapter 5 of the Plan, dealing with the Green Bay Road Corridor and the Village’s business districts, needs to be expanded and updated. For the last 10 years the Plan Commission has tried to work with the existing Chapter 5, often using the *Appendix Six* review process. Beginning almost immediately after the 1999 adoption of the Comprehensive Plan, and in view of the growth of “big box” retail in neighboring communities, the Plan Commission has used the *Appendix Six* process to make recommendations about the business districts that further the Plan’s existing goals. For example, previous *Appendix Six* efforts called for more focused attention on improving retail/economic development, advocating for transit station improvements, enhancing the pedestrian environment, and developing creative approaches to satisfy increased parking demand.

The Village Council has attempted to address some of these concerns: it has studied retail zoning standards, evaluated parking capacity, proposed streetscape improvements, and planned for the return of the Post Office block to Village control. Yet, these efforts have taken place as a series of individual “projects”, rather than as components of a comprehensive and widely-held vision for the business districts as a whole. In the absence of such a comprehensive vision, as should be contained in Chapter 5 of the Plan, the Village has made only limited progress. Although it recently revised the retail zoning standards, the Village Council has not taken action on the recommendations of the parking study, and it has put Post Office planning on hold while the Library Board did a comprehensive study of its future needs.

Without a well thought-out community-supported vision for the business districts, written into an amended Chapter 5, the Village will remain limited in what it can do to enhance the business and commercial areas in the heart of our Village. As the Plan states so well at the end of Chapter 1:

“Planning does not take place in a vacuum; it is driven by physical realities and community philosophy. An effective plan helps Village leaders make informed decisions by providing an inventory of the values shared by residents as well as an inventory of the community’s physical attributes. *A successful plan captures the imagination of*

residents, merchants and local officials, while reflecting the consensus view that allows diverse members of the community to support actions for the common good.”

The Plan Commission therefore recommends that the Village Council consider undertaking a two-step collaborative strategic planning process involving relevant stakeholders to articulate a shared vision for the future of the business districts and for the revision of Chapter 5 of the Comprehensive Plan.

The Plan Commission anticipates that such an effort would be broad in scope, and reflect both business and social/cultural considerations. With respect to business considerations, the strategic planning process should analyze the Village’s market trade area and its retail, commercial, office and mixed-use residential real estate markets. It should also assess other key factors that impact the viability and character of the business districts, such as the regional economy, land use planning, transit-oriented design, environmental concerns, parking, open space, and public facilities. With respect to the social/cultural considerations, the planning process should reflect the Plan’s goals of providing facilities and services that will accommodate the needs of the Village and enrich its cultural environment while attracting more residents and retail customers to patronize and support each of the business districts.

Due to the complexity of issues involved, the Commission believes that such a process would require both the commitment of adequate resources and the participation and support of many stakeholder groups, including landlords, merchants and business owners, shoppers and business patrons, institutions such as the Library and Community House, commuters, downtown residents, residents of adjoining neighborhoods, and others. Cooperation and collaboration amongst various groups will be critical to building broad support for such a plan’s goals and vision.

To move toward the creation of such a comprehensive vision, the Plan Commission, with input from BCDC and village staff, has reviewed several strategic planning efforts and recommends the following **Two-Step path toward creating a vision for Winnetka’s downtown areas.**

The first step (the “ULI Study”) involves engaging a Technical Assistance Panel (TAP) of the Chicago Council of the Urban Land Institute (ULI), which is, arguably the preeminent trade association of land use and real estate development professionals in the world. “ULI assembles an interdisciplinary volunteer panel (of its professional members) who explore the project, interview stakeholders, and make (high level) recommendations. Panelists approach the assignment from all perspectives, including market potential, land use and design, financing and development strategies, and governance and implementation. This objective and diverse team of real estate and planning professionals would not be available ‘for hire’ anywhere.” The TAP report presents a possible “implementation strategy that is based on sound information, community realities, and best practices.”

Engaging a TAP as the first step has several advantages.

- ☐ It is a relatively quick exercise, typically completed in less than six months.
- ☐ It is relatively inexpensive, involving a \$15,000 contribution from the Village toward the costs of the effort (which arguably would be a multiple of this stipend if the volunteer

- professionals were paid for their time and effort). This is matched by a \$15,000 contribution from ULI for their services and materials.
- It engages a cohort of volunteer professionals who bring their expertise to address the issues raised and provide a fresh, competent, and capable view of the assets and impediments that exist here.
 - It requires Village representatives to articulate a precise and limited set of questions about the business districts to guide the TAP effort.
 - It offers a template of recommendations to focus discussion within the Village before proceeding toward the more involved, lengthier, and more expensive second step of the comprehensive planning effort.
 - It concludes in a public presentation of the TAP report, which can be the catalyst for a robust community-wide discussion in preparation for the second step.

The second step (the “Master Planning Process”) involves engaging a team of planning professionals (land use, market & economic analysis, traffic & civil engineering, and zoning experts) specifically focused on creating a detailed master plan for Winnetka’s business districts, including a ‘road map’ for pursuing the various public policy and legislative actions necessary to lay the ground work to ultimately implement the plan. This Master Plan process is a much more intense and lengthy process, including multiple opportunities for community input and comments throughout. A steering committee of Winnetkans, selected by the Council, would be engaged and involved, directing the process all along the way. Comparable Master Plan efforts tend to require 15 to 18 months, including the team selection period, and can cost in the low to mid six figures. (Partial funding may be available from public bodies such as Regional Transportation Authority, given the multiple Metra stations within the Winnetka business districts.) This process is very robust and must include significant community input and engagement throughout. Generally, several alternative plans will be considered with public comment helping to shape refinements in those ideas, resulting in a final plan acceptable to the community. Direction on issues such as density, land use, parking, transportation, and public/private partnerships can be addressed comprehensively for the business districts, and not piecemeal, one site at a time. The end product – the Master Plan - can then provide guidelines and a game plan, presenting the template for the revision of Chapter 5 of the Comprehensive Plan and other necessary public policy modifications as well as for focused market response to help achieve the plan goals over time.

The Village of Glen Ellyn completed a Master Planning Process for its downtown in 2009. Its formal process (following engagement of the planning team) commenced with interviews in April 2008 and concluded with the final Open House in January 2009 with a final survey of public reaction to the Preferred Plan at that time.

More recently, Wilmette completed a 2-step process such as this Plan Commission recommends for Winnetka. First, a ULI TAP was convened in January 2008, likely following a several month preparation. The report, titled “Revitalizing a Classic American Town: Wilmette, Illinois” can be found online at: http://www.ulichicago.org/PDFs/tap_reports/wilmette_tap.pdf. That study identified key strategies and initiatives—most crucially, that Wilmette immediately undertake the second step: “Developing and adopting a master plan...one that provides a clear and concise direction for the Village Center in addition to predictability of outcomes for the development

community.” In late 2009 Wilmette hired a planning and design team led by land use planners and that included independent professional experts in market and economic analysis, in traffic and engineering, and in zoning. The 10-month Master Plan process, began in January 2010 built upon several other past studies of the downtown, traffic and parking, and engaged hundreds of citizens in public conversation about their town.. (The RTA funded a grant of \$100,000 which covered ‘a majority of the costs’.) The Wilmette Village Center Master Plan report includes a list of Priority Action Tasks as well as a list of Catalytic Projects, and can be found online at <http://www.thelakotagroup.com/wilmette/1-VCMasterPlanCover.pdf>

The challenges confronting Winnetka’s business districts are not unique. Providing an articulate vision of how we as a community will address those challenges will accelerate the achievement of that vision. **The ULI TAP process will get us started, but it is not enough. A Step 2 professional master planning process that explores the ideas raised and hears from our citizens should immediately follow.**

2. **Storm water management** – Considerable effort is underway to study and expedite improvements to the Village’s storm and sanitary sewer infrastructure following severe storms in July. The Plan Commission acknowledges the importance of addressing those issues and supports those efforts addressing the collection and removal of storm water.

The Plan Commission recommends that consideration be given to complementary strategies to reduce the amount of storm water generated by development;

- a. Evaluate new, creative means for reducing storm water runoff generated by new construction;
 - b. Evaluate innovative approaches to on-site storage and detention of storm water as a means of managing storm events.
3. **Voluntary Residential Design Guidelines** - Rapid change in residential neighborhoods arising out of the teardown phenomenon has prompted a series of zoning amendments intended to control the bulk and scale of new construction and to minimize its impact on neighboring properties. While zoning modifications have been comprehensive in approach, concerns remain about the degree to which new homes fit within their neighborhood.

Lingering concerns over the “contextualism” of new construction led the Village Council to establish the Voluntary Residential Design Committee to develop voluntary design guidelines. The guidelines address scale, massing, materials, landscaping and similar topics that are typically outside the scope of more traditional zoning regulations. **The Plan Commission recommends a renewed emphasis on completing the Voluntary Residential Design Guidelines.**