

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
February 4, 2020
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) February 11, 2020 Study Session
 - b) February 18, 2020 Regular Meeting
 - c) March 3, 2020 Regular Meeting
- 4) Public Comment
- 5) Reports
- 6) Approval of Agenda
- 7) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) January 14, 2020 Study Session.....3
 - ii) January 21, 2020 Regular Meeting6
 - b) Approval of Warrant List dated January 17 - 30, 202012
 - c) Resolution No. R-9-2020: Purchase of Police Vehicle (Adoption).....13
 - d) Resolution No. R-10-2020: Approving an IGA with the Village of Kenilworth for Fire Inspection Services (Adoption).....24
 - e) Resolution Nos. R-12-2020 and No. R-13-2020: Establishing Manager & Department Head Salaries (Adoption).....36
 - f) Resolution No. R-14-2020: Approving a Contract with Power Line Supply for the Purchase of 600 Volt Underground Cable (Adoption)42
- 8) Ordinances and Resolutions
 - a) Ordinance No. MC-1-2020: Establishing a Procedure for Reporting and Investigation of Sexual Harassment Claims Made by an Elected Official (Introduction/Adoption)55

- b) Ordinance No. M-4-2020: Amending a Special Use Ordinance for a Church at 1255 Willow Road (Introduction/Adoption)59
- 9) Old Business: None.
- 10) New Business
 - a) Design Review Board Comments: Internally Illuminated Sign Regulations139
- 11) Appointments
 - a) Appointment of Robert Apatoff as Village Trustee to fill the unexpired term of former Trustee Anne Wedner
- 12) Closed Session
- 13) Adjournment

NOTICE

All agenda materials are available at [villageofwinnetka.org](http://www.villageofwinnetka.org) (Government > Council Information > Agenda Packets & Minutes); the Reference Desk at the Winnetka Library; or in the Manager’s Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village’s web site: <http://www.villageofwinnetka.org/government/village-videos/>.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator, 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3546; T.D.D. 847-501-6041.

MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

January 14, 2020

(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, January 14, 2020, at 7:00 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:04 p.m. Present: Trustees Jack Coladarci, Andrew Cripe, Robert Dearborn, Penny Lanphier, and John Swierk. Absent: None. Also in attendance: Village Manager Robert Bahan, Village Attorney Ben Schuster, and two persons in the audience.
- 2) Public Comment. None.
- 3) General Village Council Discussion Regarding Policy Matters for Future Agendas. President Rintz explained that the Comprehensive Plan process will create future policy items for the Council's consideration; however, there may also be more immediate actions that could be taken. He noted that development of preliminary design and cost estimates for stormwater projects will soon begin, which will lead to community-wide financing discussions. After he reviewed the 2020 list of projects on the Council's to-do list, he asked the Trustees for recommendations for auxiliary policy items for the Council's consideration.

Trustee Dearborn suggested the Village use what it learned in Phase I Streetscape implementation and develop a better process of business/shopper engagement and support for the upcoming Phase II project. He advised supporting retailers during the Streetscape implementation, including getting the word out to the community to support the retailers during the construction, and demonstrating sensitivity to the concerns of merchants and shoppers.

President Rintz suggested perhaps the Streetscape project manager can give a presentation to the Council on lessons learned from Phase I and recommend some solutions for Phase II.

Trustee Coladarci commented that there is disengagement in the community, and residents are not always equipped with the right information; in addition, the businesses had many opportunities to meet with the Village about Streetscape and very few took advantage.

President Rintz added that he sponsored a series of meetings specifically for the businesses at a time when merchants specified they could attend, and the turnout was very disappointing. He noted that he personally visited every business in the West Elm district to remind them of the meetings, with very little effect.

Trustee Cripe said people are too busy and a large percentage of the population isn't aware of the facts; however, this is typical in many communities. He advised finding out if there were problems in Phase I that can be mitigated in Phase II and providing those solutions.

Manager Bahan explained that the Village had staff on-site in the construction zone every day to provide updates to businesses, and the Village established a merchant email list for sending targeted E-Development updates. He said for Phase II Streetscape, possibly a broader audience could be reached by also using the local papers and electronic media outlets.

Trustee Lanphier suggested the Village consider its lakefront bluff zoning regulations with regard to: bluff restoration; through lots and building down to the bluff; and how to better define the water's edge with regard to bluff edge construction. She noted that other towns have more rigorous standards for building on the lakefront bluff.

Trustee Coladarci commented that he would like to see the Village explore the option to remove the curve at Green Bay Road and Oak Street as part of the jurisdictional transfer talks with the Illinois Department of Transportation (IDOT). Manager Bahan explained that the Downtown Master Plan committee examined eliminating this curve in Green Bay Road, but ruled it out at the time because of the complexities involved, along with the expense. He said he would add it to the list of options to explore with IDOT, as well as the Comprehensive Plan team.

Trustee Cripe said his concern is property taxes. He suggested the Village explore local options to mitigate the property tax burden on residents, such as combining projects with other agencies for economies of scale, and developing a long-term tax plan that includes all local taxing bodies. He noted that the Village's zoning requirements can place a financial burden on Winnetka's sister agencies; and he recommended scheduling discussions about creating an advisory Local Improvements Board.

Jeffrey Liss, Winnetka resident. Mr. Liss asked if the Village has a long-range plan for water main replacement; encouraged implementation of a better sound system in the Council Chambers; proposed an electronic survey of the community in conjunction with the Comprehensive Plan process; commented that a property tax cap referendum might be used as a carrot to get the income tax referendum passed in the Fall; and suggested the Village Council hold an informal reception every September to welcome new residents from the past year and familiarize them with Village issues and communication vehicles.

President Rintz explained that the Village has completed a comprehensive water rate study, which includes a water main replacement schedule; and the sound system will be upgraded in 2020, including adding a hearing loop.

The Council was in agreement to add the following list to their 2020 initiatives:

- Streetscape Phase I take-aways to facilitate communications for Phase II: possible presentation from project manager about lessons learned; encourage community to support businesses during construction (include press releases to local papers, possible marketing and other help for merchants)
- Lakefront bluff regulations: bluff restoration; through lots and building down to the bluff; with bluff edge construction - how to better define water's edge.
- Talk to IDOT re eliminating curve on Green Bay Road at Oak Street as part of jurisdictional transfer talks
- Coordinate capital projects with Winnetka's taxing bodies; possibly create a Local Improvements Board; and long-term tax planning and collaboration

- 4) Closed Session. Trustee Lanphier moved to adjourn into Closed Session to discuss Specific Personnel, pursuant to Section 2c(1) of the Illinois Open Meetings Act. Trustee Cripe seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Lanphier and Swierk. Nays: None. Absent: None.

President Rintz announced that the Council would not return to the open meeting after Closed Session. The Council adjourned into Closed Session at 8:27 p.m.

- 5) Adjournment. Trustee Lanphier, seconded by Trustee Cripe, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:38 p.m.

Recording Secretary

DRAFT

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
January 21, 2020**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, January 21, 2020, at 7:00 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:02 p.m. Present: Trustees Jack Coladarci, Andrew Cripe, Penfield Lanphier, and John Swierk. Absent: Trustee Bob Dearborn. Also present: Village Manager Robert Bahan, Village Attorney Peter Friedman, Fire Chief Alan Berkowsky, Water & Electric Director Brian Keys, Public Works Director Steve Saunders, Assistant Public Works Director Jim Bernahl, Community Development Director David Schoon, and approximately 10 persons in the audience.
- 2) Pledge of Allegiance. Trustee Cripe led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) February 4, 2020 Regular Meeting. All of the Council members present said they expect to attend.
 - b) February 11, Study Session. All of the Council members present said they expect to attend.
 - c) February 18, Regular Meeting. All of the Council members present, with the possible exception of Trustee Lanphier, said they expect to attend.
- 4) Public Comment.

Ron White, Cherry Street. Mr. White commented that certain elements of the Streetscape improvements are a hazard to motorists and pedestrians.
- 5) Reports:
 - a) Trustees. None.
 - b) Attorney. None.
 - c) Manager. None.
 - d) Village President. President Rintz reported that he had recently attended a Forest Preserves meeting to identify projects at the Skokie Lagoons, including the Winnetka boat house. Last week, the Village presented its stormwater plan to the Park District Board; the plan was well received. Finally, he commended Steve Saunders and the Public Works Department for their cleanup after last weekend's storm.
- 6) Approval of the Agenda. Trustee Cripe, seconded by Trustee Swierk, moved to approve the Agenda. By voice vote, the motion carried.

7) Consent Agenda

- a) Village Council Minutes.
 - i) January 7, 2020 Regular Meeting.
- b) Approval of Warrant List dated January 3 - 16, 2020 in the amount of \$1,051,249.64.
- c) Resolution No. R-8-2020 Purchase of Sewer Camera & Transporter (Adoption).

Trustee Coladarci, seconded by Trustee Lanphier, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier, and Swierk. Nays: None. Absent: Trustee Dearborn.

8) Ordinances and Resolutions.

- a) Ordinance No. M-3-2020: Authorizing the Disposition of Surplus Personal Property Owned by the Village of Winnetka (Introduction / Adoption). Mr. Keys explained that each year, the Village's departments compile a list of obsolete Village equipment for the Council's authorization to dispose of the items. The Ordinance also grants the Village Manager authority throughout the rest of the year to dispose of items that cannot be repaired or are past their useful life, along with materials that come into the possession of the Police Department. He listed the websites that the Village uses to dispose of excess or obsolete equipment, adding that the Fire Department radios will most likely be recycled.

There was no public comment; the Council briefly discussed the request.

Trustee Swierk, seconded by Trustee Lanphier, moved to waive introduction of Ordinance No. M-3-2020. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier and Swierk. Nays: None. Absent: Trustee Dearborn.

Trustee Coladarci, seconded by Trustee Cripe, moved to adopt Ordinance No. M-3-2020. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier and Swierk. Nays: None. Absent: Trustee Dearborn.

- b) Resolution No. R-5-2020 Waiving the Bidding Process and Entering into a Contract with Andres for Medical Billing Services (Adoption). Chief Berkowsky explained the Village is requesting a waiver of bids in order to continue its successful relationship with Andres Billing; he added that a new lower rate was recently negotiated.

There being no public or Council discussion, Trustee Cripe, seconded by Trustee Swierk, moved to adopt Resolution No. R-5-2020. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier and Swierk. Nays: None. Absent: Trustee Dearborn.

- c) Resolution No. R-6-2020: Contract Amendment for Streetscape Improvement Project (Adoption). Mr. Bernahl explained that the Phase II Streetscape project is scheduled to be completed in the spring. Village staff recommends waiving bidding and extending the Phase I contract with the current contractor for the next round of improvements, based upon favorable pricing and satisfactory completion of Phase I.

Vince Damico, 475 Poplar. Mr. Damico asked if there were other bids for comparison purposes and whether any development at the One Winnetka site would cause construction conflicts.

Mr. Bernahl explained when the Streetscape project was bid in June, 2019, five bids were submitted; the current contract was substantially lower than the other four. President Rintz noted that there is no Streetscape construction planned east of Green Bay Road until 2021. At that time, construction phasing will be discussed in light of any potential planned development in that area.

Julie Windsor, owner of Beat Street and Winnetka resident. Ms. Windsor felt the Streetscape project had hurt the retail district and she asked the Council to keep the health of the businesses in mind as more construction is planned.

President Rintz said the Village learned lessons from the Phase I implementation, and will try to address specific needs as they come up. The contractor will continue to work closely with businesses in Phase II.

There being no further discussion, Trustee Cripe, seconded by Trustee Swierk, moved to adopt Resolution No. R-6-2020. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier and Swierk. Nays: None. Absent: Trustee Dearborn.

d) Resolution No. R-7-2020: Purchase of Pedestrian Lighting Fixtures (Adoption).

Mr. Bernahl explained that the Phase II Streetscape project includes the placement of improved pedestrian lighting. As there is a long lead time on the manufacture of the specified light fixtures, staff is requesting approval to purchase the lights directly from the supplier in advance of starting Phase II construction.

Trustee Swierk asked if the lighted bollards could be dimmed, as they seem very bright. Mr. Bernahl said the Village is working with the vendor to try and get them lowered.

Nancy Fox, 1036 Elm Street. Ms. Fox said the bollards are too bright and some people are not happy with the aesthetics of the overlighting.

There being no further discussion, Trustee Cripe, seconded by Trustee Swierk, moved to adopt Resolution No. R-7-2020. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Lanphier and Swierk. Nays: None. Absent: Trustee Dearborn.

9) Old Business. None.

10) New Business.

a) 714-740 Elm Street & 511-515 Lincoln: CA Residential LLC Planned Development - Revised Concept Plan Review. Trustee Cripe recused himself to avoid the appearance of a conflict, since CA Ventures is a client of his law firm.

After giving an overview of the Planned Development process, Mr. Schoon reviewed an amended concept proposal for a mixed-use planned development on the Subject Property. The new option includes 90 residential rental units; 15,543 square feet of commercial space; and 158 on-site parking spaces. The proposal meets all zoning requirements with the exception of the rear yard setback on the east property line, and a possible height exception for an alternate clock tower option. Mr. Schoon noted that off-site parking would need to be discussed if the concept plan moves forward. Currently, the public

benefits envision utility upgrades for the development and Streetscape installation on the east side of Lincoln Avenue and the south side of Elm Street.

Josh Sacks, associate with Myefski Architects. Mr. Sacks explained that the concept has been refined to make it more cohesive with the neighborhood, based on feedback from the Council and community in November, 2019. Tudor elements have been added to the building's design, and the unit count has been reduced by one-third. The project architect, John Myefsky, has met with the Hadley Institute and residents at 711 Oak Street to present the project and gather feedback.

Mr. Sacks reviewed the scale, materials, and design of the new proposed building, as well as floor plans, elevations, and parking access.

The Trustees asked questions about the grade change along Elm Street, the locations of the lobby entrance and commercial trash collection, public benefit, parking, and how the developer will market the rental units, especially studios.

Ryan Sadowy, Director of Development, CA Ventures. Mr. Sadowy explained that CA Ventures has a residential marketing team which has done demographic surveys that reveal young professionals and empty nesters will be prime users of the development. He explained that CA Ventures is the contract purchaser of Conney's Pharmacy; the Streetscape improvements are only proposed for the south side of Elm Street; and there are no plans to change the current parking on Lincoln Avenue. He added that his team will look to the Village for guidance on public benefits.

Trustee Swierk commented that he would consider a height variance if it means increasing the ceiling height of the first-floor retail for a better customer experience.

Trustee Lanphier asked how the market demand is determined. Mr. Sadowy explained that his operations team studies area demographics and the proximity of the Metra station, and then fits the proposal into the Village's Zoning Ordinance. In the event demand changes before leasing begins, the plan can be refined to accommodate potential new demographic information.

President Rintz called for public comment.

Ron White, Cherry Street. Mr. White said the concept design is not true English Tudor and he gave some design suggestions.

Vince Damico, Poplar Street. Mr. Damico asked how second-floor units would access the atrium amenities and how the first-floor corner piece would be presented.

John Thelum, 711 Oak Street Condo Association President. Mr. Thelum expressed appreciation for the opportunity to meet with Mr. Myefsky to discuss the proposal. While concern about the setback along the north property line adjacent to 711 Oak has been addressed, there are still apprehensions about: (i) the garage entry and loading dock adjacent to the 711 Oak driveway; and (ii) the density of the development leading to congestion in the area. He noted that the current eyesore is an embarrassment for the neighbors; however, he urged the Council to keep the Village family-oriented and to approve development that supports that vision.

Frank Petrek, 711 Oak Street. Mr. Petrek suggested moving the driveway and loading dock onto Elm Street for safer ingress/egress and to benefit the neighbors and tenants of the building; he commented if the density were lowered the development would probably be well-received.

Nancy Fox, Elm Street. Ms. Fox said she liked the setup on the corner of the proposal with the optional clock tower, as it mirrors the bank over the train tracks west of the development. She also expressed a desire to see a more detailed plan.

Marc Hecht, Spruce Street. Mr. Hecht agreed with the remarks from Messrs. Petrek and Thelum, and added that the proposal looks like high-end student housing. He urged the Council to keep in mind that what is built at the site will remain for many years, and he urged a denial of the requested density in light of the congestion it will bring to the area.

Trustee Coladarci said the density will be a problem for the developer to work out with a market study, and he added that pricing will also control the density. He expressed appreciation for the community outreach that has already been done, and noted that the architecture is trying to reflect the surrounding neighborhood, which was one of the community's concerns during the first concept presentation in November.

Trustee Swierk commented: (i) he could approve more height to have better retail on the first floor, as long as another story isn't added; (ii) attention must be paid to the HVAC systems for the visual impact; (iii) the corner needs more architectural detail; (iv) storage units should be included for the smaller units; and (v) streetscape should be done on both sides of Elm Street.

Trustee Lanphier was not convinced that moving the loading dock to the northeast corner of the development would be accepted by the neighbors around Elm Street and she suggested more study on the issue. She called for more market research on the density; suggested a more successful Tudor treatment of the building; and possibly breaking up the Elm Street facade for more visual interest and increased street-level character and friendliness.

President Rintz noted: (i) the corner of Lincoln Avenue and Elm Street is a very important corner and needs a strong architectural element to anchor it; (ii) the amended concept is going in the right direction, but the corner needs more expression; and (iii) the project as a whole needs more thought to become more cohesive. He commented that he is not an ardent admirer of Tudor architecture, and there are both good and bad examples of the style in Winnetka. He encouraged creative thought relative to the access points in light of 711 Oak's concerns, and he cautioned that their worries may not be successfully addressed, as there is at least one Trustee who will not approve an outlet on Elm Street. The Village is not in the business of ensuring the developer's profitability, and the density is not a concern of the Council; however, there are financial issues to be discussed at a later date. Finally, he said the Village desired to be supportive and open to a viable plan at the site.

11) Appointments:

- a) Trustee Coladarci, seconded by Trustee Cripe, moved to appoint Mike Nielsen to the Zoning Board of Appeals for a full term. By voice vote, the motion carried.

12) Closed Session. None.

- 13) Adjournment. Trustee Coldarci, seconded by Trustee Lanphier, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:54 p.m.

Recording Secretary

DRAFT



Agenda Item Executive Summary

Title: Approval of Warrant List Dated January 17-30, 2020

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 02/04/2020

Consent: YES NO

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

Item History:

None.

Executive Summary:

The Warrant List dated January 17-30, 2020 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated January 17-30, 2020.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-9-2020: Purchase of Police Vehicle (Adoption)

Presenter: Marc Hornstein, Chief of Police

Agenda Date: 02/04/2020

Consent: YES NO

Ordinance
 Resolution
 Bid Authorization/Award
 Policy Direction
 Informational Only

Item History:

The Police Department is equipped with a fleet of vehicles manufactured by Chrysler / Dodge, General Motors, and Ford Motor Companies. The vehicles purchased for patrol use are typically designed with special police package options to increase their suitability and reliability. The typical lifespan of these vehicles is 85,000 police duty miles.

Executive Summary:

The department maintains a mixed-fleet of marked patrol vehicles rather than just one type of vehicle. A mixed-fleet enables more flexibility and safeguards against manufacturing disruptions and recalls.

For this replacement, the department is seeking to purchase a 2020 Ford Utility Police Interceptor. The Utility is equipped with roll stability control and police tuned gyroscopic sensors that work with the anti-lock braking system to improve vehicle control. The AWD Drivetrain make the vehicle well suited for inclement weather. The Utility will be fully marked and used for patrol duties. The new vehicle replaces a 2016 Ford Utility that is expected to have 85,000 + miles by the time the 2020 is received and ready for deployment. Ford is estimating 22 weeks for delivery from the time of order.

Once the Village receives the 2020 Ford Utility, it will be outfitted with appropriate police equipment and communication systems making it ready for patrol service. The build cost estimate is \$8,000.00 and falls within the purchasing authority of the Village Finance Director.

The 2020 Ford Utility Police Interceptor is available through the NWMC Suburban Purchasing Cooperative specified to the needs of the department for \$34,362.00. The FY 2020 Vehicles, Parts and Equipment budget contains \$113,700.00 (account #100.26.01-542) for the purchase of the vehicle.

Recommendation:

Consider approving purchase of a 2020 Ford Utility Police Interceptor for \$34,362.00.

Attachments:

- 1) Resolution No. R-09-2020
- 2) Currie Motors Commercial Center, Northwest Municipal Conference, Suburban Purchasing Cooperative Order Form.
- 3)Purchase Request Memorandum

**A RESOLUTION APPROVING THE PURCHASE
OF A POLICE PATROL VEHICLE**

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

WHEREAS, the Village of Winnetka ("**Village**") is a member of the Northwest Municipal Conference ("**NWMC**"), a corporate organization representing municipalities and townships located within the State of Illinois and Counties of Cook, DuPage, Kane, Lake, and McHenry; and

WHEREAS, the Village participates in the NWMC Suburban Purchasing Cooperative ("**SPC**"), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the Village; and

WHEREAS, the Village Police Department ("**Department**") has identified the need to replace an existing vehicle with a 2020 Ford Utility Police Interceptor vehicle ("**New Vehicle**"); and

WHEREAS, the SPC sought bids for the award of a contract for the purchase of the New Vehicle ("**Purchase Contract**"); and

WHEREAS, the SPC identified Currie Motors Commercial Center of Frankfort, Illinois ("**Currie**"), as the low responsible bidder for the Purchase Contract with a purchase price of \$34,362.00; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village to purchase a New Vehicle from Currie, in the amount of \$34,362.00, in accordance with the SPC and the Purchase Contract;

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

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

SECTION 2. APPROVAL OF PURCHASE. The Village Council hereby approves the purchase by the Village of the New Vehicle from Currie, in the total amount of \$34,362.00, in accordance with the SPC and the Purchase Contract.

SECTION 3. AUTHORIZATION TO PURCHASE. The Village Council authorizes and directs the Village President, the Village Manager, and the Village Clerk to execute and attest, respectively, on behalf of the Village, all documents approved by the Village Attorney and necessary to purchase the New Vehicle from Currie in an amount not to exceed \$34,362.00.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 4th day of February, 2020, pursuant to the following roll call vote:

AYES: _____
NAYS: _____
ABSENT: _____

Signed

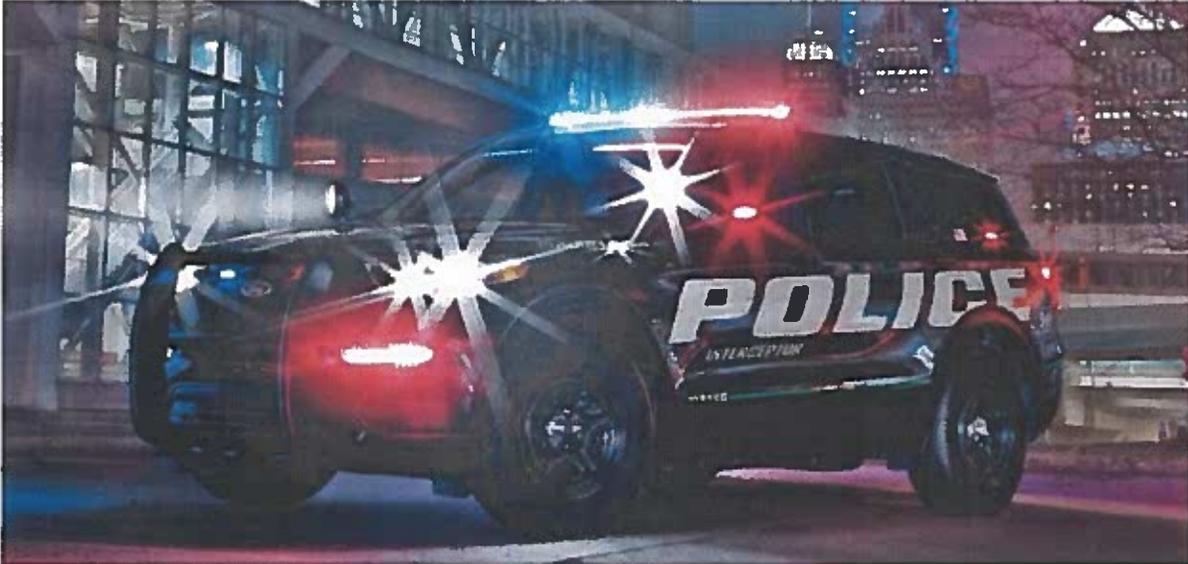
Village President

Countersigned:

Village Clerk



2020 Ford Utility Police Interceptor AWD Hybrid Contract #152



Currie Motors Commercial Center
Your Full Line Municipal Dealer

"Nice People to do Business With"

PRODUCTION BEGINS JUNE 2019

<input checked="" type="checkbox"/>	Charcoal Black w/ Vinyl Rear	N/C
<input type="checkbox"/>	Charcoal Black w/ Cloth Rear	\$58
<input type="checkbox"/>	Rear Center Seat Delete	N/C



Please complete the following in its entirety.

Title Information:

Village of Winnetka
 510 Green Bay Rd.
 Winnetka, IL 60093

Contact Name:

Sgt. Karl Larson

Phone Number:

847-716-3407

Purchase Order Number:

Ford FIN Code:

Tax Exempt Number:

Total Number of Units:

1

Total Dollar Amount:

\$34,362.00

Delivery Address:

1390 Willow Rd.
 Winnetka, IL 60093

Orders require an original signed purchase order & tax exempt letter.
 Fleet status is accessible by registering at www.fleet.ford.com.

Currie Motors Commercial Center
 10125 W. Laraway Road
 Frankfort, IL 60423
 (815) 464-9200
 Kristen De La Riva fleetcurrie@gmail.com
 Tom Sullivan curriefleet@gmail.com



**2020 Ford Utility Police Interceptor AWD Hybrid
Contract #152
\$35,259**

MECHANICAL

3.3L Police-Calibrated V6 Direct-Injection Hybrid Engine System
 – Standard (Hybrid technology is optimal for performance and long days spent idling on the job)
 ● AWD Drivetrain – Standard for enhanced handling precision and unsurpassed traction on wet or dry surfaces
 Transmission – 10-speed automatic, police calibrated for maximum acceleration and faster closing speeds
 Lithium-Ion Battery Pack
 Brakes – Police calibrated high-performance regenerative braking system
 ● 4-Wheel heavy-duty disc w/heavy-duty front and rear calipers
 ● Brake Rotors – large mass for high thermal capacity and calipers with large swept area.
 ● Electric Power-Assist Steering (EPAS) – Heavy-Duty DC/DC converter – 220-Amp (in lieu of alternator)
 H7 AGM Battery (Standard; 800 CCA/80-amp)
 ● Cooling System – Heavy-duty, large high volume radiator, Engine oil cooler and transmission oil cooler
 ● Engine Idle Hour Meter
 ● Engine Hour Meter
 ● Powertrain mounts – Heavy-Duty
 50-State Emissions System

INTERIOR/COMFORT

● Cargo Area – Spacious area for police equipment; Lithium-Ion Battery Pack does not intrude into the cargo area
 ● Cargo Hooks
 ● Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
 ● Door-Locks – Power – Rear-Door Handles and Locks Operable ● Fixed Pedals (Driver Dead Pedal)
 ● Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
 ● Glove Box – Locking/non-illuminated
 ● Grab Handles – (1 – Front-passenger side, 2-Rear)
 ● Liftgate Release Switch located in overhead console (45 second timeout feature)
 ● Lighting – Overhead Console – Red/White Task Lighting in Overhead Console – 3rd row overhead map light
 ● Mirror – Day/night Rear View
 ● Particulate Air Filter
 ● Powerpoints – (1) First Row
 ● Rear-window Defrost
 ● Scuff Plates – Front & Rear
 ● Speed (Cruise) Control
 ● Speedometer – Calibrated (includes digital readout)
 ● Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
 ● Sun visors, color-keyed, non-illuminated

INTERIOR/COMFORT (CONTINUED)

● Seats – 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters – 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar) – 1st Row – Passenger 2-way manual track (fore/aft. with manual recline) – Built-in steel intrusion plates in both driver/passenger seatbacks – 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
 ● Universal Top Tray – Center of I/P for mounting aftermarket equipment
 ● Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature
EXTERIOR
 ● Antenna, Roof-mounted Cladding – Lower bodyside cladding MIC ● Door Handles – Black (MIC)
 ● Exhaust True Dual (down-turned)
 ● Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
 ● Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
 ● Grille – Black (MIC)
 ● Headlamps – Automatic, LED Low-and-High-Beam Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature) – Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature) – Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
 ● Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder ● Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
 ● Spare – Full size 18" Tire w/TPMS
 ● Spoiler – Painted Black Tailgate Handle – (MIC)
 ● Tail lamps – LED
 ● Tires – 255/60R18 A/S BSW
 ● Wheel-Lip Molding – Black (MIC)
 ● Wheels – 18" x 8.0 painted black steel with wheel hub cover
 ● Windshield – Acoustic Laminated
POLICE UPFIT FRIENDLY
 ● Consistent 11-inch space between driver and passenger seats for aftermarket consoles (9-inch center console mounting plate)
 ● Console mounting plate
 ● Dash pass-thru opening for aftermarket wiring
 ● Headliner – Easy to service
 ● Two (2) 50 amp battery ground circuits – power distribution junction block (repositioned behind 2nd row seat floorboard).

SAFETY/SECURITY HIGHLIGHTS

- 75-mph Rear-impact Crash Tested
- Note:** The full-size spare tire secured in the factory location is necessary to achieve police-rated 75-mph rear impact crash-test performance attributes
- AdvanceTrac® w/RSC® (Roll Stability Control™) police tuned
- gyroscopic sensors work seamlessly with the ABS
- Rear Video Camera with Washer (standard)
 - Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
 - Anti-Lock Brakes (ABS) with Traction Control Brakes – Police calibrated high-performance regenerative braking system
 - Belt-Minder® (Front Driver / Passenger)
 - Child-Safety Locks (capped)
 - Individual Tire Pressure Monitoring System (TPMS)
 - LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
 - Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
 - SOS Post-Crash Alert System™
- WARRANTY**
- 3 Year / 36,000 Miles Bumper / Bumper
 - 8 Year / 100,000 Miles Hybrid Unique Components

FUNCTIONAL

- Audio — AM/FM / MP3 Capable / Clock / 4-speakers — Bluetooth® interface — 4.2" Color LCD Screen Center-Stack "Smart Display" **Note:** Standard radio does not include USB Port or Aux. Audio Input ●Jack; Aux. Audio Input Jack requires SYNC 3®
 - Easy Fuel® Capless Fuel-Filler
 - Ford Telematics™ – Includes Ford Modem and complimentary 2- year trial subscription
 - Front door tether straps (driver/passenger)
 - Power pigtail harness
 - Recovery Hooks; two in front and trailer bar in rear
 - Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
 - Two-way radio pre-wire
 - Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
 - Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper
- POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

<input checked="" type="checkbox"/>	99B	3.3L V-6 TIVCT Gasoline Motor	-\$3,265
<input type="checkbox"/>	99C	3.0 V-6 EcoBoost Engine	\$751
<input type="checkbox"/>	41H	Engine Block Heater	\$86
<input type="checkbox"/>	19K	H8 AGM Battery (900 CCA/92 AMP)	\$104
<input checked="" type="checkbox"/>	43D	Dark Car Feature—Courtesy Lights Inoperative	\$24
<input type="checkbox"/>	942	Daytime Running Lights	\$42
<input type="checkbox"/>	17T	Dome Lamp Red/White Cargo Area	\$49
<input checked="" type="checkbox"/>	51R	Spot Light Drivers Side LED Bulb—Unity	\$375
<input type="checkbox"/>	51T	Spot Light Drivers Side LED Bulb—Whelen	\$399
<input type="checkbox"/>	51S	Spot Light Dual LED Bulbs—Unity	\$589
<input type="checkbox"/>	51V	Spot Light Dual LED Bulbs—Whelen	\$632
<input type="checkbox"/>	51P	Spot Lamp Prep Kit—Driver Side (does not include housing & bulb)	\$132
<input type="checkbox"/>	51W	Spot Lamp Prep Kit—Dual Side (does not include housing & bulb)	\$266
<input checked="" type="checkbox"/>	21L	Front Auxiliary Light Red/Blue—requires option 60A	\$524
<input checked="" type="checkbox"/>	60A	Prewiring Grille Lamp, Siren, Speaker	\$49
<input type="checkbox"/>	63B	Side Marker LED—Red/Blue—requires option 60A	\$276
<input type="checkbox"/>	63L	Rear Quarter Glass Side Marker Lights—Red/Blue	\$546
<input type="checkbox"/>	92G	Glass-Solar Tint 2 nd Row/Rear Quarter/Liftgate Window (deletes privacy glass)	\$114
<input type="checkbox"/>	92R	Glass—Solar Tint 2 nd Row/Rear Only, Privacy Glass on Rear Quarter/Liftgate Window	\$81
<input checked="" type="checkbox"/>	87R	Rearview Camera—Includes Electrochromic Rearview Mirror (replaces standard camera in center stack area)	N/C
<input type="checkbox"/>	19V	Rear Camera-On-Demand	\$218
<input type="checkbox"/>	76P	Pre-Collision Assist w/ Pedestrian Detection	\$137
<input type="checkbox"/>	68B	Police Perimeter Alert	\$641
<input checked="" type="checkbox"/>	68G	Rear Door Handles Inoperable/Locks Inoperable	\$71
<input type="checkbox"/>	52P	Hidden Door Lock Plunger w/ Rear Door Handles Inoperable	\$153
<input type="checkbox"/>	16C	1 st & 2 nd Row Carpet Floor Covering (includes mats)	\$119
<input checked="" type="checkbox"/>	18D	Global Lock/Unlock (Disables AutoLock on Rear Hatch)	\$24
<input type="checkbox"/>	87P	Power Passenger Seat (8-Way) w/ manual recline/lumbar	\$309
<input type="checkbox"/>	85D	Front Console Plate Delete	N/C
<input type="checkbox"/>	85R	Rear Console Plate	\$42
<input type="checkbox"/>	90D	Ballistic Door Panels—Level III Driver Front Only	\$1,506
<input type="checkbox"/>	90E	Ballistic Door Panels—Level III Driver/Passenger Front	\$3,012
<input type="checkbox"/>	90F	Ballistic Door Panels—Level IV Driver Front Only	\$2,294
<input type="checkbox"/>	90G	Ballistic Door Panels—Level IV Driver/Passenger Front	\$4,588
<input type="checkbox"/>	96W	Front Interior Windshield Warning Lights	\$1,087
<input type="checkbox"/>	96T	Rear Spoiler Traffic Light	\$1,420
<input checked="" type="checkbox"/>	55B	BLIS Blind Spot Monitoring (includes manual heated mirrors)	\$517
<input type="checkbox"/>	32T	Class III Trailer Tow Light Package	\$76
<input type="checkbox"/>	549	Mirrors—Heated Sideview	\$58

<input type="checkbox"/>	593	Perimeter Anti-Theft Alarm—(Requires Keyless 55F)	\$114
<input type="checkbox"/>	55F	Keyless—4 Fobs	\$322

<input checked="" type="checkbox"/>	76R	Reverse Sensing	\$261
<input checked="" type="checkbox"/>		Keyed Alike Code <u>1435X</u> Please Specify Current Keyed	\$49
<input type="checkbox"/>	65L	18" 5 Spoke Full Face Wheel Covers w/ Metal Clips	\$58
<input type="checkbox"/>	64E	18" Painted Aluminum Wheels	\$451
<input type="checkbox"/>	17A	Aux Air Conditioning (N/A w/ 63V)	\$579
<input type="checkbox"/>	16D	Badge Delete	N/C
<input type="checkbox"/>	63V	Cargo Storage Vault—includes lockable door/compartment light (N/A w/ 17A)	\$232
<input checked="" type="checkbox"/>	60R	Noise Suppression Bonds (Ground Straps)	\$95
<input type="checkbox"/>	18X	100 Watt Siren/Speaker (includes bracket & pigtail)	\$299
<input type="checkbox"/>	47A	Engine Idle Control	\$385
<input type="checkbox"/>		Rustproofing (Soundshield N/A)	\$395
<input type="checkbox"/>		4 Corner LED Strobes (aftermarket using 86P & 86T)	\$895
<input type="checkbox"/>		CD-ROM Service Manual	\$325
<input type="checkbox"/>		Delivery Greater than 50 Miles of Dealership	\$150
<input checked="" type="checkbox"/>		License & Title—Municipal ___ Municipal Police ___	\$203
<input type="checkbox"/>		License & Title—Passenger Plates	\$221
<input type="checkbox"/>		Dealership Handled License Plate Transfer	\$95
<input type="checkbox"/>		Manufacturer's Statement of Origin (MSO) / Customer completes their own license & title work for the municipality.	N/C

<input type="checkbox"/>		ESP Extended Warranty ExtraCare 5 Year/60,000 Miles	Call for Details
<input type="checkbox"/>		ESP Extended Warranty BaseCare 3 Year/100,000 Miles	Call for Details
<input type="checkbox"/>		ESP Extended Warranty PowerTrain 6 Year/100,000 Miles	Call for Details
<input type="checkbox"/>		ESP Extended Warranty BaseCare 6 Year/100,000 Miles	Call for Details

<input checked="" type="checkbox"/>	67V	Police Wire Harness Connector Kit—Front/Rear Front— 2 male 4-pin connectors for siren, 5 female 4-pin connectors for lighting/siren/speaker, 4-pin IP connector for speakers, 4-pin IP connector for siren controller connectivity, 8-pin sealed connector, & 14-pin IP connector Rear— 2 male 4-pin connectors for siren, 5 female 4-pin connectors for lighting/siren/speaker, 4-pin IP connector for speakers, 4-pin IP connector for siren controller connectivity, 8-pin sealed connector, & 14-pin IP connector	\$176
<input type="checkbox"/>	66A	Front Headlamp Lighting Solution— Includes Base LED low beam/halogen high beam w/ wig-wag function, 2 white LED side warning lights, wiring, LED lights included, controller not included (N/A w/ 67H) Recommend using 67G or 67U	\$850
<input type="checkbox"/>	66B	Taillamp Lighting Solution— Includes Base LED lights plus 2 rear integrated white LED side warning lights, wiring, controller not included (N/A w/ 67H)	\$408

<input type="checkbox"/> 66C	Rear Lighting Solution —Includes two backlit flashing LED lights (mounted to inside liftgate glass), two liftgate flashing LED lights (N/A w/ 67H)	\$433
<input type="checkbox"/> 86T	Taillamp Housing Only —Includes pre-existing holes with standard twist lock sealed capability, does not include LED lights (N/A w/ 66B, 67H)	\$58
<input type="checkbox"/> 67U	Ultimate Wiring Package —Includes rear console mounting plate (85R)—contours through 2 nd row, channel for wiring, pre-wiring for grille LED lights, siren & speaker, wiring harness I/P to rear (overlay), 2 light cables—supports up to 6 LED lights (engine compartment/grille), 2 50 amp battery & ground circuits in RH rear quarter, 1 10 amp siren/speaker circuit engine cargo area, rear hatch/cargo area wiring—supports up to 6 rear LED lights (N/A w/ 65U, 67G, 67H)	\$533
<input type="checkbox"/> 67H	Ready for the Road—All-in Complete Package—Includes Police Interceptor Packages 66A, 66B, 66C plus— <ul style="list-style-type: none"> • Whelen Cencom Light Controller • Whelen Concom Relay Center/Siren Amp w/ Traffic Advisor • Light Controller/Relay Cencom Wiring • Grille LED Lights • 100 Watt Siren/Speaker • 9 I/O Digital Serial Cable (console to cargo) • Hidden Door Lock Plunger & Read Door Handles Inoperable • Rear Console Mounting Plate (N/A w/ 66A, 66B, 66C, 67G, 67U, 65U)	\$3,415

<input type="checkbox"/> BU	Medium Brown Metallic	N/C
<input type="checkbox"/> E3	Arizona Beige Metallic Clearcoat	N/C
<input type="checkbox"/> E4	Vermillion Red	N/C
<input type="checkbox"/> FT	Blue Metallic	N/C
<input type="checkbox"/> HG	Smokestone Metallic	N/C
<input type="checkbox"/> J1	Kodiak Brown Metallic	N/C
<input type="checkbox"/> JL	Dark Toreader Red Metallic	N/C
<input type="checkbox"/> JS	Iconic Silver Metallic	N/C
<input type="checkbox"/> KR	Norsea Blue Metallic	N/C
<input type="checkbox"/> LK	Dark Blue	N/C
<input type="checkbox"/> LM	Royal Blue	N/C
<input type="checkbox"/> LN	Light Blue Metallic	N/C
<input type="checkbox"/> TN	Silver Grey Metallic	N/C
<input type="checkbox"/> UJ	Sterling Grey Metallic	N/C
<input checked="" type="checkbox"/> UM	Agate Black	N/C
<input type="checkbox"/> YG	Medium Titanium Metallic	N/C
<input type="checkbox"/> YZ	Oxford White	N/C

WINNETKA POLICE DEPARTMENT

MEMORANDUM

January 13, 2020

To: Chief Marc Hornstein #400

From: Sgt. Karl Larson #407

Subject: Purchase of 2020 Ford Utility Police Interceptor

It is my recommendation to purchase a 2020 Ford AWD Police Utility to replace a 2016 Ford AWD Police Utility with 77,000 miles. The vehicle can be purchased from Currie Motors Commercial Center through the Suburban Purchasing Cooperative Contract. The following is a cost and option break down:

• Base vehicle contract price including factory destination charge, delivery to the village and 3.3L V-6 TICVT Gasoline Motor	\$31,994.00
• Fleet Key-Alike	\$49.00
• Blind Spot Sensors and Heated Exterior Mirrors	\$517.00
• Noise Suppression Bonds	\$95.00
• Patrol Package Wiring Prep	\$49.00
• Police Wiring Harness	\$176.00
• Dark Car (Courtesy Lights Inoperative)	\$24.00
• Front Auxiliary Lights (Red/Blue)	\$524.00
• Global Lock/Unlock	\$24.00
• Reverse Sensing	\$261.00
• Rear Door Lock Deactivation	\$71.00
• LED Spot Lamp	\$375.00
• Municipal Police Plates	\$203.00

Total

\$34,362.00


Sgt. Karl Larson #407



Agenda Item Executive Summary

Title: Resolution No. R-10-2020: Approving an IGA with the Village of Kenilworth for Fire Inspection Services (Adoption)

Presenter: Alan Berkowsky, Fire Chief

Agenda Date: 02/04/2020

Consent: YES NO

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

Item History:

The Fire Prevention Bureau for Winnetka Fire Department consists of four part-time Fire Inspectors who are responsible for fire inspections in Winnetka, Kenilworth, Glencoe (2019 IGA) and Northfield (2014 IGA). In addition to fire inspections, they validate new fire protection system performance, perform plan reviews, and assist with fire prevention related inquiries.

Executive Summary:

As part of our five-year Fire/EMS contract with the Village of Kenilworth, we included fire prevention services as an additional component we are providing to them given the length of our partnership (dating back to 1930). This IGA provides the authorization for our Fire Inspectors to perform code enforcement within the Village of Kenilworth; something the 2017 Fire Services Agreement did not address. Their annual fee of just over \$500,000 incorporates the cost of these services.

Our four-person Fire Prevention Bureau now serves Winnetka, Northfield, Glencoe and Kenilworth. We are at a comfortable level in providing these inspection services to our three neighboring communities. As stated in 2014 (with the approval of the first IGA with Northfield), the benefit to Winnetka is that we now have a Fire Inspector available every day of the week; in addition, the contracts provide nearly \$50,000 in annual revenue.

The Village of Kenilworth approved this IGA at their January 21st Council Meeting.

Recommendation:

Consider adopting Resolution No. R-10-2020 with the Village of Kenilworth to provide fire inspection and prevention services.

Attachments:

Resolution No. R-10-2020
Exhibit A: 2017 Fire Services Agreement with the Village of Kenilworth.

**A RESOLUTION
APPROVING AN INTERGOVERNMENTAL AGREEMENT
TO PROVIDE FIRE INSPECTION AND PREVENTION SERVICES
TO THE VILLAGE OF KENILWORTH**

WHEREAS, the Village of Winnetka (“*Village*”) is a home rule municipality in accordance with the Constitution of the State of Illinois of 1970 and, except as limited by Section 6 of Article VII of the Constitution of the State of Illinois of 1970, is authorized to exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, encourage and authorize cooperation between and among governmental entities through intergovernmental agreements; and

WHEREAS, the Village of Kenilworth (“*Kenilworth*”) is an Illinois municipality located immediately adjacent of the Village; and

WHEREAS, the Fire Inspection and Prevention Division of the Winnetka Fire Department provides fire inspection, fire code enforcement, and fire prevention services (“*Services*”) within the corporate limits of the Village of Winnetka; and

WHEREAS, Kenilworth desires that the Village provide substantially the same services to Kenilworth within the Kenilworth corporate limits; and

WHEREAS, the Village and Kenilworth have agreed to the terms and conditions for an intergovernmental agreement for such services, as set forth in the Fire Inspection and Prevention Services Contract that is attached to this Resolution as **Exhibit A** (“*Agreement*”);

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

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

SECTION 2: APPROVAL OF CONTRACTS. The Village Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A**, and in a final form approved by the Village Manager.

SECTION 3: AUTHORIZATION TO EXECUTE CONTRACTS. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Agreement.

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

ADOPTED this 4th day of February, 2020, pursuant to the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Signed

Village President

Countersigned:

Village Clerk

**AN INTERGOVERNMENTAL AGREEMENT FOR FIRE
INSPECTION AND PREVENTION SERVICES**

THIS AGREEMENT, entered into this _____ day of January, 2020, by and between the Village of Winnetka, an Illinois home rule municipal corporation (“Winnetka”), and the Village of Kenilworth, an Illinois municipal corporation (“Kenilworth”).

WITNESSETH

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., encourage and authorize cooperation between and among governmental entities through intergovernmental agreements; and

WHEREAS, Winnetka maintains a Fire Inspection and Prevention Division within its Fire Department, which is staffed with qualified personnel to provide a program of fire inspection and prevention services (“Fire Inspection Services”); and

WHEREAS, Kenilworth desires Winnetka to provide Fire Inspection Services within their corporate boundaries; and

WHEREAS, Winnetka is willing to make Fire Inspection Services available to Kenilworth upon the terms and conditions hereinafter set forth: :

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS and undertakings hereinafter set forth, it is agreed between the parties hereto, as follows:

1. The Fire Inspection and Prevention Division of Winnetka shall perform the following fire inspection, code enforcement, and prevention services, which shall be provided in substantially the same manner as Winnetka provides within its own corporate boundaries, and shall include:

- a. Completion of annual inspections required for occupancies within the Village of Kenilworth;
 - b. Coordination of plan reviews associated with non-residential construction, as may be necessary/required, to assure and enforce compliance with applicable codes, ordinances and regulations of Kenilworth, and the statutes of the State of Illinois;
 - c. Responding to inquiries related to fire code, inspections, or prevention matters;
 - d. Assist the review and preparation of appropriate codes and/or regulations dealing with fire inspection and prevention matters;
 - e. Issuing citations as necessary for violations of the Village Code pertaining to the zoning ordinance, building codes, and construction regulations; and
 - f. Testifying, as needed, in any court case brought by Kenilworth for the correction of violations related to citations issued or inspections performed under this Contract.
2. By entering into this Contract, Kenilworth authorizes those appointed by the Winnetka Fire Chief or his designee to be authorized fire inspectors for Kenilworth.
 3. It is understood that Winnetka reserves the right to provide fire inspection services on a contractual basis to other municipalities, provided that it does not interfere with the services provided under this contract.
 4. The Fire Prevention Bureau of the Village of Winnetka shall submit to Kenilworth documentation of all relevant code, inspection, or prevention services provided in Kenilworth at the close of each quarter.
 5. For services beyond the normal business day (8:00AM to 5:00PM) or for special events such as film production, music festivals, heavily attended meetings, etc., the Fire Inspectors should be available on an Overtime Rate of \$52.92 per hour with timekeeping rounded to the nearest quarter hour. The Overtime Rate may be changed by mutual written agreement of the parties without the need to revise the Agreement.
 6. Unless the parties agree in writing, Kenilworth will be responsible for retaining and paying for the plan review services of a third-party review firm.

7. This contract may be amended at any time on mutual written agreement of the parties.
8. This contract shall become effective when signed by duly authorized representatives of both parties, and shall run concurrently, and renew automatically, with the Fire Services Contract between Winnetka and Kenilworth, attached, and by this reference incorporated into this agreement as **Exhibit A**.
9. Kenilworth agrees to hold harmless and indemnify Winnetka, and its officials, employees, and agents from any and all losses, expenses, damages, suits, demands and claims and shall defend any suit or action, whether at law or equity, based on any alleged injury or damage of any type arising from the actions or inactions of Winnetka employees, officials, agents, contractors, and subcontractors, and shall pay all damages, judgments, costs, expenses, and fees, including attorney's fees, incurred by Winnetka and its officials, employees and agents in connection therewith. This hold harmless and indemnity provision shall not apply to the negligent, grossly negligent or willful and wanton actions or omissions of Winnetka officials, employees or agents.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by the Village President of Winnetka and the Village President of Kenilworth. Their signatures are attested to by the respective clerks of these municipalities, and their respective corporate seals have been hereunto affixed on the day and year first above written.

VILLAGE OF WINNETKA:

Village President, Chris Rintz

Date: _____

ATTEST: _____
Village Clerk, Robert M. Bahan

Date: _____

VILLAGE OF KENILWORTH:

Village President, Ann Potter

Date: _____

ATTEST: _____
Village Manager, Patrick Brennan

Date: _____

EXHIBIT A
FIRE SERVICES AGREEMENT

FIRE SERVICES AGREEMENT

This Agreement is entered into this 21st day of February, 2017, by and between the Village of Winnetka, a municipal corporation, and the Village of Kenilworth, a municipal corporation, both in the County of Cook and State of Illinois.

WHEREAS the Village of Kenilworth adjoins the Village of Winnetka on the south and the Village of Kenilworth desires to continue to obtain from the Village of Winnetka the services of the Winnetka Fire Department for fire suppression and fire related services, fire inspections, emergency paramedical and rescue services to be rendered by the Winnetka Fire Department for the Village of Kenilworth, upon the terms and conditions hereinafter set forth in this Agreement; and

WHEREAS the Village of Winnetka is willing to furnish such services to the Village of Kenilworth under said terms and conditions in order that both villages may mutually benefit by the avoidance of the expense of maintaining duplicate fire department facilities;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES and in consideration of the sum of \$1.00 in hand paid by each of the parties hereto, which is mutually acknowledged, and in consideration of the mutual terms and agreements hereinafter set forth, it is agreed between the parties hereto, as follows:

The terms "Kenilworth" and "Winnetka" wherever used as such in this Agreement shall mean the areas within the respective corporate limits of the Village of Kenilworth and the Village of Winnetka.

1. The Village of Winnetka hereby agrees to maintain a fire department equipped with at least two 1,500 gallons-per-minute pumper trucks and, to provide normally for the operation of said equipment with sufficient personnel strength to render effective service within both Winnetka and Kenilworth based on the reasonably anticipated need for services of the Village of Winnetka Fire Department.
2. The Village of Winnetka hereby agrees to have the Winnetka Fire Department respond to all fire calls that may be received from any person reporting the existence of a fire involving property located in Kenilworth with a fully equipped pumper truck manned by a sufficient number of employees to render effective service; provided, however, that the Village of Winnetka shall not be required to render such service under the following conditions:
 - a) When the Winnetka Fire Department or any member, apparatus or equipment thereof is responding to another fire or emergency paramedical or rescue service call at the time that any call is received reporting a fire involving property located in Kenilworth; or
 - b) When, before the Winnetka Fire Department has left the fire station, coincident calls are received requesting the services of the Winnetka Fire Department in both Winnetka and

Kenilworth, in which case the request for services in Winnetka shall receive preference;
or

- c) When the services of the Winnetka Fire Department cannot be furnished because of the disablement of either the equipment or the members of the Fire Department, or for any other unforeseen cause.
3. Whenever any of the conditions described in paragraphs 2(a), 2(b), or 2(c) hereinabove set forth shall exist upon the receipt of a call at the headquarters of the Winnetka Fire Department for the services of said Department in Kenilworth, then such call shall be transmitted by a member of the Winnetka Fire Department either to the headquarters of the Fire Department of a neighboring community or to the dispatch center of Division 3 of the Mutual Aid Box Alarm System, with a request to respond to the call for fire suppression services received from Kenilworth.
4. Whenever the conditions described in paragraphs 2(a) and 2(b) hereinabove set forth shall exist and, for any reason, no other firefighting force requested under paragraph 3 above is able to furnish the fire suppression service requested by the Winnetka Fire Department, then the Winnetka Fire Department will respond to such call with such equipment and such members of its department as in the judgment of the officer then in command of the Department may be released for such service without undue jeopardy to property or life in Winnetka.
5. Whenever the members of the Winnetka Fire Department shall be unable to furnish the services requested by a call for Kenilworth because of the existence of the conditions described under paragraphs 2(a), 2(b), or 2(c) hereinabove set forth or whenever the services of the Winnetka Fire Department are deemed to be inadequate for servicing any fire in Kenilworth in the opinion of the officer in command, the Village of Winnetka will activate its auto-aid and/or mutual-aid agreements with neighboring fire departments. In either case, the Village of Winnetka shall be responsible for any fees associated with the request for assistance from other fire departments as stipulated or understood in the existing auto-aid/mutual-aid agreements.
6. In addition to the fire suppression services herein provided to be rendered by the Village of Winnetka to the Village of Kenilworth, the Village of Winnetka hereby agrees to furnish emergency paramedical and rescue services and equipment in response to all calls received from any person for any case in Kenilworth where such service is desired, and also to any such emergency call received by the Winnetka Fire Department from the Kenilworth Police Department; provided, however, with the exception of ambulance transportation fees charged to the patient, that response by the Winnetka Fire Department to any such emergency call and the payment therefor shall be subject to the same conditions herein set forth concerning calls for fire suppression service by the Village of Winnetka. Any ambulance transportation fees collected by the Village of Winnetka for calls in the Village of Kenilworth will be remitted to the Village of Kenilworth on a monthly basis.

7. Each party to this Agreement waives all claims against the other party or parties for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement.
8. The Village of Kenilworth hereby agrees to pay to the Village of Winnetka for all of the services in this Agreement provided to be furnished by the Fire Department of the Village of Winnetka a sum to be determined annually as follows: each of the areas presently being serviced by the Fire Department of the Village of Winnetka, namely the Village of Winnetka, the Village of Kenilworth, and the unincorporated area south of Winnetka, shall pay its pro rata share of the cost of fire suppression and emergency paramedical and rescue services based upon the combined ratio of each area's (a) most current equalized assessed valuation, (b) latest decennial or special census population, and (c) number of all fire suppression and emergency paramedical and rescue services calls, including false alarms, from the preceding twelve-month period, with each of these three factors receiving equal weight in the formula. The Village of Kenilworth share of the cost of fire suppression and emergency paramedical and rescue services shall be determined by September 1st, based upon the Fire Department budget as approved by the Village of Winnetka for the ensuing year beginning January 1. The share allocation figures may subsequently be adjusted based upon final audit figures.
9. It is agreed by both parties that all capital expenditures included in the Fire Department budget as approved by the Village of Winnetka which exceed \$25,000 in budgeted cost will not be included in the current year budget for cost allocation but, instead, will be amortized over the life expectancy of said capital item and the annual amortized amount will be added to the current year budget cost allocation to determine the total amount due.
10. The parties hereto further agree that this Agreement shall become effective on April 1, 2017 and shall continue for a period of five (5) years and nine (9) months to and including December 31, 2022, to be terminable without cause with one year's notice by either party. The Village of Kenilworth agrees to divide the total annual payment into two payments of equal or nearly equal amounts, to be paid annually in February and October of the contract year. The Village of Winnetka shall have the right to terminate this Agreement upon the failure of the Village of Kenilworth to make any payments provided for hereunder within sixty (60) days after written notice of the overdue amount thereof has been transmitted by the Village of Winnetka to the Village of Kenilworth.

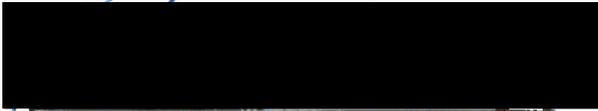
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by the President of the Village of Winnetka and the President of the Village of Kenilworth, attested by the Village Clerk of each of said Villages, and their respective corporate seals hereunto affixed on the day and year first above written.

VILLAGE OF WINNETKA



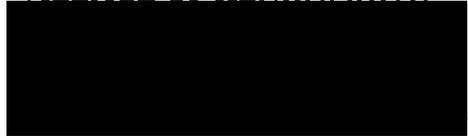
BY: E. Gene Greable, Village President

ATTEST:



Robert M. Bahan, Village Clerk

VILLAGE OF KENILWORTH



BY: William E Russell,, Village President

ATTEST:



James R. McClamroch Jr., Village Clerk



Agenda Item Executive Summary

Title: Resolution Nos. R-12-2020 and No. R-13-2020: Establishing Manager & Department Head Salaries (Adoption)

Presenter: Robert M. Bahan, Village Manager

Agenda Date:

02/04/2020

Consent:

YES

NO

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

Item History:

None.

Executive Summary:

As required by Village Code, Resolution No. R-12-2020 approves and establishes the Village Manager's salary, while Resolution No. R-13-2020 establishes salaries for the Department Heads.

The resolutions provide that the salary changes are effective January 1, 2020. This is consistent with other employee pay adjustments.

Recommendation:

1. Consider adoption of Resolution No. R-12-2020: A Resolution Approving and Establishing Changes in the Compensation of the Village Manager.
2. Consider adoption of Resolution No. R-13-2020: A Resolution Approving and Establishing the Compensation of Department Heads Effective January 1, 2020.

Attachments:

1. Resolution No. R-12-2020
2. Resolution No. R-13-2020

RESOLUTION NO. R-12-2020

**A RESOLUTION
APPROVING AND ESTABLISHING
CHANGES IN THE COMPENSATION OF THE VILLAGE MANAGER**

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

WHEREAS, pursuant to Section 2.12.040 of the Winnetka Village Code (“*Village Code*”), the compensation of the Village Manager shall be determined by the Council of the Village of Winnetka (“*Village Council*”); and

WHEREAS, the Village entered into a September 29, 2010 Employment Agreement with the Village Manager (“*Employment Agreement*”), pursuant to which the Village Council agreed to periodically review the Village Manager’s compensation; and

WHEREAS, pursuant to its home rule authority, the Village Council has determined that it is the best interests of the Village to set the compensation for the Village Manager as set forth in this Resolution;

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

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

SECTION 2: APPROVAL OF BASE SALARY. In accordance with Section 2.12.040 of the Village Code and Section 5 of the Employment Agreement, the Village Council hereby approves and establishes the monthly base salary of the Village Manager as follows:

	Monthly Salary Effective January 1, 2020
Robert M. Bahan	\$ 18,962.42

SECTION 3: APPROVAL OF ADDITIONAL COMPENSATION. In addition to the base salary established in Section 1 of this Resolution, the benefits and payments established in the Employment Agreement, and all other benefits available generally to Village employees, Village Manager Robert M. Bahan shall be paid a one-time bonus of \$21,500.00.

SECTION 4: EFFECT OF RESOLUTION. Except for the salary and payment adjustments made pursuant to this Resolution, all provisions of the Employment Agreement remain in full force and effect, without change.

SECTION 5: REPEALER. Resolution R-48-2019 is hereby repealed in its entirety.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 4th day of February, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed

Village President

Countersigned:

Village Clerk

**A RESOLUTION
APPROVING AND ESTABLISHING
THE COMPENSATION OF DEPARTMENT HEADS
EFFECTIVE JANUARY 1, 2020**

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

WHEREAS, pursuant to the Winnetka Village Code (“*Village Code*”), the compensation for the Village’s department heads shall be fixed by the Village Manager with the approval of the Council of the Village of Winnetka (“*Village Council*”); and

WHEREAS, the Village Manager has fixed the compensation for the departments heads for 2020 as set forth in this Resolution; and

WHEREAS, pursuant to its home rule authority, the Village Council has determined that it is the best interests of the Village to approve the compensation for the Village’s department heads for 2020 as set forth in this Resolution;

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

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

SECTION 2: APPROVAL OF BASE SALARIES. In accordance with the sections of the Winnetka Village Code referenced in the table below, the Village Council hereby approves and establishes the following monthly base salaries for the department heads:

Name and Title	Monthly Salary Effective January 1, 2020
Alan Berkowsky (Fire Chief, WVC 2.52.030.B)	\$ 13,638.95
David Schoon (Community Development Director WVC §2.44.030.B)	\$ 13,021.61
Brian L. Keys (Water & Electric Director WVC §2.68.010.C)	\$ 15,275.00

Marc Hornstein (Chief of Police WVC §2.60.030.B)	\$ 13,833.33
Timothy J. Sloth (Finance Director WVC §2.48.010.D)	\$ 14,000.00
Steven M. Saunders (Director of Public Works WVC §2.64.010.C)	\$ 15,275.00

SECTION 3: APPROVAL OF ADDITIONAL COMPENSATION. In addition to the base salaries established in Section 1 of this Resolution and all other benefits available generally to Village employees, the department heads listed in Section 1 of this Resolution (“*Department Heads*”) shall also receive the following additional compensation for 2020: (a) each of the Department Heads, after one year of successful employment, shall be entitled to an annual, lump sum payment of \$2,500.00, which the Village Treasurer shall deposit, on behalf of each Department Head, into a qualified Internal Revenue Code Section 457 deferred compensation plan; (b) Director of Public Works Steven M. Saunders shall be paid a one-time bonus of \$5,000.00; (c) Director of Water and Electric Brian L. Keys shall be paid a one-time bonus of \$5,000.00; (d) Community Development Director shall be paid a one-time bonus of \$5,000.00; (e) Fire Chief Alan Berkowsky shall be paid a one-time bonus of \$2,500.00; (f) Police Chief Marc Hornstein shall be paid a one-time bonus of \$2,500.00; and (g) Finance Director Timothy J. Sloth shall be paid a one-time bonus of \$2,500.00.

SECTION 4: REPEALER. Resolution R-47-2019 is hereby repealed in its entirety.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

[SIGNATURE PAGE FOLLOWS]

ADOPTED this 4th day of February, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed

Village President

Countersigned:

Village Clerk



Agenda Item Executive Summary

Title: Resolution No. R-14-2020: Approving a Contract with Power Line Supply for the Purchase of 600 Volt Underground Cable (Adoption)

Presenter: Brian Keys, Director of Water & Electric

Agenda Date: 02/04/2020

Consent: YES NO

Ordinance
 Resolution
 Bid Authorization/Award
 Policy Direction
 Informational Only

Item History:

None.

Executive Summary:

The Water & Electric Department issued Bid Number 020-002 for the purchase of two sizes of 600 volt underground cable. Staff received bids from four vendors: Wesco, The Okonite Company, Resco and Power Line Supply. The lowest qualified bid for both cable sizes was submitted by Power Line Supply. The distributor quoted cable manufactured by Service Wire Company, which is acceptable to Water & Electric. Exhibit A contains detail on the unit pricing, quantities and shipping length tolerances.

Resolution No. R-14-2020 authorizes the Village Manager to purchase 600 volt underground cable in an amount not to exceed \$76,267 under a contract with Power Line Supply.

The FY2020 Electric Fund budget contains \$400,000 (account #500.42.31-660) for the purchase of cable.

Recommendation:

Consider adoption of Resolution No. R-14-2020 approving a contract with Power Line Supply for the purchase of 600 volt underground cable in an amount not to exceed \$76,267.

Attachments:

Resolution No. R-14-2020
Contract for 600 Volt Underground Cable
Exhibit A: Bid Tabulation and Cable Purchase Detail

A RESOLUTION APPROVING A CONTRACT WITH POWER LINE SUPPLY FOR THE PURCHASE OF 600 VOLT UNDERGROUND CABLE

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

WHEREAS, the Village issued Bid #020-002 for the purchase of two sizes of 600 volt underground cable (collectively, the "***600 Volt Cable***"); and

WHEREAS, the Village received four bids to provide the Village 600 Volt Cable; and

WHEREAS, pursuant to Chapter 4.12 of the Village Code and the Village's purchasing manual, the Village Council has determined that Power Line Supply, is the lowest responsible bidder to provide the Village 600 Volt Underground Cable; and

WHEREAS, the Village Council desires to enter into a contract with Power Line Supply for the Village to purchase from Power Line Supply, 600 Volt Underground Cable in an amount not to exceed \$76,267.00 ("***Contract***"); and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to enter into the Contract with Power Line Supply;

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

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

SECTION 2: APPROVAL OF CONTRACT. The Village Council hereby approves the Contract in a form approved by the Village Manager.

SECTION 3: AUTHORIZATION TO EXECUTE CONTRACT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Contract.

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

[SIGNATURE PAGE FOLLOWS]

ADOPTED this 4th day of February, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

VILLAGE OF WINNETKA
CONTRACT/BID
FOR 600 Volt Underground Cable

Full Name of Bidder:

POWER LINE SUPPLY
("Bidder")

Principal Office Address:

420 RDTH ST
KEED CITY, MI 49677

Local Office Address:

209B INDUSTRIAL DR.
WILLIAMSBURG, IA 52361

Contact Name: SHANDA GABRIEL Telephone: 319-6690-1700

TO: Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Attention: **Assistant Finance Director**

Bidder warrants and represents that Bidder has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. NONE (if none, write "NONE") that are securely stapled to the end of this Contract/Bid.

1. Proposal to Deliver Products.

A. Contract and Products. If this Contract/Bid is accepted, then Bidder proposes and agrees that Bidder will deliver to Owner, at the Delivery Address, the products, items, materials, merchandise, supplies, or other items identified in the Request for Bids attached hereto (the "Products") in new, undamaged, and first-quality condition. Bidder further proposes to:

- (1) Labor, Equipment, Materials and Supplies Provide, perform, and complete in the manner specified and described in the Contract/Bid, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary to deliver the Products to Owner in a proper and workmanlike manner.
- (2) Permits Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary for the Products.
- (3) Bonds and Insurance Procure and furnish all bonds, insurance certificates, and polices of insurance, if any, specified in the Contract/Bid.

(4) Miscellaneous Perform all other things required of Bidder by this Contract/Bid.

B. Performance Standards. If this Contract/Bid is accepted, Bidder proposes and agrees that the Products will comply strictly with the ***Specifications attached hereto as Attachment A and by this reference made a part of this Contract/Bid.*** If this Contract/Bid specifies a Product by brand name or model, that specification is intended to reflect the required performance standards and standard of excellence that Owner requires for the Product. However, Bidder may propose to deliver a Product that is a different brand or model, if Bidder provides with its bid written documentation establishing that the brand or model it proposes to deliver possesses equal quality, durability, functionality, capability, and features as the Product specified.

C. Responsibility for Damage or Loss. If this Contract/Bid is accepted, Bidder proposes and agrees that Bidder will be responsible and liable for, and will promptly and without charge to Owner, repair or replace damage done to and any loss or injury suffered by Owner as a result of Bidder's failure to perform hereunder.

D. Inspection/Testing/Rejection. Owner will have the right to inspect all or any part of the Products. If, in Owner's judgment, all or any part of the Products is defective or damaged or fails to conform strictly to the requirements of this Contract/Bid, then Owner, without limiting its other rights or remedies, may (i) reject such Products, (ii) require Bidder to correct or replace such Products at Bidder's cost, (iii) obtain new Products to replace the Products that are defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, and (iv) cancel all or any part of any order or this Contract/Bid. Products so rejected may be returned or held at Bidder's expense and risk.

2. Contract Price Proposal.

A. Price. If this Contract/Bid is accepted, Bidder proposes and agrees that Bidder will deliver the Products to Owner in accordance with the following Schedule of Prices:

Product Item No.	Description of Product to be delivered to Owner	Quantity of Products to be delivered to Owner	Unit Price of Product	Extension
		See pricing form in Attachment A.		

If Owner has specified the Quantity of Products to be delivered to Owner in the Request for Bids, then Bidder will take, in full payment for all Products and other matters set forth under Section 1 of this Contract/Bid, including overhead and profit, taxes, royalties, license fees, delivery, contributions and premiums, and compensation to all subcontractors and suppliers, the total Contract Price of:

See pricing form in Attachment A.

If Owner has not specified the Quantity of Products to be delivered to Owner in the Request for Bids, then Bidder will take, in full payment for all Products and other matters set forth under Section 1 of this Contract/Bid, including overhead and profit, taxes, royalties, license fees, delivery, contributions and premiums, and compensation to all subcontractors and suppliers, a total Contract Price that will be equal to the sum of the Unit Prices (as determined by the above Schedule of Prices) applicable to all Products accepted by Owner.

B. Basis for Determining Prices. It is expressly understood and agreed that:

- (1) All prices stated in the Schedule of Prices are firm and will not be subject to escalation or change;
- (2) Owner is not subject to State or local sales, use, and excise taxes, and no such taxes are included in the Schedule of Prices, and all claims or rights to claim any additional compensation by reason of the payment of any such tax are hereby waived and released;
- (3) All other applicable federal, State, and local taxes of every kind and nature applicable to the Products are included in the Schedule of Prices; and
- (4) If a Quantity of Products to be delivered to Owner is specified in the Request for Bids, such amount is an estimate only. Owner reserves the right to increase or decrease such quantity, and the total Contract Price to be paid will be based on the final quantity determined by Owner for each Product and the actual number of Products that comply with this Contract/Bid that are accepted by Owner. Bidder hereby waives and releases all claims or rights to dispute or complain of any such estimated quantity or to assert that there was any misunderstanding in regard to the number of Products to be delivered.

C. Time of Payment. It is expressly understood and agreed that all payments will be made in accordance with the following schedule:

Upon delivery and acceptance of item by the Owner.

All payments may be subject to deduction or setoff by reason of any failure of Bidder to perform under this Contract/Bid.

3. Contract Time Proposal.

If this Contract/Bid is accepted, Bidder proposes and agrees that Bidder will deliver the Products to Owner not later than 2 WEEKS ARO 2020.

4. Financial Assurance.

A. Indemnification. If this Contract/Bid is accepted, Seller shall and hereby agrees to indemnify, defend and save harmless the Buyer, its affiliates, its officers, directors, employees and agents from and against any and all claims, suits, actions, liabilities, damages, losses, costs and expenses (including attorneys' fees) by reason of injury or death to person(s) or damage to property to the extent caused by the negligent acts or omissions, violation of law or regulation, or willful misconduct of Seller, its officers, agents and employees, in the performance of this order.

B. Penalties. If this Contract/Bid is accepted, Bidder proposes and agrees that Bidder will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise or be alleged to have arisen out of or in connection with Bidder's performance of or failure to perform hereunder.

5. Firm Proposal.

All prices and other terms stated in this Contract/Bid are firm and will not be subject to withdrawal, escalation, or change so long as Owner accepts this Contract/Bid within 60 days after the date this sealed Contract/Bid is opened.

6. Bidder's Representations and Warranties.

To induce Owner to accept this Contract/Bid, Bidder hereby represents and warrants as follows:

A. The Products. The Products and all of their components will be of merchantable quality and, for a period of not less than one year after delivery (i) will be free from any latent or patent defects and flaws in workmanship, materials, and design, (ii) will strictly conform to the requirements of this Contract/Bid, including without limitation the performance standards set forth in Subsection 1B of this Contract/Bid, and (iii) will be fit, sufficient, and suitable for the purposes expressed in or reasonably inferred from this Contract/Bid and the warranties expressed herein will be in addition to any other warranties applicable to the Products (including any manufacturer's warranty) or expressed or implied by law which are hereby reserved unto Owner.

B. Compliance with Laws. All Products and all of their components will comply with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations as they may be modified or amended from time to time. Every provision required by law to be inserted into this Contract/Bid will be deemed to be inserted herein.

C. Not Barred. Bidder is not barred by law from contracting with Owner or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax as set forth in 65 ILCS 5/11-42.1-1, (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*, or (iii) for any other reason.

D. Qualified. Bidder has the requisite experience, ability, inventory, capital, facilities, equipment, plant, organization, and staff to enable Bidder to deliver the Products at the Contract Price and within the Contract Time Proposal set forth above.

7. Acknowledgments.

In submitting this Contract/Bid, Bidder acknowledges and agrees that:

A. Reliance. Owner is relying on all warranties, representations, and statements made by Bidder in this Contract/Bid.

B. Reservation of Rights. Owner reserves the right to reject any and all bids, reserves the right to reject the low price bid, and reserves such other rights as are set forth in the Instructions to Bidders.

C. Acceptance. If this Contract/Bid is accepted, then Bidder will be bound by each and every term, condition, or provision contained in this Contract/Bid and in Owner's written notification of acceptance in the form included in this bound set of documents.

D. Remedies. Each of the rights and remedies reserved to Owner in this Contract/Bid are cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Bid.

E. Time: Days. Time is of the essence for this Contract/Bid. Except where specifically stated otherwise, references in this Contract/Bid to days will be construed to refer to calendar days.

F. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate or approval by Owner, whether before or after Owner's acceptance of this Contract/Bid; nor any information or data supplied by Owner, whether before or after Owner's acceptance of this Contract/Bid; nor any order by Owner for the payment of money; nor any payment for or use, possession, or acceptance of the whole or any part of any Product; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract/Bid; nor any other act or omission of Owner will constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Product; nor operate to waive or otherwise diminish the effect of any representation or warranty made by Bidder or of any requirement or provision of this Contract/Bid or of any remedy, power, or right of Owner.

G. Assignment. Neither this Contract/Bid, nor any interest herein, may be assigned or subcontracted in whole or in part by Bidder except with the prior written consent of Owner.

H. Governing Law. This Contract/Bid and all rights of the parties under this Contract/Bid will interpreted according to the laws of, but not the conflict of law rules of, the State of Illinois.

DATED this 23rd date of JANUARY 2020

Bidder's Status: Corporation () Partnership () Individual Proprietor
(State) (State)

Bidder's Name: POWER LINE SUPPLY

Doing Business As (if different): _____

Signature of Bidder or Authorized Agent: _____

(CORPORATE SEAL, IF APPLICABLE)

Printed Name: SHANDA GABRIEL

Title/Position: INSIDE SALES

Bidder's Business Address: 209B INDUSTRIAL DR

WILLIAMSBURG, IA 52361

Bidder's Business Telephone: (319) 668-1700 Facsimile: (319) 668-2499

If a Corporation or Partnership, list all Officers or Partners:

ATTACHMENT A: SPECIFICATIONS

1) SPECIFICATIONS FOR 600 VOLT UNDERGROUND CABLE

1. Stranded copper conductor in the sizes and amounts indicated below.

Item	Size	Strands	Quantity To Be Ordered	Maximum Reel	Cable Lay
1.	3-1/c 4/0	19	2,500 ft.	1,500 ft.	Triplexed
2.	3-1/c 500 kcmil	37	2,000 ft.	1,000 ft.	Triplexed

2. Insulation shall be rated for RHH, RHW-2, and USE-2. Suitable for direct burial or conduit installation and for 90°C operation in dry or wet locations.
3. Cable shall be supplied in the following configurations as ordered:
 Larger than #2 A.W.G., 3 – 1/c cables, triplexed.
 Larger than #2 A.W.G., 4 – 1/c cables, quadruplexed.
4. Cable shall be identified on the covering in contrasting color by manufacturer's name, year of manufacture, type of insulation, conductor material and size, and sequential footage markings.
5. All cable ends will be capped to prevent water entry.
6. Reel type: Non-returnable, Maximum Size 84" diameter x 58" wide.
7. Reel coverings as shown below. Cable not shipped as shown will be rejected.
 A. Level 5, Export Packaging as defined by NEMA, WC 26-2008, EEMAC 201-2008 (wood lagging, outside edge of flange to outside edge of flange).
 B. Or manufacturer's standard with shipment made freight included, F.O.B. Winnetka.
8. Tolerances of cable lengths: ±5%.
9. Cutting lengths shall be specified as needed.
10. Cable shall be delivered in open, flat bed trucks. Reels shipped flat will be rejected.
11. Copper base price shall be \$3.50 per pound. All other manufacturing costs shall be fixed at the bid unit price. Metals escalation / de-escalation will be applicable. Vendor's quote to specify if date of manufacture or date of shipment will be used for determining metals adjustment.
12. Items may be individually awarded separately.
13. Pricing shall be effective for this order. The Village is using spot purchases as opposed to "blanket pricing" held for the entire year.
14. Deliveries: Required 48 hours advance notification @ (847) 716-3556.

Receiving hours: Monday to Friday, 7:30am to 2:30pm.

Village of Winnetka Yards
 1390 Willow Road, Winnetka, IL 60093

15. Approved cable manufacturers:

BICC (General), Okonite, Service Wire Co., Southwire, and Prysmian.

NOTE: ALL UNIT PRICES MUST INCLUDE DELIVERY

MANUFACTURER (600V CABLE): SERVICE WIRE

TERMS: FREIGHT ALLOWED

2) Bid Worksheet

600V Cable

Item	Description	Strands	Cable Lay	Unit Price (per foot)	Lead Time (Weeks/Days)
1.	3-1/c 4/0	19	Triplexed	\$10.59	2 WEEKS
2.	3-1/c 500 kcmil	37	Triplexed	\$23.08	2 WEEKS

Cable will be export packaged

Standard packaging, F.O.B. Winnetka

NOTE: ITEMS MAY BE AWARDED SEPARATELY. IF THERE IS ADDITIONAL DISCOUNT/LOWER UNIT PRICE FOR BIDDER TO BE AWARDED ALL THREE ITEMS, PLEASE MAKE REFERENCE ON QUOTE.

ACCEPTANCE

The Contract/Bid attached hereto and by this reference incorporated herein and made a part hereof is accepted by the Village of Winnetka ("Owner") as of this ____ day of _____ 2020.

This Acceptance, together with the Contract/Bid attached hereto, constitutes the entire agreement between the parties relating to the Products and the Contract Price therefor and supersedes all prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and will prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgment, or invoice.

VILLAGE OF WINNETKA

By _____

Name: _____

Title: _____

Exhibit A

Bid Tabulation: RFB #020-02

Cable	Okonite	Wesco (Service Wire)	Power Line Supply (Service Wire)	Resco (Service Wire)
3-1/c 4/0 copper	\$11.6960	\$11.6500	\$10.5900	\$11.244 + \$150 per reel
3-1/c 500 kcmil	\$26.8980	\$24.6500	\$23.0800	\$24.054 + \$150 per reel

Cable Purchase Detail

Cable	Quantity Required (ft.)	Unit Price (\$/ft.) Per Bid #020-002	Metals Escalation	Shipping Length Tolerance (5%)	Extended Price
3-1/c 4/0 copper	2,500	\$10.59	\$0	\$1,323.75	\$27,798.75
3-1/c 500 kcmil	2,000	\$23.08	\$0	\$2,308.00	\$48,468.00

TOTAL: \$76,266.75



\$76,267



Agenda Item Executive Summary

Title: Ordinance No. MC-1-2020: Establishing a Process for Reporting and Investigation of Sexual Harassment Claims Made by an Elected Official (Introduction/Adoption)

Presenter: Ann Eriksson, Human Resources Generalist

Agenda Date: 02/04/2020

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

Consent: YES NO

Item History:

None.

Executive Summary:

On January 1, 2020, Public Act 101-0221 ("Act") became effective. The Act amends the "State Officials and Employee Ethics Act," requiring public employers to amend their sexual harassment policies to provide a mechanism for reporting and independent review of sexual harassment allegations made by an elected official against another elected official of a governmental unit. The Act states the policy should be adopted by February 10, 2020.

The Village Attorney recommends the Village amend Chapter 2.40, "Prohibited Gifts and Political Activities," of the Village Code to add a new section Section 2.40.110, titled "Sexual Harassment Training, Reporting, and Investigation," in which allegations of sexual harassment by an elected Village officer against another elected Village officer shall be reported to the Ethics Adviser. The Village's Ethics Adviser is the Village Manager or his designee per Village Code Section 2.40.060.

Recommendation:

Consider waiving introduction and adopting Ordinance No. MC-1-2020 OR introduce Ordinance No. MC-1-2020.

Attachments:

Ordinance No. MC-1-2020

**AN ORDINANCE AMENDING CHAPTER 2.40
OF THE WINNETKA VILLAGE CODE CONCERNING
REPORTING AND INVESTIGATION OF SEXUAL HARASSMENT CLAIMS**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Chapter 2.40 of the Winnetka Village Code, as amended (“*Village Code*”), regulates prohibited gifts and political activities in the Village in accordance with the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.* (“*State Statute*”); and

WHEREAS, the Illinois General Assembly has adopted, and the Governor signed into law, Public Act 101-0221 (“*Act*”), which Act amends, in part, the State Statute to require each Illinois governmental unit to adopt an ordinance or resolution amending its existing sexual harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

WHEREAS, the Village Council has determined that it is prudent to amend Chapter 2.40 of the Village Code to provide a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit in a manner compliant with the State Statute as amended by the Act (“*Proposed Amendments*”); and

WHEREAS, the Village Council has determined that adoption of the Proposed Amendments as set forth in this Ordinance is in the best interests of the Village;

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

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

SECTION 2: AMENDMENT TO CHAPTER 2.40 OF THE VILLAGE CODE. Chapter 2.40, titled “Prohibited Gifts and Political Activities”, of the Village Code, shall be amended to add a new Section 2.40.110, titled “Sexual Harassment Training, Reporting, and Investigation, which shall hereafter read as follows:

“2.40.110 Sexual Harassment Training, Reporting, and Investigation

Elected Village officers shall complete annual training programs in compliance with the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (“Act”) and as designated by the Village concerning the prevention of discrimination and harassment, including sexual harassment. Allegations of sexual harassment by an elected Village officer against another elected Village

Additions are bold and double-underlined; deletions are struck through

officer shall be reported to the Ethics Adviser, who will provide for the conducting of an independent review of any such allegations in compliance with the Act.”

SECTION 3: SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 4: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ of _____, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2020.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees
of the Village of Winnetka,
Illinois, this ____ day of _____,
2020.

Introduced: _____, 2020

Passed and Approved: _____, 2020

Additions are bold and double-underlined; ~~deletions are struck through~~



Agenda Item Executive Summary

Title: Ordinance No. M-4-2020: Amending a Special Use Ordinance for a Church at 1255 Willow Road
(Introduction & Adoption)

Presenter: David Schoon, Community Development Director

Agenda Date: 02/04/20

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

Consent: YES NO

Item History:

None.

Executive Summary:

On February 4, the Village Council will consider an application by the Winnetka Presbyterian Church ("Applicant"), as owner of the property at 1255 Willow Road ("Subject Property"), requesting approval of an amendment to a Special Use Permit granted by Ordinance No. M-1-2000, permitting a church in the R-5 Single-Family Zoning District. The amendment is being requested to allow construction of a plaza on the Subject Property, along Hibbard Road. The Applicant originally requested a zoning variation to allow increased impermeable lot coverage in excess of the variance granted in Ordinance M-1-2000. However, during the review process, the Applicant revised the plans and eliminated the increase.

BACKGROUND

In February 2000, the Village Council adopted Ordinance No. M-1-2000 granting a Special Use Permit and variations to allow the expansion of the church building. The approved variations were for: (a) maximum building size (GFA); (b) roofed lot coverage; (c) impermeable lot coverage; and (d) front yard setback from Willow Road, for parking spaces. A copy of this ordinance is included in Attachment 2.

ADVISORY BOARD/COMMISSION REVIEW

The application was first considered by the Zoning Board of Appeals (ZBA) on November 11, 2019. At that meeting, commissioners had concerns about the size of the proposed plaza and questioned the necessity of a proposed crushed stone path. Additionally, given that the existing improvements on the site exceed the maximum allowed impermeable lot coverage, the ZBA felt the Applicant should scale back the plan. In addition to the written public correspondence included in Attachment 2, four members of the public spoke in opposition to the request due to concerns about the impact of the additional impermeable surface on neighborhood drainage issues which they associate with the improvements approved in Ordinance No. M-1-2000. Minutes of the November ZBA meeting are included as Attachment 3.

The Plan Commission (PC) considered the Special Use amendment on November 20, 2019. At that meeting, the Applicant presented a revised plan to address the concerns raised by the ZBA; no public comments were made. By a vote of 5-0, the PC recommended approval of the revised application, as the amended plan reduces the amount of additional impermeable lot coverage. Minutes of the PC meeting are included as Attachment 4.

Executive Summary (continued):

The Design Review Board considered a Certificate of Appropriateness for the proposed improvements on November 21, 2019. No public comments were made at the DRB meeting; the DRB approved the plan as proposed by a vote of 5-0. Minutes of the DRB meeting are included as Attachment 5.

On January 13, 2020, the ZBA continued its public hearing to consider the amended application, which consisted of revised plans that reflect the following changes:

1. Elimination of the crushed stone path, measuring 256 square feet;
2. Reduction in the width of the existing sidewalk that extends from the public sidewalk along Willow Road to the former front entrance of the church from 16 feet to 7 feet; and
3. Additionally, Village Engineering staff has confirmed that the permeable pavement system proposed for the plaza meets the requirements of an "Engineered System" and therefore qualifies for the 25% allowance for calculating the area of impermeable lot coverage (ILC) contributed by the proposed plaza. As a result, the 393 square feet of proposed permeable pavers accounts for 294.75 square feet of ILC. The size of the plaza did not change - just the area included in ILC calculations.

Based on the changes described above, including the 25% ILC allowance, there is a net decrease of 0.25 square feet of ILC on the Subject Property with the revised plan.

Minutes of the January ZBA meeting are not yet available; the Board voted 5-1 to recommend approval of the amendment to the special use to allow construction of the new plaza, as represented in the revised plans dated December 12, 2019. The commissioner who voted in opposition expressed concern regarding the existing drainage issues.

Details of the request can be found in the attached staff report to the ZBA from the January 13 ZBA meeting (Attachment 2). A similar report was provided to the PC.

Recommendation:

Consider waiving introduction and adopting Ordinance No. M-4-2020; OR consider only introduction of Ordinance No. M-4-2020.

The Ordinance would grant an amendment to a Special Use Permit for the enlargement of a church within the R-5 Single Family Residential Zoning District.

Attachments:

Attachment 1: Ordinance No. M-4-2020

Attachment 2: January 7, 2020 ZBA Staff Report and Attachments

Attachment 3: Excerpt of November 11, 2019 ZBA meeting minutes

Attachment 4: Excerpt of November 20, 2019 PC meeting minutes

Attachment 5: Excerpt of November 21, 2019 DRB meeting minutes

Attachment 1

ORDINANCE NO. M-4-2020

**AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT
FOR THE ENLARGEMENT OF A CHURCH WITHIN THE
R-5 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT
(1255 Willow Road)**

WHEREAS, Church Extension Board of the Presbytery of Chicago, d/b/a Winnetka Presbyterian Church ("**Applicant**"), is the record title owner of that certain parcel of real property commonly known as 1255 Willow Road in Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, the Subject Property is located within the R-5 Single Family Residential Zoning District of the Village ("**R-5 District**"); and

WHEREAS, pursuant to Section 17.12.020 of the Zoning Ordinance, the operation of a church is permitted within the R-5 District only with a special use permit; and

WHEREAS, on February 15, 2000, pursuant to Ordinance No. M-1-2000, the Applicant was granted: (i) a special use permit to operate a Church on the subject property ("**Special Use Permit**"); and (ii) several variations from the Winnetka Zoning Ordinance ("**Zoning Ordinance**"), among them a variation from the intensity of use regulations to allow an impermeable lot coverage in excess of the 42,000 square feet limitation required by Section 17.30.030 of the Zoning Ordinance; and

WHEREAS, the Applicant desires to construct an addition to the Subject Property consisting of an outdoor plaza along Hibbard Road ("**Proposed Improvements**"); and

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

WHEREAS, the Applicant filed an application for: (i) a certificate of appropriateness pursuant to Section 15.40.010 of the Village Code for the construction of the Proposed Improvements ("**Certificate of Appropriateness**"); (ii) an amendment to the Special Use Permit pursuant to Section 17.12.020 and Chapter 17.56 of the of the Zoning Ordinance to allow the construction of the Proposed Improvements within the R-5 District ("**Special Use Amendment**") (the Certificate of Appropriateness and Special Use Permit Amendment are, collectively, the "**Requested Relief**"); and;

WHEREAS, the Applicant also sought approval of a variation from the intensity of use regulations pursuant to Section 17.30.030 to increase the impermeable lot coverage of the Subject Property ("**Variation**"); and

WHEREAS, on November 20, 2019, after due notice thereof, the Plan Commission met to consider whether approval of the Special Use Permit is consistent with "Winnetka 2020," the

Winnetka comprehensive plan ("*Comprehensive Plan*"), and found, by the unanimous vote of the five members then present, that approval of the Special Use Permit is consistent with the Comprehensive Plan; and

WHEREAS, on November 21, 2019, after due notice thereof, the Design Review Board recommended that the Village Council approve the Certificate of Appropriateness; and

WHEREAS, on November 11, 2019, after due notice thereof, the Zoning Board of Appeals ("*ZBA*") conducted a public hearing on the Variation and the Special Use Amendment, which public hearing was continued to January 13, 2020 at the request of the Applicant; and

WHEREAS, on December 12, 2019, the Applicant submitted revised plans for the Proposed Improvements, which plans reduced the impermeable lot coverage of the Subject Property and thus, eliminated the need for the Variation; and

WHEREAS, on January 13, 2020, the ZBA continued the public hearing on the amended application that eliminated the need for the Variation and, by a vote of five in favor, and one against, recommended that the Council of the Village of Winnetka ("*Village Council*") approve the Special Use Amendment; and

WHEREAS, pursuant to Chapter 17.56 of the Zoning Ordinance, the ZBA heard evidence and made certain findings in support of recommending approval of the Special Use Amendment; and

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

WHEREAS, the Village Council has determined that approval of the Requested Relief is in the best interest of the Village and its residents;

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

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

SECTION 2: APPROVAL OF SPECIAL USE AMENDMENT. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Special Use Amendment is hereby granted, pursuant to Chapter 17.56 and Section 17.12.020 of the Zoning Ordinance and the home rule powers of the Village, to allow the construction of the Proposed Improvements on the Subject Property within the R-5 District.

SECTION 3: APPROVAL OF CERTIFICATE OF APPROPRIATENESS. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Certificate of Appropriateness is granted for the Proposed Improvements, pursuant to Section 15.40.010 of the Village Code and the home rule powers of the Village.

SECTION 4: CONDITIONS. The Special Use Amendment granted by Section 2 of this Ordinance, and the Certificate of Appropriateness granted by Section 3 of this Ordinance are subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. Commencement of Construction. The Applicant must commence the construction of the Proposed Improvements no later than 12 months after the effective date of this Ordinance.
- B. Compliance with Regulations. Except to the extent specifically provided otherwise in this Ordinance, the development, use, and maintenance of the Proposed Improvements on the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- C. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Applicant must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.
- D. Compliance with Plans. The construction, development, use, and maintenance of the Proposed Improvements on the Subject Property must be in general accordance with the following documents and plans, except for minor changes and site work approved by the Director of Community Development or the Director of Public Works (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards: the “Renovations to Winnetka Presbyterian Church” plan sheets prepared by Jaeger Nickola Kuhlman & Associates, consisting of six sheets, and with a latest revision date of December 12, 2019, attached to and, by this reference, made a part of this Ordinance as **Exhibit B (“Plans”)**.
- E. Permeable Pavers. The Proposed Improvements on the subject property must be constructed using permeable pavers, which permeable pavers shall be subject to approval by the Village Engineer.
- F. Sidewalk Reduction. The entrance sidewalk on the south side of the Subject Property facing Willow Road shall be replaced with a new sidewalk, provided that such sidewalk may not exceed 7 feet in width.

SECTION 5: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Applicant and each of its heirs, representatives, successors, and assigns.

SECTION 6: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the approvals granted in Sections 2 and 3 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approvals granted in Sections 2 and 3 of this Ordinance unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 7: AMENDMENT OF SPECIAL USE PERMIT. Any amendments to the approvals granted in Sections 2 and 3 of this Ordinance that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 8: SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 9: EFFECTIVE DATE.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant does not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 9.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2020, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2020.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees
of the Village of Winnetka,
Illinois, this ____ day of _____,
2020.

Introduced: February 4, 2020

Passed and Approved: _____, 2020

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lots 14 to 22, both inclusive, in Block 6 in Winnetka Manor, being a subdivision of the South 45.00 Acres of the West 90.00 Acres of the Northwest Quarter of Section 20, Township 42 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as 1255 Willow Road, Winnetka, Illinois.

PIN: 05-20-119-015, 05-20-119-016, 05-20-119-017, 05-20-119-018, 05-20-119-019, 05-20-119-020, 05-20-119-021, 05-20-119-022 and 05-20-119-023.

EXHIBIT B

PLANS

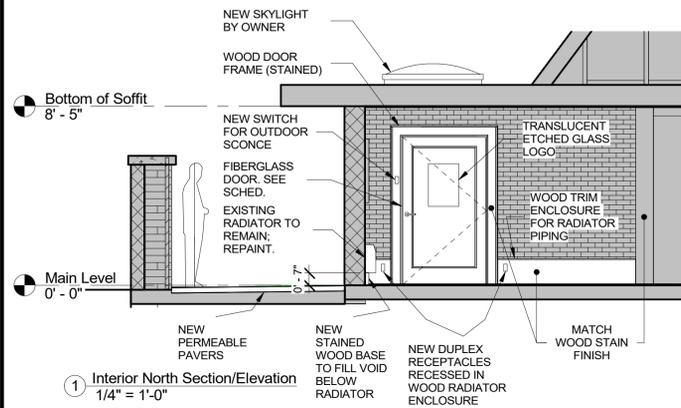
(SEE ATTACHED EXHIBIT B)

RENOVATIONS TO: WINNETKA PRESBYTERIAN CHURCH

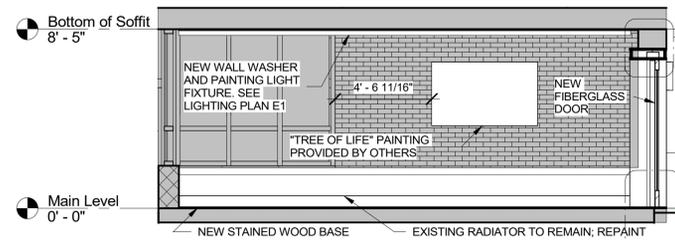
1255 Willow Rd., Winnetka, IL 60093

Permit Revision Set 12/12/2019

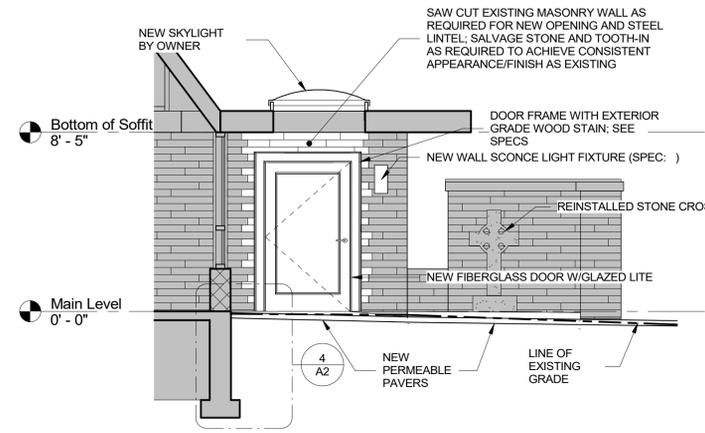
<p>GENERAL NOTES</p> <ol style="list-style-type: none"> These notes shall apply to all sheets of these Contract Documents. The Trade Contractor shall carefully examine the Contract Documents and the construction site to obtain first hand knowledge of the existing conditions. No extra will be allowed for work that could have been determined by examining the Site and Documents. The Trade Contractor shall be responsible for verifying all dimensions at the site. All existing conditions shall be verified by field measurement prior to construction, fabrication or installation. The Trade Contractor shall notify the Architect of any discrepancies between field observation and Contract Documents. All details and sections shown on the Drawings are intended to be typical and shall be construed to apply to similar situations on the project unless a different detail or section is shown. The Drawings are all inclusive and shall be intended to represent a total and complete job. All Trade Contractors shall examine all of the drawings and provide all Work no matter where shown. The Trade Contractor shall coordinate all of the Work. The Trade Contractor shall coordinate his Work with the Work of other trades. No extra will be allowed due to lack of project coordination. All Trade Contractors shall review all drawings to ensure proper coordination of their work. Architectural Drawings shall be referenced to properly locate equipment and devices. Verify layout and all equipment locations with Owner prior to construction. All work shall conform to all pertinent codes, regulations and ordinances of the municipal, state and other authorities having jurisdiction. All building dimensions indicated are to column center, to face of concrete, to face of masonry, or to face of plaster or gypsum board, unless otherwise noted. 	<p>FINISH NOTES</p> <ol style="list-style-type: none"> In existing rooms called out for a new floor finish, the Contractor is to patch the floor by filling with latex concrete and grinding for a smooth surface to receive new floor finish. Patch all walls, ceilings, floor and other surfaces in the existing buildings as required after removal of installation equipment, piping, wiring, walls, etc. Contractor to thoroughly examine all drawings and existing conditions for patching requirements. Patch existing walls shown to remain as required for new finishes. Patching shall include but not necessarily be limited to (1) plaster patching of walls from previous damage, equipment removals, lighting/plumbing fixture and/or equipment removals, signage removals, existing finish removals, etc. (coordinate extent of patching with electrical and mechanical subcontractors); and (2) where existing partitions removed yield non-planar adjacent surfaces, Contractor shall break back existing ceramic tile, etc. and patch and prime walls for new finishes. Where the finish schedule indicates "Patch Existing," the Contractor is to verify existing floors, walls and ceiling surfaces and patch to match existing. This may apply to floor finishes (VCT, ceramic tile, etc.), wall finishes (plaster, plaster w/ ceramic tile wainscot, ceramic tile, etc.) or ceiling finishes (plaster, metal pan, etc.). Caulk between all countertops, backsplashes, sidesplashes and walls with silicone caulk, color by Architect. Caulk between all plumbing fixtures and walls with white silicone caulk. Caulk between all dissimilar materials (aluminum, plastic laminate, gypsum board, finish wood, etc.) with silicone caulk, color by Architect. Rooms with resilient base shall have the resilient base applied to the base of cabinets, etc. Provide wood blocking as required for partitions to receive wall mounted equipment, i.e., monitor brackets, shelves, cabinets, toilets accessories, movable casework, bumper rails, light fixtures, TV brackets, equipment, etc. At the head of all doors, provide partition construction similar to adjacent partitions. All closets shall be finished on the interior with painted walls and ceiling, base and floor to match adjacent room finish. All shelving and closet shelves to be plastic laminate finished on adjustable brackets. All countertops adjacent to walls shall have backsplashes and sidesplashes. All countertops shall overhang base cabinets by 1" on exposed open ends. All plastic laminate casework shall have 3/4" plastic laminated scribes at gypsum board partitions and soffits. Tolerances for built-in items, including casework and appliances, must be field verified by the subcontractor to ensure adequate clearances and proper fit. 	<p>PROJECT INFORMATION - BASE BUILDING</p> <p>BUILDING CODES HAVING JURISDICTION</p> <ol style="list-style-type: none"> 2015 INTERNATIONAL BUILDING CODE 2015 INTERNATIONAL EXISTING BUILDING CODE 2015 INTERNATIONAL FIRE CODE 2015 INTERNATIONAL MECHANICAL CODE 2015 INTERNATIONAL FUEL GAS CODE 2018 INTERNATIONAL ENERGY CONSERVATION CODE 2014 NATIONAL ELECTRICAL CODE 2014 ILLINOIS PLUMBING CODE 2018 ILLINOIS ACCESSIBILITY CODE 2015 NFPA LIFE SAFETY CODE 101 <p>(ALL CODES AS ADOPTED & AMENDED BY THE VILLAGE OF WINNETKA)</p> <p>PROJECT AREA IMPERVIOUS AREA</p> <p>PROJECT OUTDOOR AREA: 1,099 SFT:</p> <p>EXISTING IMPERVIOUS AREAS: 560 SFT AREA COVERED BY OVERHANG: 390 SFT COLUMBARIUM WALLS: 55 SFT STONE PAVERS PATH (2/3): 22 SFT COLUMBARIUM PAVERS: 93 SFT</p> <p>EXISTING PERVIOUS AREAS: 539 SFT STONE PAVERS PATH (1/3): 11 SFT LANDSCAPE (DIRT OR GRASS): 528 SFT</p> <p>NEW IMPERVIOUS AREAS: 465 SFT AREA COVERED BY OVERHANG: 390 SFT COLUMBARIUM WALLS: 55 SFT CONCRETE CURB: 20 SFT</p> <p>NEW PERVIOUS AREAS: 634 SFT PERMEABLE PAVERS: 393 SFT LANDSCAPE (DIRT OR GRASS): 241 SFT</p>	<p>KEY PLAN</p> <p style="text-align: center;">1 Key Plan 1" = 20'-0"</p>	<p>DRAWING INDEX</p> <p>GENERAL</p> <p>G1 Cover Sheet</p> <p>ARCHITECTURAL</p> <p>A0 Site Plan A1 Floor Plans A2 Elevations and Details</p> <p>STRUCTURAL</p> <p>S1 Lintel Detail and Schedule</p> <p>ELECTRICAL</p> <p>E1 Lighting Plan</p>	<p style="text-align: right; font-size: small;">ARCHITECT</p> <p style="text-align: right;">JNKA ARCHITECTS JAEGER NICKOLAKUHLMAN & ASSOCIATES, L.T.D. 350 S Northwest Hwy Ste 106 Park Ridge IL 60068 847.692.6166</p> <p style="text-align: center;">GENERAL CONTRACTOR</p> <p style="text-align: center;">STRUCTURAL ENGINEERING</p> <p style="text-align: center;">CE ANDERSON & ASSOCIATES 175 North Franklin St. Suite 410 Chicago, IL 60606 PHONE: 312-750-1701</p> <p style="text-align: center;">CIVIL ENGINEERING</p> <p style="text-align: center;">ERIKSSON ENGINEERING ASSOC., LTD. 135 South Jefferson St. Suite 135 Chicago, IL 60661 PHONE: 312-463-0551</p> <p style="text-align: center;">LIGHTING CONSULTANT</p> <p style="text-align: center;">AKLD LIGHTING DESIGN 517 4th St. Wilmette, IL 60091 PHONE: 847-475-2010</p>																																																																																																																																																						
<p>ABBREVIATIONS</p> <table style="width: 100%; font-size: x-small;"> <tr><td>ACT ACOUSTICAL TILE</td><td>GA GAUGE</td><td>RCP REFLECTED CEILING</td></tr> <tr><td>AFT ABOVE FIN FLOOR</td><td>GALV GALVANIZED</td><td>PLAN PLAN</td></tr> <tr><td>ALUM ALUMINUM</td><td>GC GENERAL CONTRACTOR</td><td>RD ROOF DRAIN</td></tr> <tr><td>ALT ALTERNATE</td><td>GL GLASS</td><td>REINF REINFORCING</td></tr> <tr><td>AOR AREA OF REFUGE</td><td>GWB GYPSUM</td><td>REOD REQUIRED</td></tr> <tr><td>BL BLOCK</td><td>GYPBD GYPSUM</td><td>RO ROUGH OPENING</td></tr> <tr><td>BLDG BUILDING</td><td>HDW HARDWARE</td><td>SC SOLID CORE</td></tr> <tr><td>BLKG BLOCKING</td><td>HCPD HANDICAPPED</td><td>SCHED SCHEDULE</td></tr> <tr><td>BRG BEARING</td><td>HLD HOLD</td><td>SIM SIMILAR</td></tr> <tr><td>BPL BEARING PLATE</td><td>HM HOLLO WMETAL</td><td>SL SLIDING DOOR</td></tr> <tr><td>CAB CABINET</td><td>HP HIGHPOINT</td><td>SS STAINLESS STEEL</td></tr> <tr><td>CC CONTRACTOR SUPPLIED</td><td>HR HOUR</td><td>STL 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CHARLES, IL, and to the best of my knowledge comply with the Building Ordinance, Zoning Ordinance and other applicable codes and ordinances of WINNETKA, IL."</p> <p>"I have prepared, or caused to be prepared under my direct supervision, the attached plans and specifications and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, they are in compliance with the Environmental Barriers Act (410 ILCS 25) and the Illinois Accessibility Code (71 Ill. Adm. Code 400)."</p> <p style="text-align: right; font-size: x-small;">[DAVID CHRISTOPHER KUHLMAN] ILLINOIS LICENSE NO. 001-016893, EXPIRES 11/30/2020 ILLINOIS LICENSED DESIGN FIRM NO. 184-00370</p>
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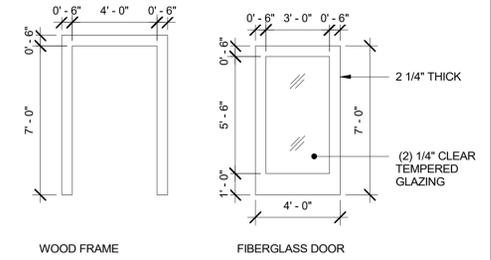
1 Interior North Section/Elevation
1/4" = 1'-0"



2 Interior West Elevation
1/4" = 1'-0"

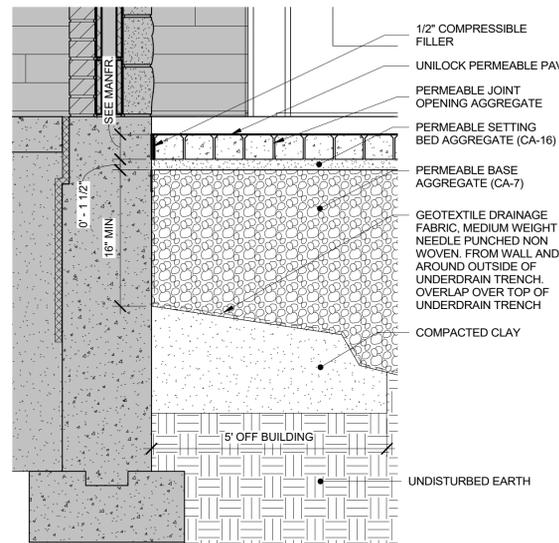


3 Exterior North Section/Elevation
1/4" = 1'-0"

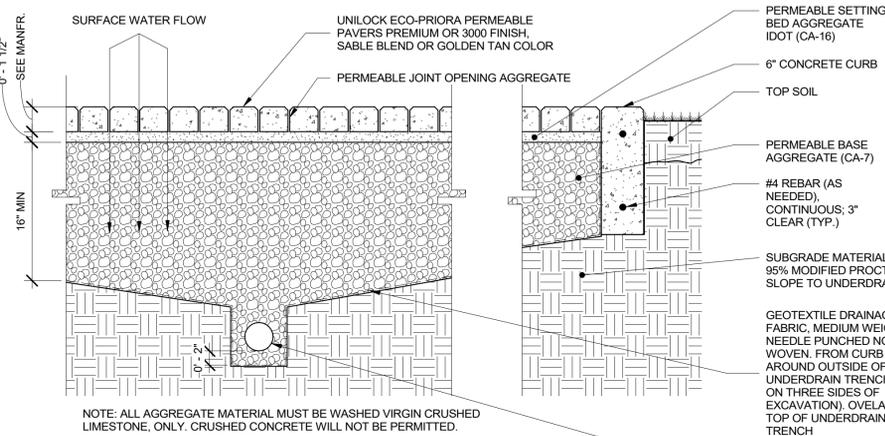


- NOTES:
- FIBERGLASS DOOR SHOULD BE SOLID IN CORE
- WEATHER STRIPPING REQUIRED
- ALL NEW HARDWARE SHALL MEET 2003 IBC REQUIREMENTS
- THERMALLY BROKEN FRAME REQUIRED
- SEE SPECIFICATIONS FOR HARDWARE

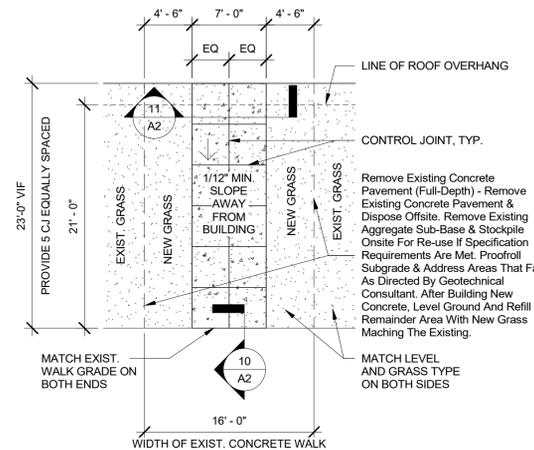
Door and Frame Elevation
1/4" = 1'-0"



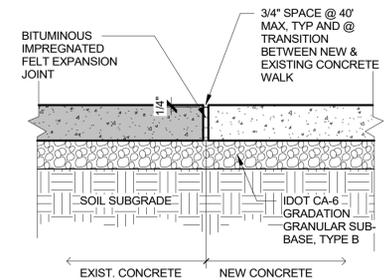
4 Pavers at Existing Wall/Foundation Detail
1" = 1'-0"



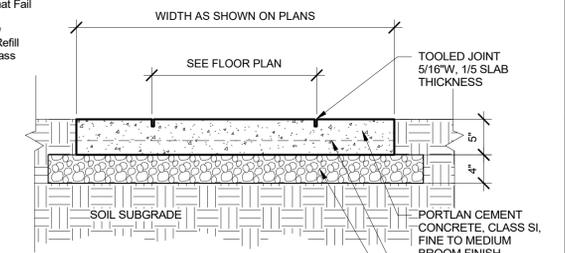
5 Permeable Paver and Underdrain Detail
1" = 1'-0"



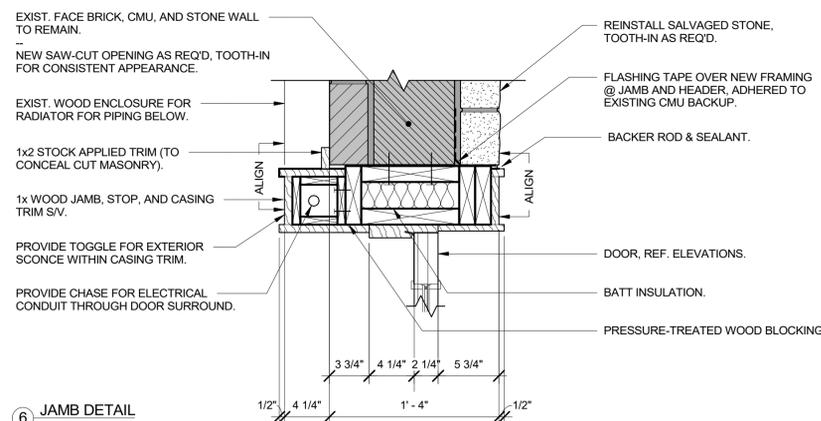
9 New Church Entry Walk Plan
1/8" = 1'-0"



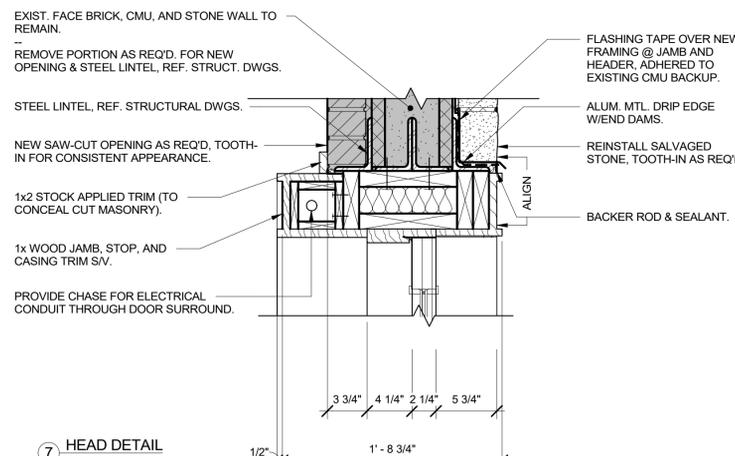
10 NEW CONCRETE JOINT DETAIL
1" = 1'-0"



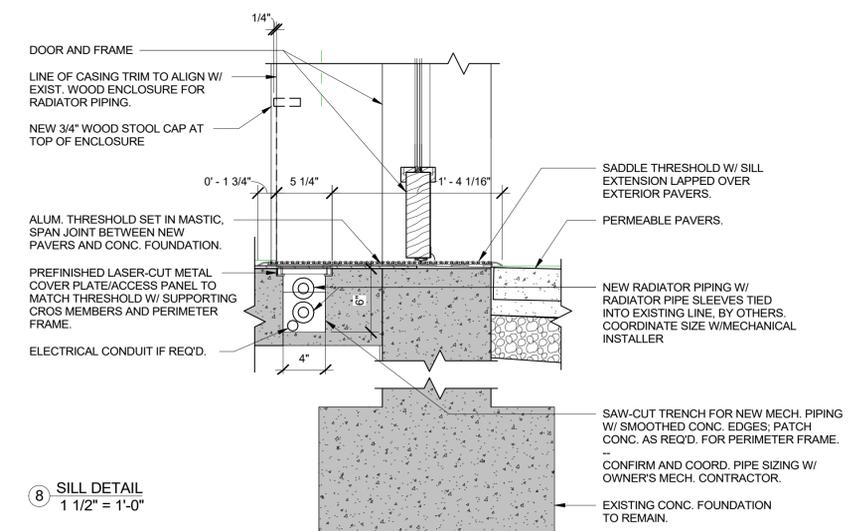
11 CONCRETE WALK & CONTROL JOINT DETAIL
1" = 1'-0"



6 JAMB DETAIL
1 1/2" = 1'-0"



7 HEAD DETAIL
1 1/2" = 1'-0"



8 SILL DETAIL
1 1/2" = 1'-0"

RENOVATIONS TO:

WINNETKA PRESBYTERIAN CHURCH
1255 Willow Rd., Winnetka, IL 60093



Winnetka Presbyterian Church
1255 Willow Road
Winnetka, Illinois 60093



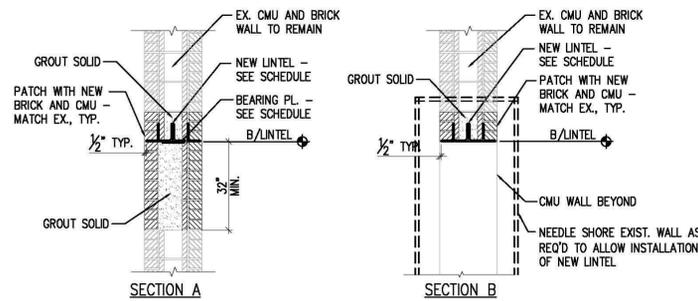
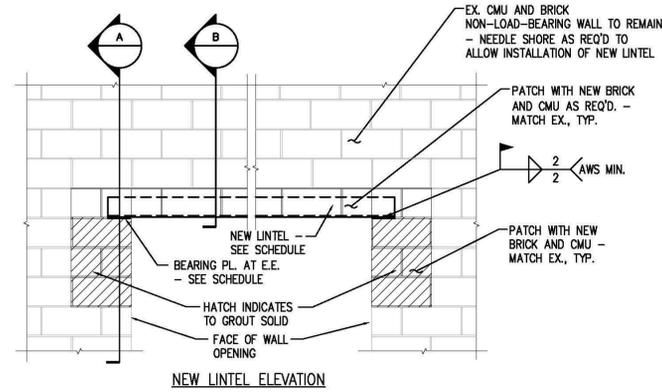
Jaeger Nickola Kuhlman & Associates, Ltd.
350 South Northwest Highway
Park Ridge, Illinois 60068



Permit Revision Set	12/12/2019
Zoning Review Set	10/21/2019
Permit & Bid Set	09/09/2019

Elevations and Details

DRAWN:	FA	12/12/2019
CHECKED:	DK/DT	
JOB NUMBER:	1809	
PLOT DATE:		A2



2 LINTEL DETAILS AT EXIST.
S1.0 SCALE: 1/2" = 1'-0"

NOTE:
G.C. IS TO ADEQUATELY SHORE EX. BRICK AND CMU WITH NEEDLE SHORING AS REQ'D.

LINTEL SCHEDULE					
MARK	MEMBER SIZE	BEARING PL.	WALL TYPE	OPENING SIZE	REMARKS
L-1	(4) 15x3 1/2 x 3/8 LLV	PL. 6"x6"x3/8"	EX. 8" CMU + BRICK WALL	7'-0"	SEE BELOW

NOTES:

- SEE ARCHITECTURAL DRAWINGS FOR WALL OPENING LOCATIONS, LINTEL ELEVATIONS, AND ADDITIONAL LINTEL INFORMATION.
- ALL OPENINGS IN MASONRY WALLS, NEW & EXISTING, WHERE REQUIRED BY ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION TRADES SHALL BE PROVIDED WITH A LINTEL PER THE REQUIREMENTS OF THE LINTEL SCHEDULE PER EACH WALL TYPE. GENERAL CONTRACTOR TO COORDINATE WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION FOR OPENING LOCATIONS, SIZES AND WALL THICKNESSES.
- INSTALL ANGLE LINTELS LONG LEGS VERTICAL, U.N.O.
- PROVIDE 6" MINIMUM BEARING AT EACH END OF ANGLE LINTELS, U.N.O.
- SEE DETAIL 2/S-1 FOR LINTEL DETAILS.

1 LINTEL SCHEDULE
S1.0 SCALE: N.T.S.

RENOVATIONS TO:

WINNETKA PRESBYTERIAN CHURCH
1255 Willow Rd., Winnetka, IL 60093



Winnetka Presbyterian Church
1255 Willow Road
Winnetka, Illinois 60093



Jaeger Nickola Kuhlman & Associates, Ltd.
350 South Northwest Highway
Park Ridge, Illinois 60068



Permit Revision Set	12/12/2019
Zoning Review Set	10/21/2019
Permit & Bid Set	09/09/2019

NO.	DESCRIPTION	DATE

Lintel Detail and Schedule

DRAWN:	CC	PLOT DATE:	12/12/2019
CHECKED:	DK/TD/FA		
JOB NUMBER:	1809		
			S1

EXHIBIT C
UNCONDITIONAL AGREEMENT AND CONSENT

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

WHEREAS, Church Extension Board of the Presbytery of Chicago, d/b/a Winnetka Presbyterian Church ("**Applicant**"), is the record title owner of that certain parcel of real property commonly known as 1255 Willow Road in the Village ("**Subject Property**")

WHEREAS, the Applicant desires to construct an addition to the Subject Property consisting of an outdoor plaza along Hibbard Street; and

WHEREAS, Ordinance No. M-4-2020, adopted by the Village Council on _____, 2020 ("**Ordinance**"), grants a special use permit and a certificate of appropriateness to the Applicant to permit the construction of the plaza on the Subject Property; and

WHEREAS, Section 9 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant has filed, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant does hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Applicant acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of variations and a special use permit for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
4. The Applicant does hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the variations and the special use permit for the Subject Property.
5. The Applicant hereby agrees to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts'

fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: _____, 2020

ATTEST: **CHURCH EXTENSION BOARD OF THE
PRESBYTERY OF CHICAGO, D/B/A
WINNETKA PRESBYTERIAN CHURCH**

By: _____
Its: _____

By: _____
Its: _____



**MEMORANDUM
VILLAGE OF WINNETKA**

COMMUNITY DEVELOPMENT DEPARTMENT

TO: ZONING BOARD OF APPEALS
FROM: ANN KLAASSEN, SENIOR PLANNER
DATE: JANUARY 7, 2020
**SUBJECT: CASE NO. 19-32-SU [AMENDED]: 1255 WILLOW ROAD - WINNETKA
PRESBYTERIAN CHURCH - SPECIAL USE PERMIT**

INTRODUCTION

On January 13, 2020, the Zoning Board of Appeals will continue the public hearing on an amended application filed by Winnetka Presbyterian Church (the “Applicant”) as the owner of the property at 1255 Willow Road (the “Subject Property”). The Applicant now proposes the construction of a plaza on the Subject Property along Hibbard Road that only requires the following requested relief:

1. Approval of an amendment to an existing **Special Use Permit, granted by Ordinance No. M-1-2000**, for a church located in the R-5 Single-Family Residential Zoning District.

As will be discussed later in this report, the Applicant has eliminated the request to increase the amount of impermeable lot coverage in excess of the amount granted by the variation approved in Ordinance No. M-1-2000. The amount of impermeable lot coverage proposed in the amended plan is 0.25 square feet less than what was approved by Ordinance No. M-1-2000.

The initial hearing on November 11, 2019 was properly noticed on October 24, 2019 in the *Winnetka Current* and a mailed notice was sent to property owners within 250 feet in compliance with the Zoning Ordinance. Subsequent to the November meeting, two additional written comments were received from the public concerning this application. These comments along with the public correspondence previously received and distributed to the ZBA are included in Attachment D.

PROPERTY DESCRIPTION

As a reminder to the Board, the Subject Property, which is approximately 1.93 acres in size, is located at the northeast corner of Willow Road and Hibbard Road and contains an existing church. Figures 1 through 3 on the following pages identify the Subject Property.

The Comprehensive Plan designates the Subject Property as appropriate for “Public/Semi-Public” uses. The property is zoned R-5 Single Family Residential, and it is bordered by R-5 Single Family Residential to the north and east, R-4 Single Family Residential to the south, and R-2 Single Family Residential to the west (represented in Figure 4 later in this report).

In addition to single-family residential uses, the R-5 District allows a limited range of additional uses by Special Use Permit. Allowed Special Uses in the R-5 District include (a) church or temple; (b) public school, elementary and high, or private school having a curriculum equivalent to a public elementary school, public high school or public institution of higher learning; and (c) library.

The Applicant's use of the Subject Property as a church is generally consistent with the Comprehensive Plan land use designation and the R-5 zoning district.

PROPERTY HISTORY AND PREVIOUS ZONING APPLICATIONS

Also, as previously reported to the Board, construction of the church began in 1959. The following subsequent building permits were issued in:

1. 1963 to construct an addition;
2. 1965 to construct an addition for Sunday school rooms;
3. 1987 to construct a new entry way to the church; and
4. 2001 to construct an addition to the church and reconfigure the parking lot.

Other permits for interior alterations have also been issued over the years.

There is one previous zoning case on file for the Subject Property:

1. Ordinance M-1-2000 was adopted in February 2000 by the Village Council, granting a Special Use Permit and variations to allow the expansion of the church building. The approved variations were for (a) maximum building size (GFA); (b) intensity of use of lot (roofed lot coverage); (c) intensity of use of lot (impermeable lot coverage); and (d) front yard setback from Willow Road for parking spaces. Ordinance M-1-2000 is included in this report as Attachment C.



Figure 1 – Subject Property (west elevation along Hibbard Road)



Figure 2 – Subject Property (location of proposed plaza along Hibbard Road)



Figure 3 – Aerial Map

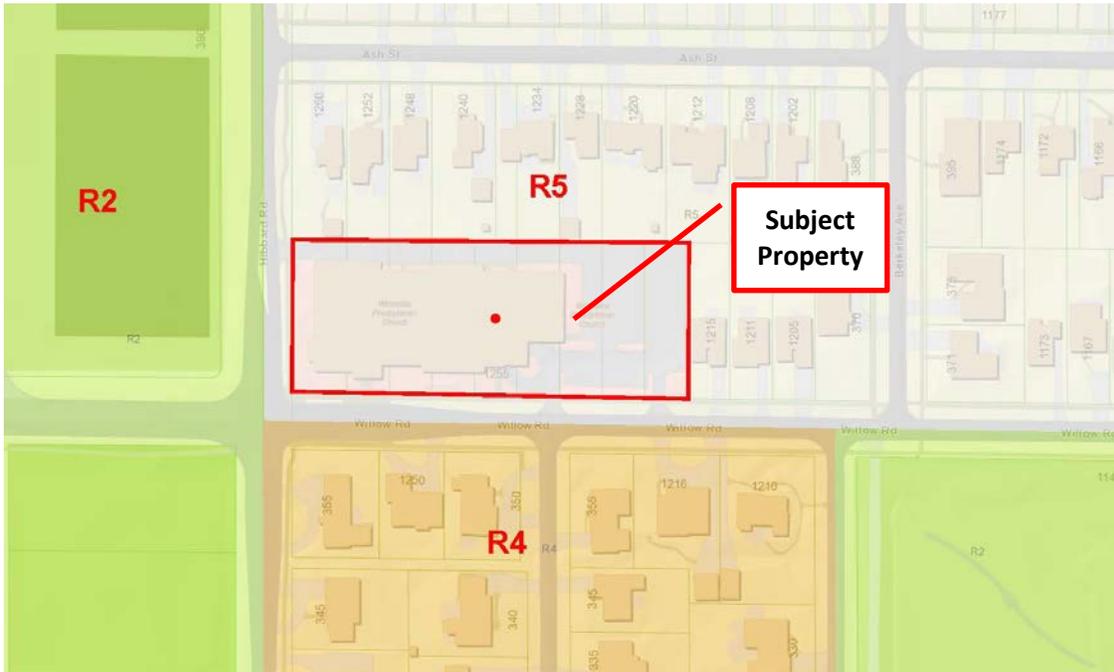


Figure 4 – Zoning Map

PROPOSED AMENDED PLAN

At the request of the Applicant, this case was continued from the November 11, 2019 ZBA meeting in order to provide the Applicant an opportunity to consider reducing the scope of the proposal in response to concerns expressed by the ZBA and neighbors of the Subject Property. A copy of the draft November 11 minutes are included in the January 13 agenda packet for the ZBA's approval. At the November ZBA meeting, ZBA members had concerns regarding the size of the proposed plaza and questioned whether the proposed crushed stone path was necessary. Additionally, given the existing improvements on the site currently exceed the permitted impermeable lot coverage; the ZBA felt the Applicant should scale back the plan.

The Applicant has submitted revised plans dated December 12, 2019. The revised plans reflect the following changes:

1. The elimination of the previously proposed crushed stone path, measuring 256 square feet, from the plaza to the north driveway;
2. The reduction to the width of the existing sidewalk located on the Subject Property that extends from the public sidewalk along Willow Road to the former front entrance to the church. The existing sidewalk is 16 feet in width and extends 21 feet from the south property line to the outer limits of the excessive roof overhang. The Applicant is proposing to reduce the width of the sidewalk to 7 feet. This would remove 189 square feet of existing impermeable lot coverage from the Subject Property.
3. Additionally, Village Engineering staff has confirmed that the permeable pavement system proposed for the plaza meets the requirements of an "Engineered System" and therefore qualifies for the 25% allowance for calculating the area of impermeable lot coverage contributed by the proposed plaza. As a result of this allowance, the 393 square feet of permeable pavers proposed for the plaza accounts for 294.75 square feet of impermeable lot coverage (ILC). The size of the proposed plaza has not changed, just the area included in the calculation of ILC due to the allowance.

Based on the changes described above, including the 25% impermeable lot coverage (ILC) allowance for the plaza, there is a net decrease of 0.25 square feet of ILC on the Subject Property with the revised plan.

The proposed improvements are intended to provide direct access from inside the church to the existing columbarium located on the exterior southwest corner of the church building, as well as a plaza to accommodate a small group gathering for memorial services. The improvements consist of the following: (1) a new door on the exterior wall facing north; (2) permeable pavers for the plaza; and (3) three exterior skylights to cover three existing openings in the roof overhang. No expansion to the church building itself is proposed.

Figures 6 and 7 on the following pages reflect the change between the previous plan and the revised plan. (The full-size revised plans representing the proposed plaza are provided in Attachment B.)

The general location of the proposed plaza and related improvements is also identified in Figure 2 on page 3 of this report. The Applicant has provided additional photos of the site that were not included in the November agenda materials as well as an explanation of the changes made to the application; this information is also included in the attached application materials (Attachment B).

Given the ZBA often receives questions regarding the stormwater regulations applicable to a specific request being considered by the ZBA, it is worth noting that the Subject Property is located within the 100-year flood plain. Therefore, the proposed improvements must comply with the Village of Winnetka Flood Hazard Protection Ordinance as well as the Village stormwater regulations. The revised plans have been reviewed and approved by the Village Engineering staff. Since there is no increase in impermeable lot coverage, storm water detention is no longer required for the proposed plan. That being said, based on the comments made by the ZBA at the November meeting it is worth noting that the Subject Property currently has storm drains at the west end of the north driveway and throughout the paved areas and parking lot. The entire north and east property lines are surrounded by a retaining wall that prohibits drainage from the church site from discharging onto the adjacent properties to the north and east. Figure 5 below represents the Subject Property's location in the 100-year flood plain. The grey represents the 100-flood area and the purple represents the 500-year flood area.

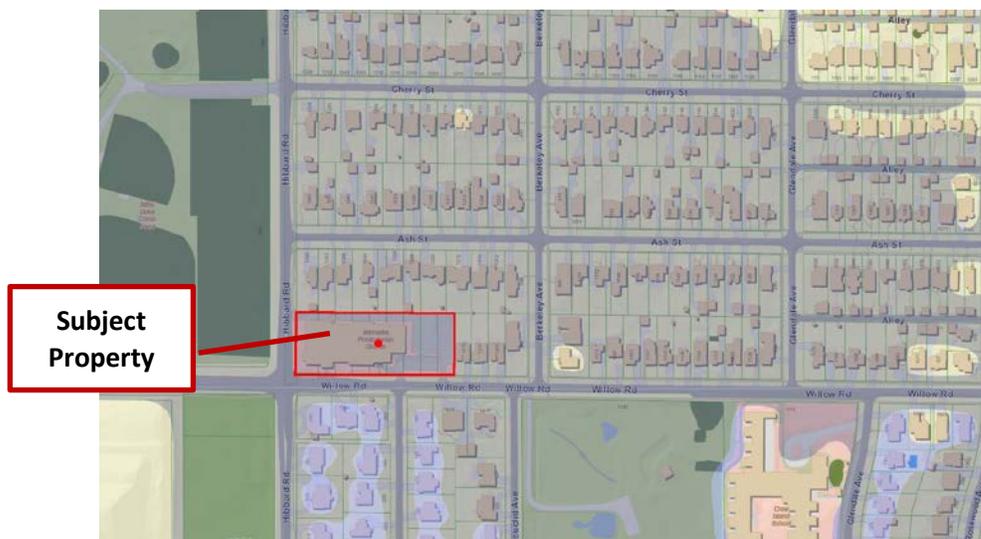


Figure 5 – GIS Flood Plain Map

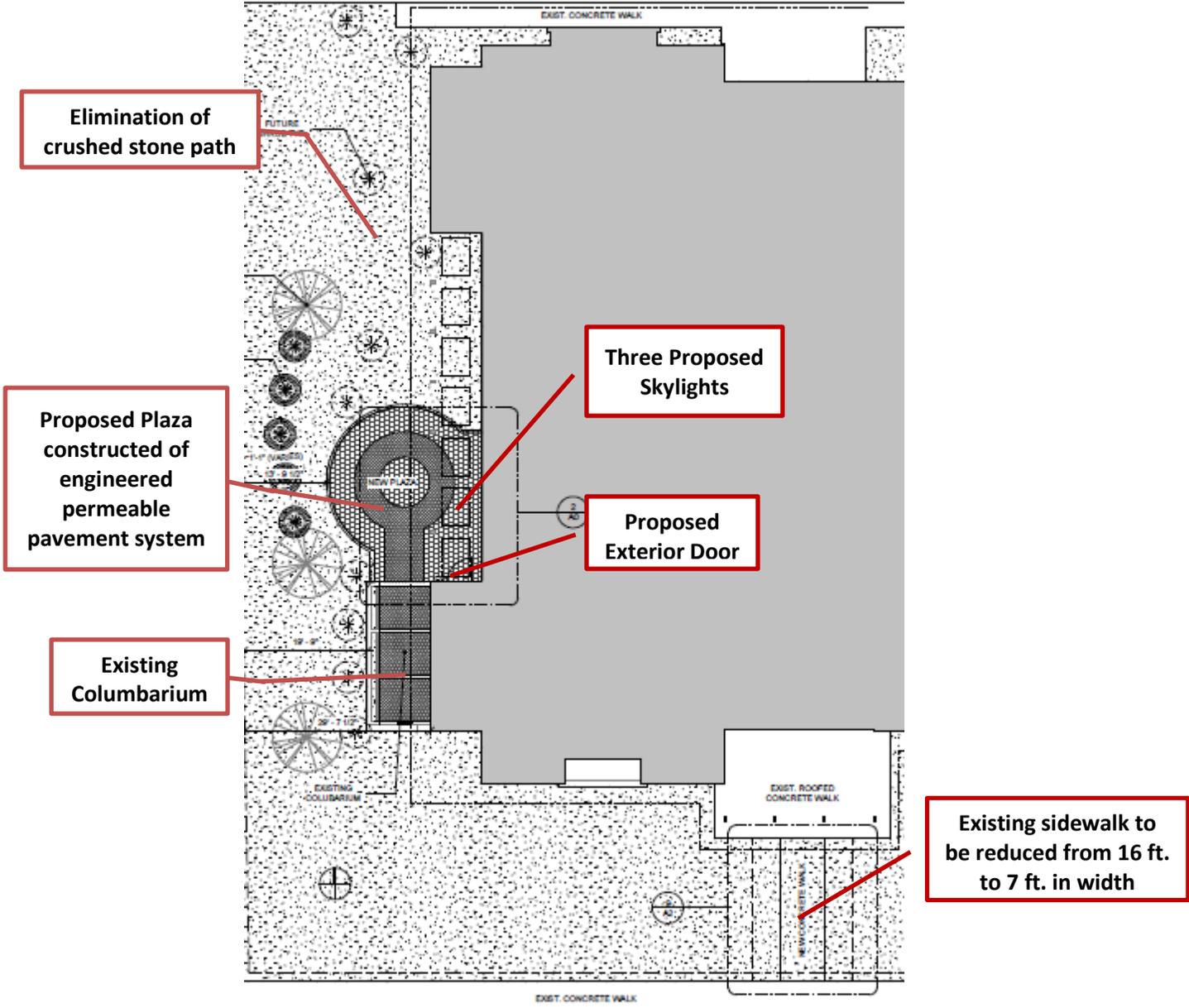


Figure 6 – Revised Site Plan

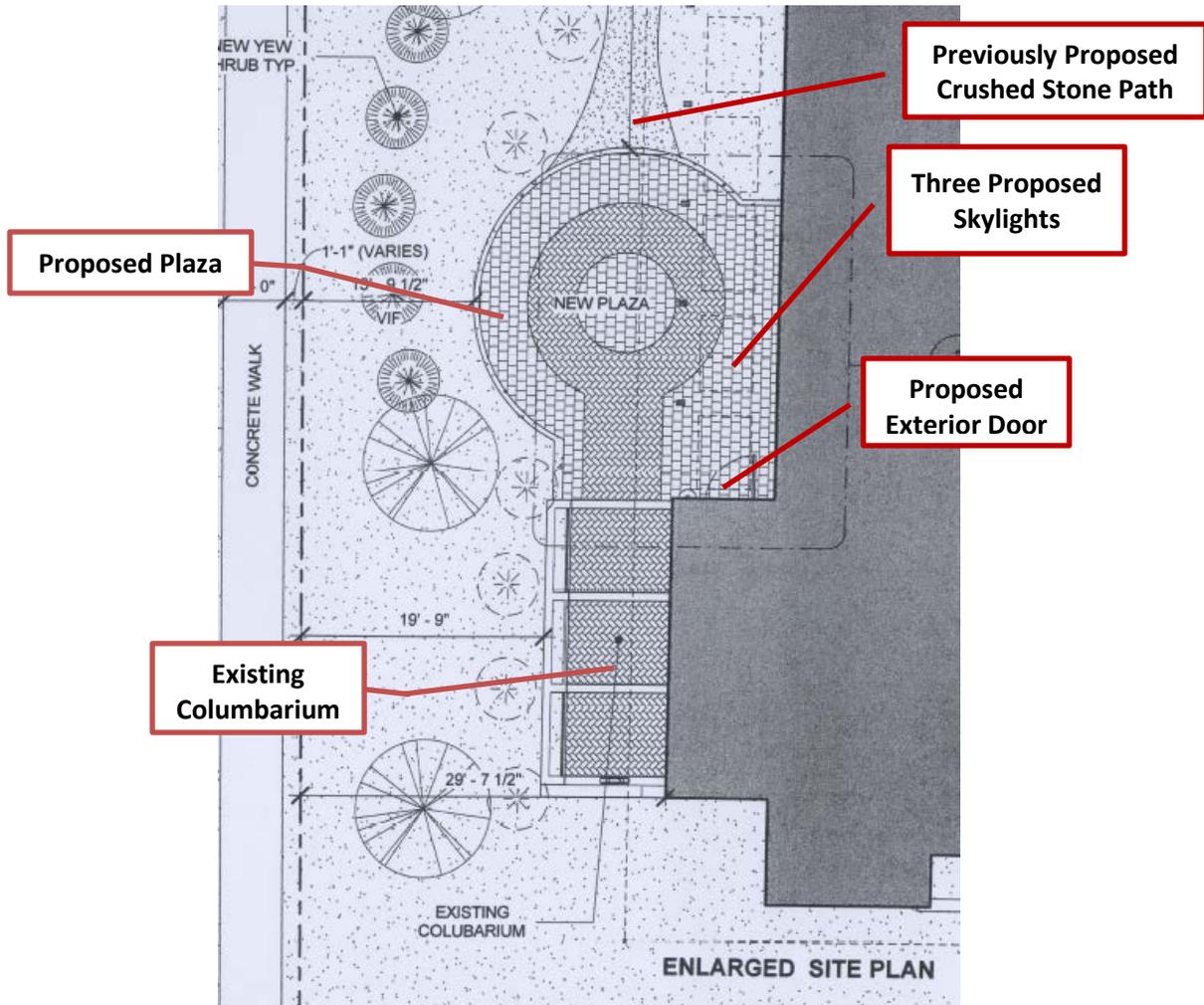


Figure 7 – Excerpt of Previous Site Plan

ZONING RELIEF

The attached revised zoning matrix highlights the existing lot and the proposed improvements' compliance with the R-5 zoning district (Attachment A). **As the revised plan represents a reduction in the impermeable lot coverage (ILC) on the Subject Property, the variation previously requested to exceed the maximum permitted ILC is no longer applicable.** The existing improvements on the site consist of 76,566.92 square feet of ILC, exceeding the maximum permitted by approximately 34,568 square feet (82.31%). The net decrease in ILC with the proposed improvements is 0.25 square feet, which brings the ILC to 76,566.67 square feet, whereas a maximum of 41,998.5 square feet is permitted.

The following compares the Zoning Code requirement, the existing condition, as well as the difference between what the Applicant previously proposed and what is currently before the ZBA for a recommendation to the Village Council.

	CODE REQUIREMENT	EXISTING CONDITION	PREVIOUS PROPOSAL	CURRENT PROPOSAL
MAXIMUM IMPERMEABLE LOT COVERAGE	41,998.5 square feet	76,566.92 square feet	77,109.92 square feet	76,566.67 square feet

CONSIDERATION BY OTHER ADVISORY BOARDS/COMMISSIONS

The Plan Commission considered the Special Use Permit on November 20, 2019. At the meeting the Applicant presented a preliminary revised plan with the intent of addressing the concerns raised by the ZBA at its meeting on November 11. After hearing from the Applicant, and no members of the public, the Plan Commission recommended, by a vote of 5-0, approval of the requested amendment to the existing special use granted by Ordinance M-1-2000 to allow the construction of a plaza along Hibbard Road on the Subject Property subject to the alternate plan shared by the Applicant at the November 20, 2019 meeting, which plan would reduce the amount of proposed additional impermeable lot coverage by:

- 1) Eliminating the proposed crush stone path;
- 2) Installing permeable pavers for the proposed plaza, subject to approval by the Village Engineer; and
- 3) Replacing the entrance sidewalk located on the south side of the church facing Willow Road from its current size of 16 feet by 22 feet to the proposed size of 8 feet by 22 feet.

The revised plans dated December 12, 2019 currently being considered by the ZBA address the conditions recommended by the Plan Commission.

The Design Review Board (DRB) considered a Certificate of Appropriateness for the proposed improvements on November 21, 2019. After hearing from the Applicant, and no members of the public, the DRB approved the plan as proposed by a vote of 5-0.

The Special Use Permit is subject to final approval by the Village Council.

REQUESTED ZONING CONSIDERATION

The Applicant is requesting approval of an amendment to an existing Special Use Permit to allow the construction of a plaza along Hibbard Road on the Subject Property. The ZBA is charged with evaluating Special Uses for consistency with the six standards for granting special use permits.

FINDINGS

In the attached application materials submitted by the Applicant, the Applicant has provided a statement of justification regarding how the requested Special Use Permit meets the standards for granting the requested Special Use Permit. Does the ZBA find that the requested amendment to an existing Special Use Permit meets the standards for granting such special use; and if so, is the ZBA prepared to make a recommendation to the Village Council regarding the requested relief? If so, a ZBA member may wish to make a motion recommending approval or recommending denial based upon the following:

Move to recommend **approval [denial]** of the requested amendment to the existing special use for a church on the Subject Property granted by Ordinance M-1-2000 to allow the construction of a new plaza along Hibbard Road for Winnetka Presbyterian Church as represented in the revised plans dated December 12 2019, based on evidence in the record, or a public document, and upon the following findings of fact:

1. The proposed plaza and related improvements are consistent with the Standards for the granting of Special Use Permits, as follows:

- a. That the establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;
- b. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
- c. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
- d. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
- e. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided; and
- f. That the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes.

[The amendment to the special use for the church should only be approved subject to the following conditions...]

ATTACHMENTS

Attachment A: Zoning Matrix

Attachment B: Application Materials

Attachment C: Ordinance M-1-2000, adopted February 15, 2000

Attachment D: Public Correspondence

ATTACHMENT A

ZONING MATRIX

(Revised 01.07.2020)

ADDRESS: 1255 Willow Road - Winnetka Presbyterian Church

CASE NO: 19-32-V

ZONING: R-5

ITEM	MIN/MAX REQUIREMENT	EXISTING	PROPOSED	DIFFERENCE BETWEEN PROPOSED & EXISTING	ZONING CODE COMPLIANCE (2)
Min. Lot Size	8,900 SF	83,997 SF	N/A	N/A	OK
Min. Average Lot Width	70 FT	180.87 FT	N/A	N/A	OK
Max. Roofed Lot Coverage	20,999.25 SF (1)	33,725.92 SF	N/A	N/A	EXISTING NONCONFORMING
Max. Gross Floor Area	21,134.31 SF (1)	43,390.86 SF	N/A	N/A	EXISTING NONCONFORMING
Max. Impermeable Lot Coverage	41,998.5 SF (1)	76,566.92 SF	76,566.67 SF	(0.25) FT	EXISTING NONCONFORMING
Min. Front Yard (Hibbard/West)	30 FT	29.05 FT	29.05 FT	0 FT	EXISTING NONCONFORMING
Min. Corner Front Yard (Willow/South)	30 FT	23.26 FT	23.26 FT	0 FT	EXISTING NONCONFORMING
Min. Side Yard (North)	12 FT	26.81 FT	26.81 FT	0 FT	OK
Min. Rear Yard (East)	25 FT	146.51 FT	146.51 FT	0 FT	OK

NOTES:

(1) Based on lot area of 83,997 s.f.

(2) Variation amount is the difference between proposed and requirement.



Narrative of Zoning Application Case No. 19- 32- SU 1 of 2

Zoning Variation Application by Winnetka Presbyterian Church
Date of Application October 16, 2019
2nd Application, December 16, 2019

Representing the Applicant : Robert Lewis , Church Elder for Building and Grounds
assisted by Fernando Alessandrini, JNKA Architects

We are Winnetka Presbyterian Church and returning for a revision of our application Under Case No. 19-32-SU. This Case seeks approval of variances of impermeable surface additions within the Special Use Permit under Ordinance No. M-1-2000.

November meetings with the Special Use Committee and Design Review Board both Resulted in affirming decisions.

Zoning Variation We now propose Adheres to The Zoning Board’s Requested Changes in a November 11, 2019 meeting.

Completion of the year 2000 expansion addressed a specification by the M-1-2000 ordinance of an impermeable surface for the lot of 76, 566 square feet. Our original 2019 application requested a variation of adding 543 square feet of impermeable surface which in percentage terms is a change of 0.7 %. **The changes we propose in this revised application result in a modest credit to impermeable surface of minus 0.25 square feet which we will describe in this two page narrative and in accompanying charts and photos.**

The reason for our application to Zoning remains the same. It is to address a defect in practical and safe usage of the columbarium which was added to the exterior at the original building’s Northwest corner. The location is readily viewed in a satellite image included in this submission. The defect is one of original design in which there was no convenient provision for access from the church’s interior direct to or at least close-by the columbarium.

The effect of the current layout is that access for interment services necessitates a walk-about along Willow Rd, followed by a turn on Hibbard Rd and then a slanted walk up a grass berm on spaced blue stone pads. We have seen this unnecessarily challenging for people using walkers or wheelchairs and most certainly challenging when rain threatens a pre-planned interment by family members and friends.



The brief description of our solution is as follows: We will cut through and open a door in a single level brick and stone wall which abuts the Columbarium. Further, we propose to provide a stable surface outside connecting door opening and Columbarium and adjoining area of sufficient size to accommodate a small group gathering for memorial services. This will be accomplished by a design which uses Unilock style pavers in a circular plaza like design.

Drawings and photos are included in this submission and footnotes or captions serve to describe where the door will be positioned and where the pavers will extend.

What Has Changed ?

The Zoning Board’s commission to our church’s development planning team was to “scale back”. Here is a concrete answer to scaling back.

First, we have eliminated the crushed stone path to the North driveway, which eliminates 256 square feet of impermeable surface.

Second, we have reconstructed an existing sidewalk which leads from the Willow Rd Sidewalk north to our original 1960’s building entrance. This currently existing 22 ft. by 16 ft. wide concrete walkway will be reduced to a 7 ft. wide x 21 ft. concrete walkway. The eliminated 189 square feet of concrete surface will be converted to soil and grass. Consequently our overall project reflects a restoration of 189 square feet of permeable surface which we reflect as a credit against new impermeable surface we are adding.

Third, our Plaza pavers design and its underground water collection and release system has been reviewed and approved by the Village engineers for a 25 % credit against the total 393 square feet of permeable/ impermeable surface for its compliance with Cook County Water District regulations. This results in a 98.25 square feet credit.

To summarize: Scale Back

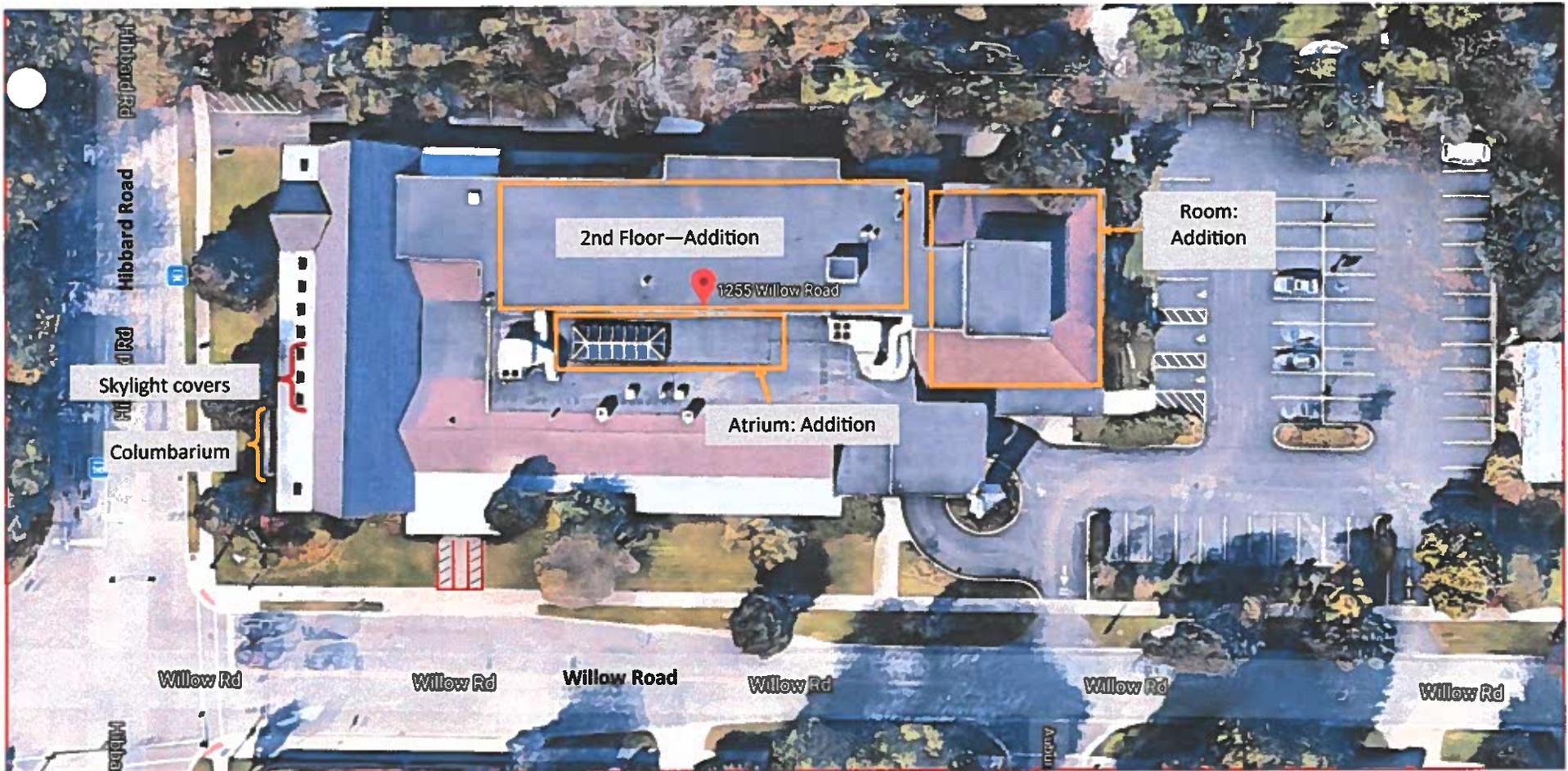
Concrete curb – original	20	sq. ft.
Permeable pavers (original 393 x 75 %)	294.75	sq. ft.
Crushed stone (original 256 sq. ft.)	0	sq. ft.
Remove original blue stone walkway	- 33	sq. ft.
Remove original Columb. Blue stone	- 93	sq. ft.
<u>Sidewalk Conversion to soil and grass</u>	<u>-189</u>	<u>sq. ft.</u>
	Net - 0.25	sq. ft.

Immediately following this page is a page which addresses the eight standards for zoning variations. Following are supporting documents including photographs and relevant site plans

Winnetka Presbyterian Church

1255 Willow Road · Winnetka · Illinois 60093

Aerial View



Key:

— 3 Skylight covers over existing roof openings 2020.



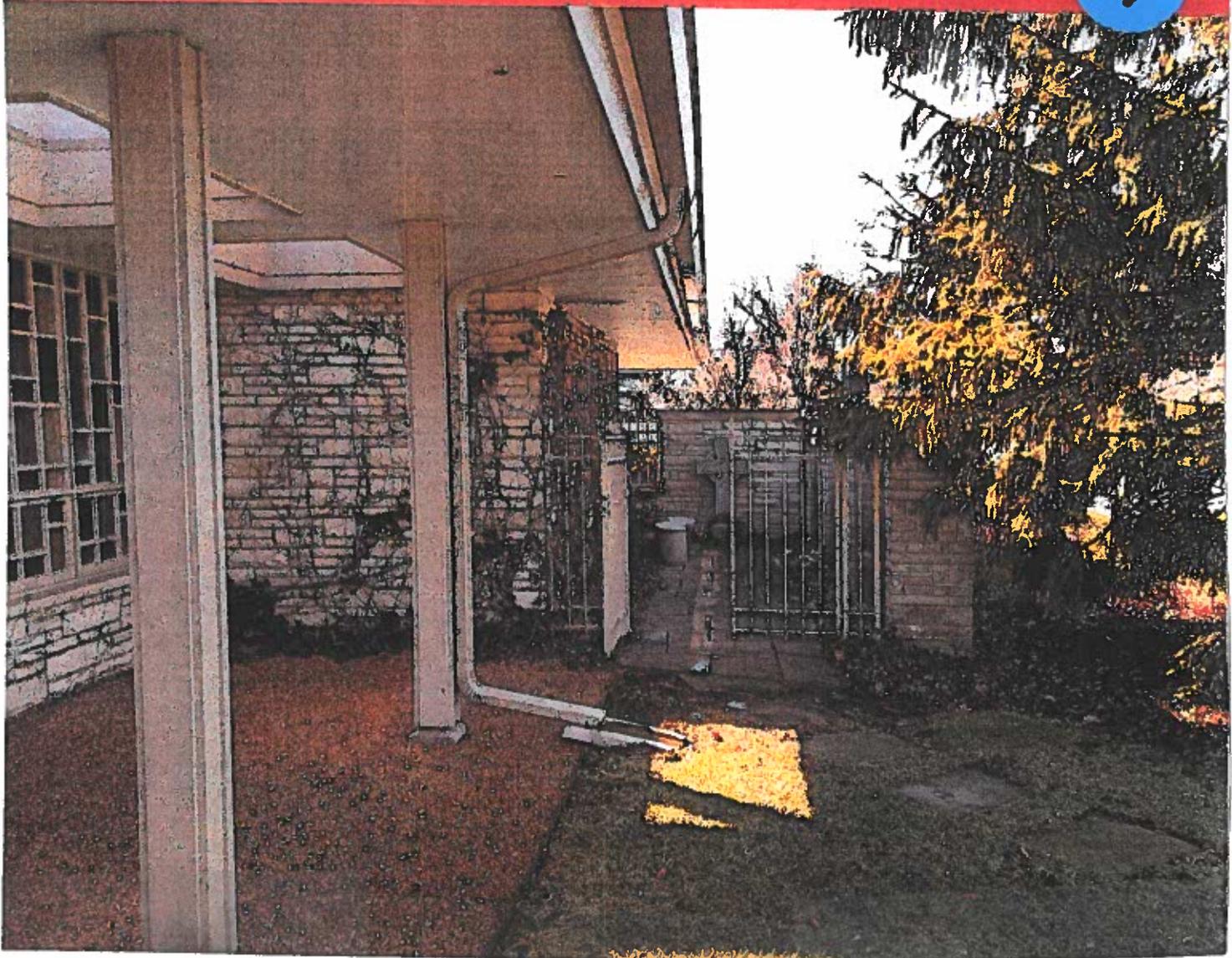
Original sidewalk entry 1960-2000 to be reconstructed 2020.

— Represents 2000 additions.



Existing Columbarium

4



We can Visualize Improved Access in this Picture

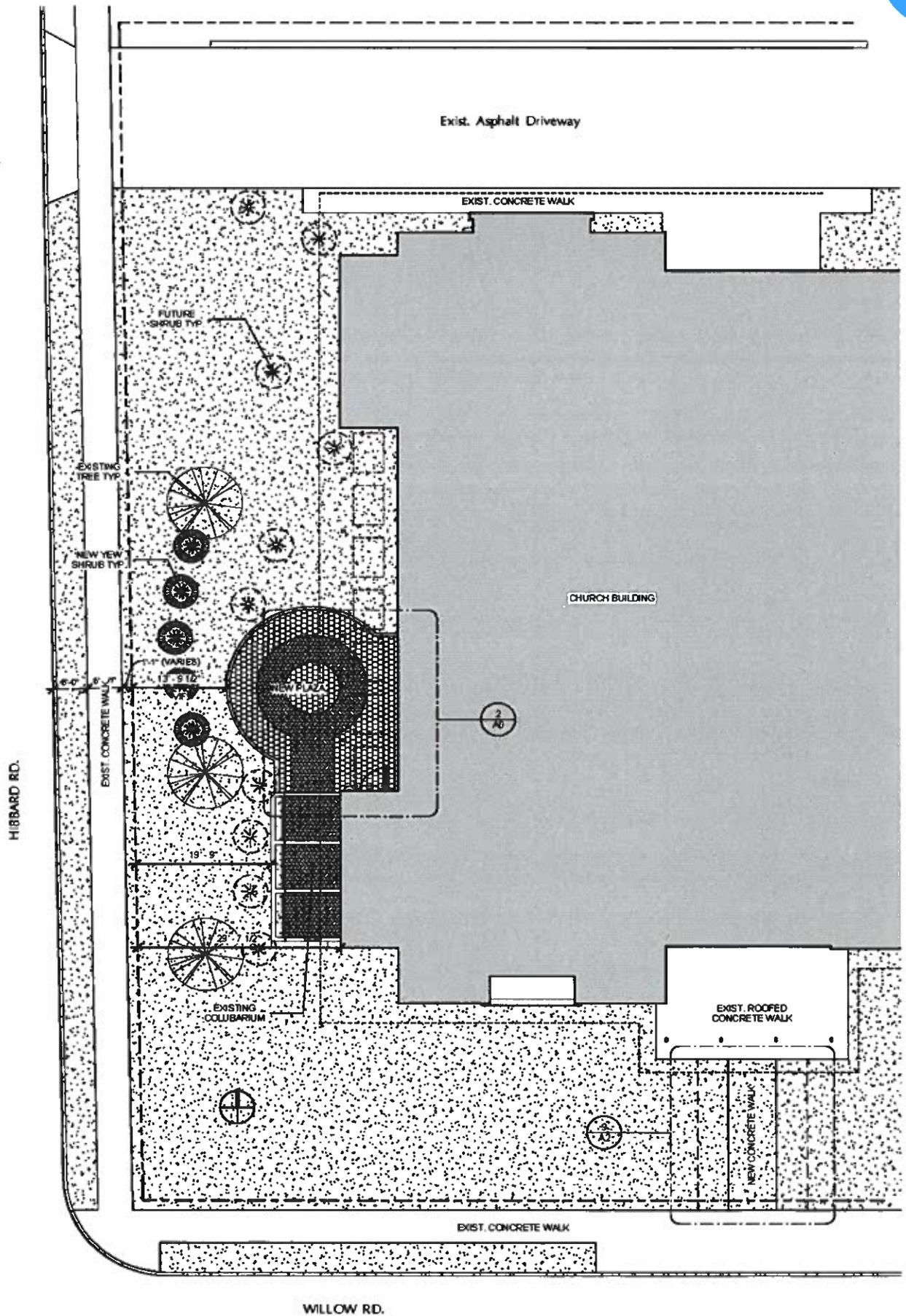
1. A 42 inch door opening can be cut in the North facing stone wall for close-by access
2. Ample ground surface exists to cover the area to the right of the Columbarium entrance and next to the Sanctuary windows with a stone Paver plaza which provides for stable surface where small groups may gather. Matching paver material may replace the existing blue stone inside the Columbarium.
3. Existing roof openings exist which allow right-sized skylight covers to provide weather protection over the door area and part of the plaza



**Winnetka Presbyterian Church Columbarium
Memorial Interment Service Nov. 16, 2019**

25 Family Members and Close friends Present





Original Entrance South Side of Church facing Willow Rd

**Entry Sidewalk (16 ft x 21 ft) infrequent use today
Remove and re-install new 7 ft x 21 ft walk.
Returns 189 sq. ft. to permeable soil and grass**





To summarize:

Original	Concrete Curb	20	sq. ft.
	Impervious lot coverage by pavers	393	sq. ft.
	Crushed stone path to North	256	sq. ft.
	Credit for original blue stone path	- 33	sq. ft.
	<u>Credit for original Columb. Pavers</u>	<u>- 93</u>	<u>sq. ft.</u>
		543	sq. ft.

Scale Back

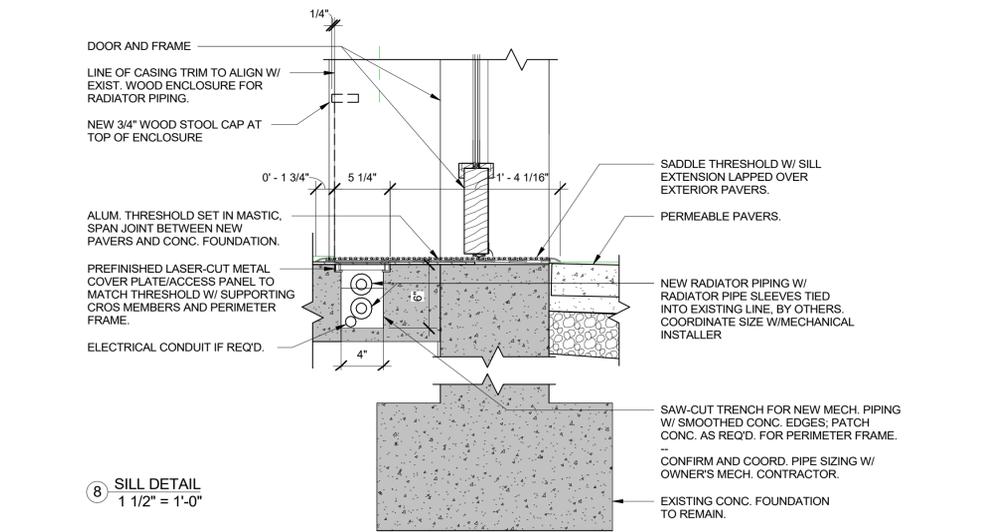
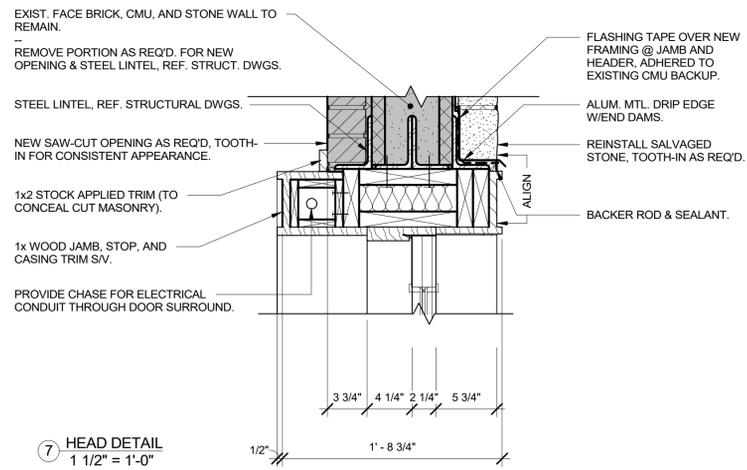
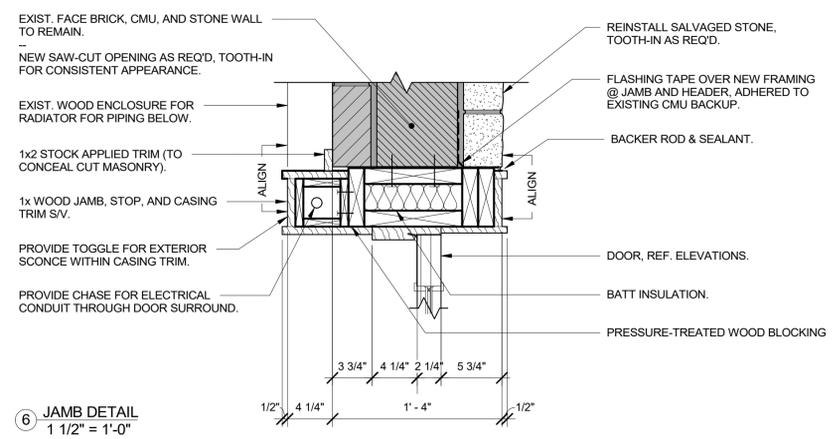
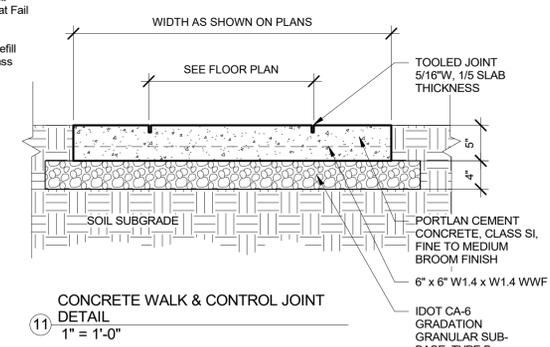
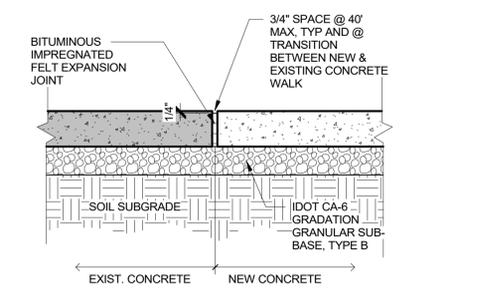
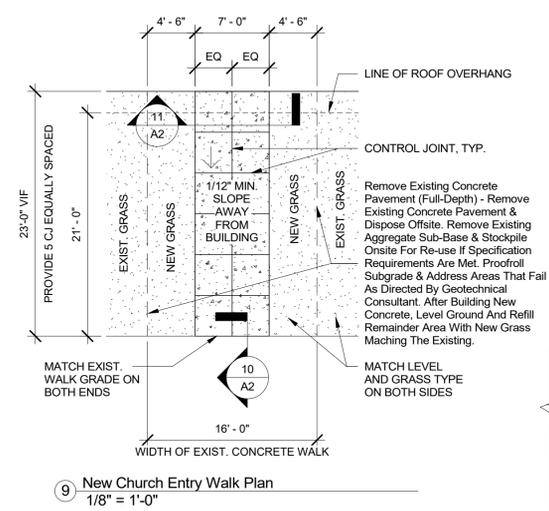
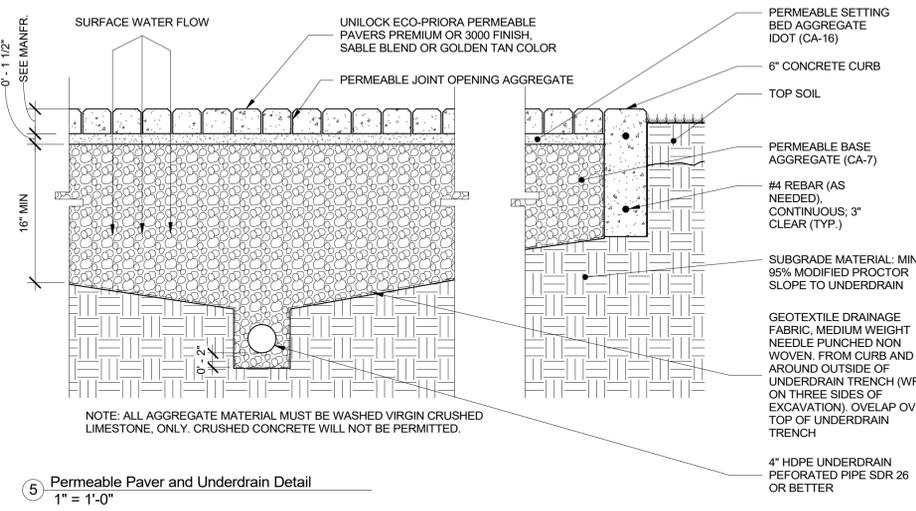
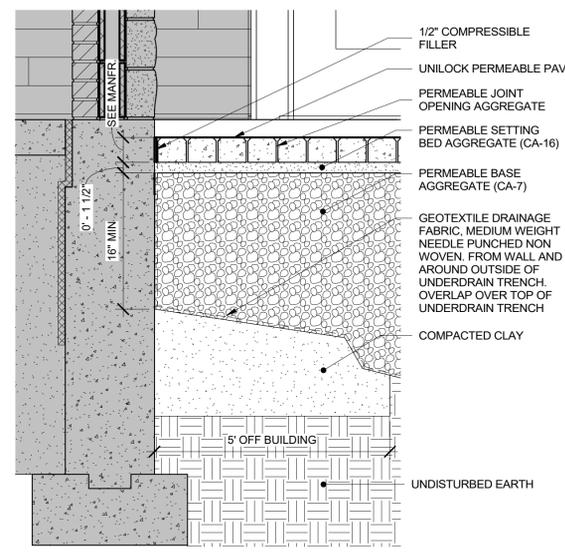
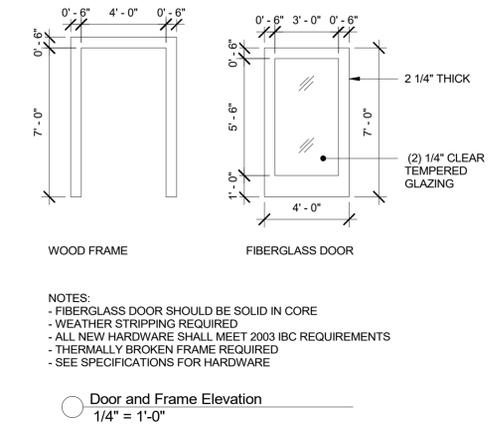
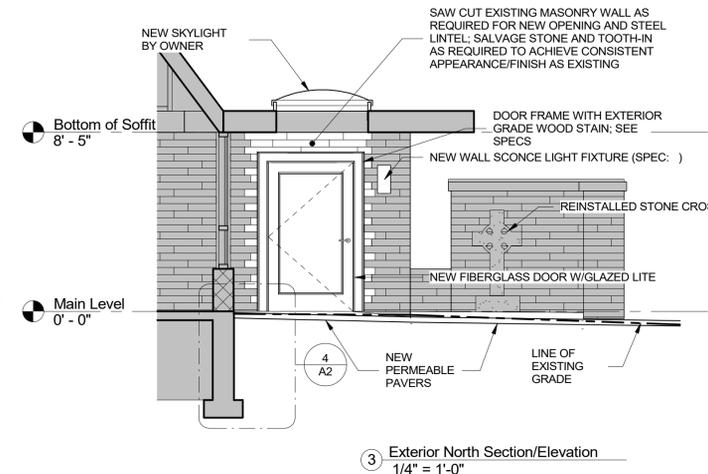
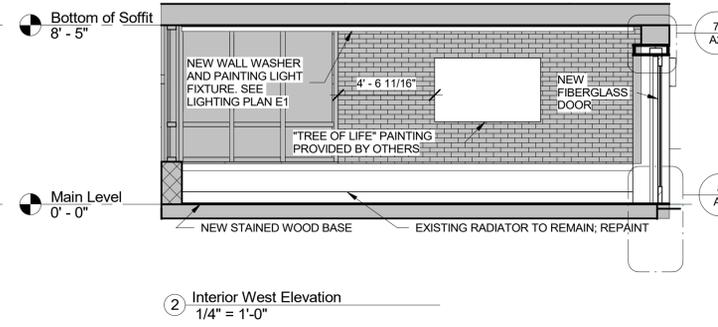
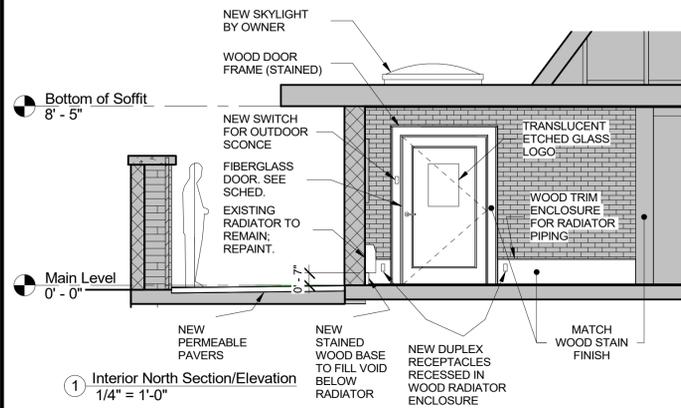
Concrete curb – original	20	sq. ft.
ILC (Pavers) (original 393 x 75 %)	294. 25	sq. ft.
Crushed stone (original 256 sq. ft.)	0	sq. ft.
Remove original blue stone walkway	- 33	sq. ft.
Remove original Columb. Blue stone	- 93	sq. ft.
<u>Sidewalk Conversion to soil and grass</u>	<u>-189</u>	<u>sq. ft.</u>
	Net - 0. 25	sq. ft.

RENOVATIONS TO: WINNETKA PRESBYTERIAN CHURCH

1255 Willow Rd., Winnetka, IL 60093

Permit Revision Set 12/12/2019

<p>GENERAL NOTES</p> <ol style="list-style-type: none"> These notes shall apply to all sheets of these Contract Documents. The Trade Contractor shall carefully examine the Contract Documents and the construction site to obtain first hand knowledge of the existing conditions. No extra will be allowed for work that could have been determined by examining the Site and Documents. The Trade Contractor shall be responsible for verifying all dimensions at the site. All existing conditions shall be verified by field measurement prior to construction, fabrication or installation. The Trade Contractor shall notify the Architect of any discrepancies between field observation and Contract Documents. All details and sections shown on the Drawings are intended to be typical and shall be construed to apply to similar situations on the project unless a different detail or section is shown. The Drawings are all inclusive and shall be intended to represent a total and complete job. All Trade Contractors shall examine all of the drawings and provide all Work no matter where shown. The Trade Contractor shall coordinate all of the Work. The Trade Contractor shall coordinate his Work with the Work of other trades. No extra will be allowed due to lack of project coordination. All Trade Contractors shall review all drawings to ensure proper coordination of their work. Architectural Drawings shall be referenced to properly locate equipment and devices. Verify layout and all equipment locations with Owner prior to construction. All work shall conform to all pertinent codes, regulations and ordinances of the municipal, state and other authorities having jurisdiction. All building dimensions indicated are to column center, to face of concrete, to face of masonry, or to face of plaster or gypsum board, unless otherwise noted. 	<p>FINISH NOTES</p> <ol style="list-style-type: none"> In existing rooms called out for a new floor finish, the Contractor is to patch the floor by filling with latex concrete and grinding for a smooth surface to receive new floor finish. Patch all walls, ceilings, floor and other surfaces in the existing buildings as required after removal of installation equipment, piping, wiring, walls, etc. Contractor to thoroughly examine all drawings and existing conditions for patching requirements. Patch existing walls shown to remain as required for new finishes. Patching shall include but not necessarily be limited to (1) plaster patching of walls from previous damage, equipment removals, lighting/plumbing fixture and/or equipment removals, signage removals, existing finish removals, etc. (coordinate extent of patching with electrical and mechanical subcontractors); and (2) where existing partitions removed yield non-planar adjacent surfaces, Contractor shall break back existing ceramic tile, etc. and patch and prime walls for new finishes. Where the finish schedule indicates "Patch Existing," the Contractor is to verify existing floors, walls and ceiling surfaces and patch to match existing. This may apply to floor finishes (VCT, ceramic tile, etc.), wall finishes (plaster, plaster w/ ceramic tile wainscot, ceramic tile, etc.) or ceiling finishes (plaster, metal pan, etc.). Caulk between all countertops, backsplashes, sidesplashes and walls with silicone caulk, color by Architect. Caulk between all plumbing fixtures and walls with white silicone caulk. Caulk between all dissimilar materials (aluminum, plastic laminate, gypsum board, finish wood, etc.) with silicone caulk, color by Architect. Rooms with resilient base shall have the resilient base applied to the base of cabinets, etc. Provide wood blocking as required for partitions to receive wall mounted equipment, i.e., monitor brackets, shelves, cabinets, toilets accessories, movable casework, bumper rails, light fixtures, TV brackets, equipment, etc. At the head of all doors, provide partition construction similar to adjacent partitions. All closets shall be finished on the interior with painted walls and ceiling, base and floor to match adjacent room finish. All shelving and closet shelves to be plastic laminate finished on adjustable brackets. All countertops adjacent to walls shall have backsplashes and sidesplashes. All countertops shall overhang base cabinets by 1" on exposed open ends. All plastic laminate casework shall have 3/4" plastic laminated scribes at gypsum board partitions and soffits. Tolerances for built-in items, including casework and appliances, must be field verified by the subcontractor to ensure adequate clearances and proper fit. 	<p>PROJECT INFORMATION - BASE BUILDING</p> <p>BUILDING CODES HAVING JURISDICTION</p> <ol style="list-style-type: none"> 2015 INTERNATIONAL BUILDING CODE 2015 INTERNATIONAL EXISTING BUILDING CODE 2015 INTERNATIONAL FIRE CODE 2015 INTERNATIONAL MECHANICAL CODE 2015 INTERNATIONAL FUEL GAS CODE 2018 INTERNATIONAL ENERGY CONSERVATION CODE 2014 NATIONAL ELECTRICAL CODE 2014 ILLINOIS PLUMBING CODE 2018 ILLINOIS ACCESSIBILITY CODE 2015 NFPA LIFE SAFETY CODE 101 <p>(ALL CODES AS ADOPTED & AMENDED BY THE VILLAGE OF WINNETKA)</p> <p>PROJECT AREA IMPERVIOUS AREA</p> <p>PROJECT OUTDOOR AREA: 1,099 SFT:</p> <p>EXISTING IMPERVIOUS AREAS: 560 SFT AREA COVERED BY OVERHANG: 390 SFT COLUMBARIUM WALLS: 55 SFT STONE PAVERS PATH (1/3): 22 SFT COLUMBARIUM PAVERS: 93 SFT</p> <p>EXISTING PERVIOUS AREAS: 539 SFT STONE PAVERS PATH (1/3): 11 SFT LANDSCAPE (DIRT OR GRASS): 528 SFT</p> <p>NEW IMPERVIOUS AREAS: 465 SFT AREA COVERED BY OVERHANG: 390 SFT COLUMBARIUM WALLS: 55 SFT CONCRETE CURB: 20 SFT</p> <p>NEW PERVIOUS AREAS: 634 SFT PERMEABLE PAVERS: 393 SFT LANDSCAPE (DIRT OR GRASS): 241 SFT</p>	<p>KEY PLAN</p>	<p>DRAWING INDEX</p> <p>GENERAL</p> <p>G1 Cover Sheet</p> <p>ARCHITECTURAL</p> <p>A0 Site Plan A1 Floor Plans A2 Elevations and Details</p> <p>STRUCTURAL</p> <p>S1 Lintel Detail and Schedule</p> <p>ELECTRICAL</p> <p>E1 Lighting Plan</p>	<p style="text-align: right; font-size: small;">ARCHITECT</p> <p style="text-align: right;">JNKA ARCHITECTS JAEGER NICKOLAKUHLMAN & ASSOCIATES, L.T.D. 350 S Northwest Hwy Ste 106 Park Ridge IL 60068 847.692.6166</p> <p style="text-align: center; font-size: small;">GENERAL CONTRACTOR</p> <p style="text-align: center; font-size: small;">STRUCTURAL ENGINEERING</p> <p style="text-align: center;">CE ANDERSON & ASSOCIATES 175 North Franklin St. Suite 410 Chicago, IL 60606 PHONE: 312-750-1701</p> <p style="text-align: center; font-size: small;">CIVIL ENGINEERING</p> <p style="text-align: center;">ERIKSSON ENGINEERING ASSOC., LTD. 135 South Jefferson St. Suite 135 Chicago, IL 60661 PHONE: 312-463-0551</p> <p style="text-align: center; font-size: small;">LIGHTING CONSULTANT</p> <p style="text-align: center;">AKLD LIGHTING DESIGN 517 4th St. Wilmette, IL 60091 PHONE: 847-475-2010</p>																																																																																																																																																						
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CHARLES, IL, and to the best of my knowledge comply with the Building Ordinance, Zoning Ordinance and other applicable codes and ordinances of WINNETKA, IL."</p> <p>"I have prepared, or caused to be prepared under my direct supervision, the attached plans and specifications and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, they are in compliance with the Environmental Barriers Act (410 ILCS 25) and the Illinois Accessibility Code (71 Ill. Adm. Code 400)."</p> <p style="text-align: right; font-size: x-small;">[DAVID CHRISTOPHER KUHLMAN] ILLINOIS LICENSE NO. 001-016893, EXPIRES 11/30/2020 ILLINOIS LICENSED DESIGN FIRM NO. 184-00370</p>
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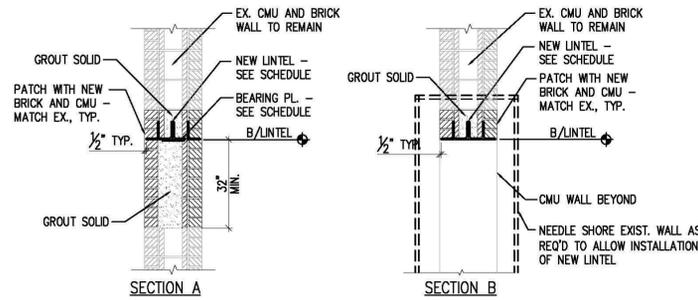
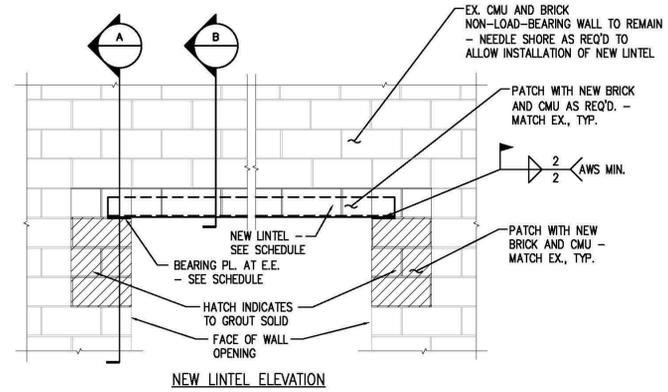
RENOVATIONS TO:

WINNETKA PRESBYTERIAN CHURCH
1255 Willow Rd., Winnetka, IL 60093



Permit Revision Set	12/12/2019
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Elevations and Details	
DRAWN:	PILOT DATE:
FA	12/12/2019
CHECKED:	
DK/TD	
JOB NUMBER:	
1809	
A2	



2 LINTEL DETAILS AT EXIST.
S1.0 SCALE: 1/2" = 1'-0"

NOTE:
G.C. IS TO ADEQUATELY SHORE EX. BRICK AND CMU WITH NEEDLE SHORING AS REQ'D.

LINTEL SCHEDULE					
MARK	MEMBER SIZE	BEARING PL.	WALL TYPE	OPENING SIZE	REMARKS
L-1	(4) 15x3 1/2 x 3/8 LLV	PL. 6"x6"x3/8"	EX. 8" CMU + BRICK WALL	7'-0"	SEE BELOW

NOTES:

- SEE ARCHITECTURAL DRAWINGS FOR WALL OPENING LOCATIONS, LINTEL ELEVATIONS, AND ADDITIONAL LINTEL INFORMATION.
- ALL OPENINGS IN MASONRY WALLS, NEW & EXISTING, WHERE REQUIRED BY ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION TRADES SHALL BE PROVIDED WITH A LINTEL PER THE REQUIREMENTS OF THE LINTEL SCHEDULE PER EACH WALL TYPE. GENERAL CONTRACTOR TO COORDINATE WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION FOR OPENING LOCATIONS, SIZES AND WALL THICKNESSES.
- INSTALL ANGLE LINTELS LONG LEGS VERTICAL, U.N.O.
- PROVIDE 6" MINIMUM BEARING AT EACH END OF ANGLE LINTELS, U.N.O.
- SEE DETAIL 2/S-1 FOR LINTEL DETAILS.

1 LINTEL SCHEDULE
S1.0 SCALE: N.T.S.

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1255 Willow Road
Winnetka, Illinois 60093



Jaeger Nickola Kuhlman & Associates, Ltd.
350 South Northwest Highway
Park Ridge, Illinois 60068



Permit Revision Set	12/12/2019
Zoning Review Set	10/21/2019
Permit & Bid Set	09/09/2019

NO. DESCRIPTION DATE

Lintel Detail and Schedule	
DRAWN:	PILOT DATE:
CC	12/12/2019
CHECKED:	
DK/TD/FA	S1
JOB NUMBER:	
1809	

RENOVATIONS TO:
WINNETKA PRESBYTERIAN CHURCH
 1255 Willow Rd., Winnetka, IL 60093

Winnetka
 PRESBYTERIAN CHURCH
 Winnetka Presbyterian Church
 1255 Willow Road
 Winnetka, Illinois 60093

JKA
 ARCHITECTS
 Jaeger Nickola Kuhlman
 & Associates, Ltd.
 350 South Northwest Highway
 Park Ridge, Illinois 60068



Permit Revision Set	12/12/2019
Zoning Review Set	10/21/2019
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NO.	DESCRIPTION	DATE
Lighting Plan		
DRWN:	MPFA	12/12/2019
CHECKED:	DK/TD	
JOB NUMBER:	1809	
E1		

New electrical conduit and stub for fountain (owner to provide fountain)

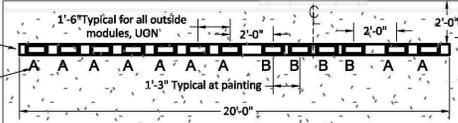
Type K1: Linear wallwash module in surface mounted extrusion. Verify exact location of luminaire and dimmers prior to installation. Lumenwerx #CLUCOMS(SURFACE)-20FT-LED-90-27-UNV / WRO-MF04-LED / CLU10-13-1200LM / BLA-7FT / D1-2-SURFACE-W

Provide two dimmers for separate control of A and B channels

Type K2 Typical: Surface mounted at existing j-box. Provide new dimmer. AFX #RVEF2032LAJUDSNLW(MOD 2700K), Install with 2700K color temperature selected.

Existing dimmer locations. Verify existing branch circuit capacity at Church Proper panel prior to connecting new lighting. Connect Complete to existing circuiting as required for a fully functional system.

New Duplex Electrical Receptacle recessed on wood enclosure and interior switch for exterior wall sconce. Hide conduit inside enclosure and around wood door frame. Switch recessed inside wood frame.



SYMBOLS KEY:

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> □ ○ RECESSED DOWNLIGHT FIXTURE-LINE OR LOW VOLTAGE. □ ○ RECESSED ADJUSTABLE FIXTURE-LINE OR LOW VOLTAGE ○ ○ SURFACE MOUNTED MONOPOINT. REMOTE TRANSFORMER. ○ ○ LOW VOLTAGE MINI RECESSED DOWNLIGHT ○ ○ RECESSED WALL WASH FIXTURE ○ ○ SURFACE MOUNTED PENDANT OR CHANDELIER ○ ○ SURFACE MOUNTED WALL SCONCE ○ ○ PICTURE LIGHT ○ ○ FREE-STANDING LIGHT FIXTURE ○ ○ LINEAR LOW VOLTAGE FIXTURE ○ ○ VERTICALLY MOUNTED LINEAR LOW VOLTAGE FIXTURE ○ ○ SURFACE MOUNTED STEP LIGHT ○ ○ RECESSED WALL MOUNTED FIXTURE ○ ○ INGROUND MOUNTED UPLIGHTS | <ul style="list-style-type: none"> ○ ○ DUPLEX RECEPTACLE ○ ○ FAN / MOTOR ○ ○ MOTORIZED WINDOW TREATMENT- CONFIRM WIRING REQUIREMENTS WITH WINDOW TREATMENT VENDOR ○ ○ TRANSFORMER - 120V/12V OR 120V/24V ○ ○ CLOCK RECEPTACLE ○ ○ DUPLEX RECEPTACLE- WALL (WP) WEATHER PROOF ○ ○ SWITCHED WALL DUPLEX RECEPTACLE - CONFIRM EXACT LOCATION ○ ○ DIMMED WALL DUPLEX RECEPTACLE CONFIRM EXACT LOCATION ○ ○ SWITCHED FLOOR MOUNTED RECEPTACLE ON LTG CONTROL SYSTEM- CONFIRM LOCATION WITH THE OWNER. ○ ○ DIMMED FLOOR MOUNTED RECEPTACLE ON LTG CONTROL SYSTEM- CONFIRM LOCATION WITH THE OWNER. | <ul style="list-style-type: none"> ○ ○ SINGLE POLE SWITCH- (3) 3-WAY (4) 4-WAY (J) JAMB (F) FAN SPEED CONTROL (B) FANLIGHT CONTROL ○ ○ WALL BOX DIMMER- (3) 3-WAY (ELV) ELECTRONIC LOW VOLTAGE (MLV) MAGNETIC LOW VOLTAGE ○ ○ MOTION SENSOR SWITCH ○ ○ SMART SWITCH ON LIGHTING SYSTEM ○ ○ SMART DIMMER ON LIGHTING SYSTEM ○ ○ LIGHTING CONTROL KEYPAD OR SCENE CONTROL DEVICE ○ ○ CONTROL SYSTEM LOAD ID NUMBER |
|--|--|---|

GENERAL NOTES:

- REFER TO ARCHITECTURAL AND MILLWORK DRAWINGS FOR ADDITIONAL LIGHTING INFORMATION.

KEY NOTES:

- VERTICALLY MOUNTED LINEAR LED.
- UNDERCABINET LINEAR LED MOUNTED TO THE BOTTOM OF THE UPPER CABINET.
- FIXTURE WITH TRIM ADAPTOR FOR WOOD CEILING. ADDITIONAL COORDINATION REQUIRED.

December 13, 2019

Ms. Susan Chen
Village of Winnetka
1390 Willow Road
Winnetka, IL 60093



Dear Ms. Chen:

We have been asked to respond to those items in your comment letter dated November 11, 2019 pertaining to the civil engineering design of the site improvements at 1255 Willow Rd. We have been working with the architect, JNKA, to provide a design that is in keeping with flood plain, MWRD and local requirements. There is no topographic survey available for the site at large, however, we feel that the scope of the work should not require this additional expense. The actual improvement is small and consists of permeable pavers. In addition, in an effort to allay any concerns of “new impervious areas” being added, the client has agreed to remove existing impervious areas from the site to make the improvement a net zero improvement with respect to imperviousness.

With respect to your comments in the letter we have been asked to provide the following:

1. The site is in floodplain. As such, any fill that may be added will be compensated for on site at a 1.1:1 ratio. A note to that effect is added to the plans. It is anticipated that approximately 35.44 CF (1.31 CY) of fill may be required. A corresponding (estimated) 1.44 CY of soil would be removed from an already existing berm on site.
2. As stated above, a note has been added requiring compensatory storage for any fill.
4. As stated above, existing impervious surface will be removed to create a slight reduction in overall imperviousness. This is noted in the Impervious Lot Coverage summary.
5. See item 4. No detention required.

We have also been asked to comment on the permeable paver and underdrain design. The permeable paver and underdrain design are in keeping with MWRD requirements for volume control (even though not required) and in keeping with the manufacturer’s details. The stone section is thicker than is required by the MWRD, and would by default actually provide some storage in larger events (although, again, not actually required).

Please contact me if you have any questions or require any additional clarification.

Very truly yours,

Eriksson Engineering Associates, Ltd.



George Dreger, P.E.
Principal/Sr. Project Manager

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION

Case No. 19-32-SU

Property Information

Site Address: 1255 WILLOW RD.

Applicant Information

Name: WINNETKA PRESBYTERIAN Church

Primary Contact: Robert LEWIS

Address: [REDACTED]

City, State, ZIP: Northfield, IL, 60093

Phone No. [REDACTED]

Email: [REDACTED]

Owner Information

Name: WINNETKA PRESBYTERIAN Church

Primary Contact: Robert LEWIS

Address: [REDACTED]

City, State, ZIP: Northfield, IL, 60093

Phone No. [REDACTED]

Email: [REDACTED]

Architect Information

Name: Jaeger Nickola Kunlman & Associates

Primary Contact: Fernando Alessandrini

Address: 250 S. Northwest Hwy Suite 310

City, State, ZIP: Park Ridge, IL, 60068

Phone No. 847-692-6166

Email: falessandrini@jnka-architects.com

Attorney Information

Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant Signature: [REDACTED]

Date: October 16, 2019

Property Owner Signature: [REDACTED]
for the Church

Date: October 16, 2019



Special Use Application by Winnetka Presbyterian Church
Date of Application October 16, 2019

Representing the Applicant : Robert Lewis , Church Elder for Building and Grounds
assisted by Fernando Alessandrini, JNKA Architects

We are Winnetka Presbyterian Church established around 1950 and our original Church building was constructed in 1960 at the Northeast corner of Willow Rd and Hibbard Rd. We own the facility which expanded its footprint on the site by building additions enabled by the Village's approval of variations and a Special Use Permit under Ordinance No. M-1-2000.

As will be noted in the following narrative our application is for a minor amount of additional impermeable surface and two other building modifications. One is addition of a door in an existing exterior wall and addition of 3 skylight covers in existing openings in a roof overhang. Descriptions and reasoning are addressed below. These changes relate to accessibility to a Columbarium structure added to the exterior of the church in 2000.

Special Use Approval We are Requesting

Our year 2000 expansion included addition of a gathering area for meetings, and food service which we call the Christian Life Center. It is fully open space with floor to Ceiling height at its peak of 40 Ft. Other expansion spaces included an entry area, admin office, enclosed ceiling over a former interior garden area, second level classrooms and an exterior Columbarium structure. A satellite view of our lot and building structures is included in our documentation.

Completion of the year 2000 expansion addressed a specification by the M-1-2000 ordinance of an impermeable surface for the lot of 76, 566 square feet. At this time October 2019 we are requesting a variation of adding 543 square feet of impermeable surface which in percentage terms is a change of 0.7 %. The implementation is planned for 2020.

The reason for this requested zoning variation is to address a defect in practical and safe usage of the columbarium which was added to the exterior at the original building's Northwest corner. The location is readily viewed in a satellite image included in this submission. The defect is one of original design in which there was no convenient provision for access from the church's interior direct to or at least close-by the columbarium.

The effect of the current layout is that access for interment services necessitates a walk-about along Willow Rd, followed by a turn on Hibbard Rd and then a slanted walk up a grass berm on spaced blue stone pads. We have seen this unnecessarily challenging for people using walkers or wheelchairs and most certainly challenging when rain threatens a pre-planned interment by family members and friends. This problem is a hardship which was overlooked in the year 2000 design. We believe we now have an effective solution and one which is compliant with Village zoning and special use requirements.

We have selected a desirable solution in partnership with licensed architects and have processed detailed drawings and other requested materials through the Village's Development Department, which brings us to this point of seeking zoning variation and special use approval.

The brief description of our solution is as follows: We will cut through and open a door in a single level brick and stone wall which abuts the Columbarium. There will be an interior phase of our project which encompasses floor replacement and leveling of the gathering interior space which accommodates the door opening. The exterior phase we plan is relevant to the impervious material variation request. We propose to provide a stable surface within the columbarium and also outside and of sufficient size to accommodate a small group gathering for memorial services. This will be accomplished by a design which uses Unilock style pavers in a circular plaza like design and also a crushed stone pathway along the West side of our main sanctuary as far as our North driveway. This treatment shown in our drawings allows efficient access during hours when the church is not open.

Drawings and photos are included in this submission and footnotes or captions serve to describe where the door will be positioned and where the pavers will extend and stone pathway start. Three exterior skylights are added to cover three existing roof openings near the new door.

Immediately following this page is a page which addresses the six standards for special use. Following are supporting documents including photographs and relevant site plans or tabular information.

STANDARDS FOR GRANTING SPECIAL USE PERMITS - RESPONSES BELOW

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

RESPONSES

1. The requested special use change is minor in scope and will only enhance the function of the church. It will not in any manner threaten or present a hazard to the public good
2. The changes requested are almost invisible to and far removed in distance from nearby properties. Neighbors can feel assured of no diminishment in property values.
3. There are no aspects of our changes which impede development of any neighboring or nearby property
4. Ingress and egress to our property already function smoothly and will not change; we intend to maintain that situation properly.
5. Drainage of the additional impervious surface has been addressed intensively from the beginning through hiring a civil engineer consultant who along with our architect consulted extensively with the Village Civil engineer. An agreed design involving sub-surface stone material and piping connections to the Village storm sewer system has been adopted.
6. We take seriously our commitment to adhere to all Village codes, regulations and ordinances

ATTACHMENT C
2000

ORDINANCE NO. M-1-2000**AN ORDINANCE GRANTING VARIATIONS AND A SPECIAL USE PERMIT TO ALLOW EXPANSION OF A CHURCH BUILDING AT 1255 WILLOW ROAD**

WHEREAS, the Winnetka Presbyterian Church is the owner of the following described real estate:

Lot 14 to 22, both inclusive, in Block 6 in Winnetka Manor, being a Subdivision of the South 45 acres of the West 90 acres of the Northwest ¼ of Section 20, Township 42 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

which is commonly known as 1255 Willow Road, Winnetka, Illinois, and which is located in the R-5 Single-Family Residential District provided in the Winnetka Zoning Ordinance, Title 17, Winnetka Village Code; and,

WHEREAS, the Winnetka Presbyterian Church (hereinafter the "Church"), which was founded in the 1950's is located on the Subject Property, which is improved with a church building that was built in 1960 and a parking lot; and

WHEREAS, church buildings are permitted as special uses in the R-5 Single-Family Residential District, subject to the conditions and requirements pertaining to special uses, as set forth in Chapter 17.12 of the Winnetka Zoning Ordinance; and,

WHEREAS, the Church has filed applications for a special use permit under Section 17.12.010.B.2.a of the Winnetka Zoning Ordinance, and for the following variations, all to allow the expansion of the existing church building and reconfiguration of the parking lot, as described in the plans accompanying the applications for special use permit and variations: (a) a variation from the maximum building size (gross floor area) limitations of Section 17.12.010.G, to allow the existing, legally nonconforming gross floor area to be increased by 16, 876.19 square feet, from 26,514.67 square feet to a total of 43,390.86 square feet, whereas the maximum permitted gross floor area is 21, 135.00 square feet, resulting in a variation of 22,255.86 (105.30%); (b) a variation from the intensity of use of lot limitations of Section 17.12.010.F, to allow the existing legally nonconforming roofed lot coverage of 21,921.09 square feet to be increased by 11,804.83 square feet to a total of 33,725.92 square feet, whereas the maximum permitted roofed lot coverage is 21,000.00 square feet, resulting in a variation of 12, 725.92 square feet (60.60%); and (c) a variation from the intensity of use of lot limitations of Section 17.12.010.F to allow the existing legally nonconforming impermeable lot coverage of 60,490.09 square feet to be increased by 16, 076.83 square feet to a total of 76,566.92 square feet, whereas the maximum permitted impermeable lot coverage is 42,000.00 square feet, resulting in a variation of 34,566.92 square feet (82.30%); and (d) a variation from the requirements of Section 17.12.010.M3 to permit eleven (11) parking spaces to be located in a required front yard within 12.0 feet of the south property line, whereas a setback of 30.0 feet is required; and

WHEREAS, on December 16, 1999, the Design Review Board issued favorable comment on the proposed building expansion and parking lot reconfiguration, subject to receiving a final exterior site plan, including landscaping and lighting, and to receiving further detail on materials and finishes, particularly for windows and related wood "bulkhead" panels; and

WHEREAS, the Plan Commission considered the Church's proposal at its meeting on December 8, 1999, and by the unanimous vote of the nine members then present, found the proposal to be consistent with the Comprehensive Plan, but expressed a concern about storm drainage from the Subject Property; and,

WHEREAS, pursuant to due notice thereof, the Zoning Board of Appeals conducted a public hearings on said applications for special use permit and variations, December 13, 1999, and January 10, 2000; and,

WHEREAS, following the public hearing on December 13, 1999, which covered the request for special use and the variations from maximum building size, roofed lot coverage and impermeable lot coverage, by the favorable vote of four of the five members then in attendance, the Zoning Board of Appeals voted to recommend to the Village Council that the special use permit and the maximum building size, roofed lot coverage and impermeable lot coverage variations be granted; and

WHEREAS, following the public hearing on the front setback variation on January 10, 2000, the Zoning Board of Appeals unanimously recommended that the variations be granted; and

WHEREAS, a parish hall that was included in a long range plan prepared by the Church in the 1950's was not completed and the Church does not have a parish hall and modern kitchen, which are standard practices in churches in the area; and

WHEREAS, the Church has submitted evidence that its school enrollment has more than doubled since 1996 and that there are approximately 150 children in the school program, including 35 in senior high and approximately 20 in junior high, but that there is no interior space in the church building that can accommodate more than 25 children at one time and that it must use other facilities to gather more than 20 children at a time; and

WHEREAS, the Church has submitted evidence that it needs to have the ability to gather large groups of children at the same time and that the proposed classrooms, plus the proposed multi-purpose space that can be used for other purposes as well, will meet that need; and

WHEREAS, the Church projects that it will grow at the rate of 7% per year for the next five years; and

WHEREAS, the Church has submitted evidence of a need to provide expanded facilities, including expanded gathering space, additional classrooms and offices, kitchen facilities and a reconfigured entrance, in order to provide fully accessible, adequately sized facilities to allow all church activities to take place on the Subject Property; and

WHEREAS, there are no other locations within the immediate proximity of the Church that would allow it to conveniently, safely and economically hold its educational and social functions off the Subject Property; and

WHEREAS, the proposed expansion of the church facilities will provide gathering space, classrooms and multi-purpose areas, all of which will allow the Church to conduct all of the activities of its ministry in a single location; and

WHEREAS, the Church has established that continuing to conduct its activities in a single location is necessary to meet its program needs and to assure the long-term viability of the Church, which has been a significant part of the Winnetka community for over 40 years; and

WHEREAS, there are practical difficulties and particular hardships in carrying out the strict letter of the Winnetka Zoning Ordinance as it applies to the Subject Property in that: (1) the 1.92 acre Subject Property cannot be expanded, because it is landlocked, being located at the northeast corner of Hibbard and Willow Roads, with single family residences abutting it to the north and east; (2) the Village of Winnetka is a mature community and no alternative sites of sufficient size are available for the Church's facilities; (3) the Subject Property is located on a corner, which requires additional front setbacks, further restricting the amount of buildable area for any church expansion; and (5) the church's ministry, such as worship, religious education, funerals, weddings, meetings and social activities, will be substantially burdened without the proposed addition; and

WHEREAS, unless the requested relief is granted, the property in question cannot yield a reasonable return to the Church, in that the area for the proposed addition would be rendered useless to the Church for its ministry, as it would effectively be limited to the parking that presently exists there; and

WHEREAS, the plight of the Church is due to unique circumstances, because of the practical difficulties and particular hardships described above, and because the Church's use of the Subject Property is for the furtherance of its religious ministry rather than the private comfort, convenience or monetary benefits that typically attach to residential and commercial uses of property; and

WHEREAS, the variations, if granted, will not alter the essential character of the locality, in that: (1) the proposed addition has been designed to be sensitive to its surroundings and compatible with the architecture of the existing church, which is a recognized visual fixture at the northeast corner of Hibbard and Willow Roads; and (2) the expanded facilities being proposed will continue to provide the same type of service at the same location; and

WHEREAS, an adequate supply of light and air to adjacent property will not be impaired, because the Subject Property is bounded on its west and south sides by public streets, no changes will be made to the north side of the building and the east side of the Subject Property will continue to be used for parking; and

WHEREAS, the hazard from fire and other damages to the property will not be increased, since the addition will be constructed in accordance with all applicable building codes, making it no more hazardous than any other construction built according to those codes; and

WHEREAS, the proposed addition to the church building is generally an improvement to the Subject Property and there is no credible evidence that the taxable value of land and buildings throughout the Village will diminish as a result of the proposed addition; and

WHEREAS, there is no evidence that congestion in the public streets will increase, because the area streets are not operating at traffic capacity and the plan to go from a single Sunday service to two services will reduce traffic volumes by spreading the traffic over a larger period of time; and

WHEREAS, there is no evidence that the public health, safety, comfort, morals and welfare of the inhabitants of the Village will be impaired by the proposed addition, if it is constructed subject to the conditions specified in this ordinance; and

WHEREAS, there is no evidence that the proposed addition, if constructed in accordance with the conditions set forth in this ordinance, will substantially diminish or impair property values in the immediate vicinity; and

WHEREAS, there is no evidence that the proposed addition, if constructed in accordance with the conditions set forth in this ordinance, will be substantially injurious to the use and enjoyment of other property in the immediate vicinity; and

WHEREAS, the Church is an established use located at the edge of an established single-family residential area, and there is no evidence that construction of the proposed addition subject to the terms and conditions of this ordinance will impede the normal and orderly development or improvement of other property in the immediate vicinity; and

WHEREAS, adequate measures have been taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways, in that the proposed addition continues to provide off-street parking, provides an on-site passenger drop-off, provides for access by persons with disabilities, and enables the Church to continue to hold all of its activities in a single location; and

WHEREAS, adequate utilities, access roads, drainage and other facilities necessary for the operation of the special use on the Subject Property exist due to the presence of the existing facility and, to the extent that they do not, they will be provided when the proposed addition is constructed in compliance with applicable Village Code requirements; and

WHEREAS, it is not practicable to require the Church to provide additional on-site parking, which either would require changing the footprint, height or location of the building addition, creating a greater impact on adjacent residences, or would reduce the amount of space available to the Church for its program needs, and the effect of the proposed reduction in on-site parking spaces is ameliorated by the change to two services on Sunday and by the availability of on-street parking in the immediate vicinity; and

WHEREAS, the special use, when constructed in accordance with the terms and conditions of this ordinance, will conform to the applicable regulations of the Zoning Ordinance and the Winnetka Village Code;

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

SECTION 1: That the Village Council hereby adopts the foregoing preambles to this ordinance as its findings.

SECTION 2: That, subject to the terms and conditions hereinafter set forth, the following variations are hereby granted to the Subject Property, which is commonly known as 1255 Willow Road, is the site of the Winnetka Presbyterian Church and is located in the R-5 Single-Family Residential zoning district, all to allow the expansion of the existing church building and reconfiguration of the parking lot, as described in the plans dated November 11, 1999: (a) a variation from the maximum building size (gross floor area) limitations of Section 17.12.010.G, to allow the existing, legally nonconforming gross floor area to be increased by 16, 876.19 square feet, from 26,514.67 square feet to a total of 43,390.86 square feet, whereas the maximum permitted gross floor area is 21, 135.00 square feet, resulting in a variation of 22,255.86 (105.30%); (b) a variation from the intensity of use of lot limitations of Section 17.12.010.F, to allow the existing legally nonconforming roofed lot coverage of 21,921.09 square feet to be increased by 11,804.83 square feet to a total of 33,725.92 square feet, whereas the maximum permitted roofed lot coverage is 21,000.00 square feet, resulting in a variation of 12, 725.92 square feet (60.60%); and (c) a variation from the intensity of use of lot limitations of Section 17.12.010.F to allow the existing legally nonconforming impermeable lot coverage of 60,490.09 square feet to be increased by 16, 076.83 square feet to a total of 76,566.92 square feet, whereas the maximum permitted impermeable lot coverage is 42,000.00 square feet, resulting in a variation of 34,566.92 square feet (82.30%); and (d) a variation from the requirements of Section 17.12.010.M.3 to permit eleven (11) parking spaces to be located in the front yard setback within 12.0 feet of the south property line, whereas a setback of 30.0 feet is required.

SECTION 3: That, subject to the terms and conditions hereinafter set forth, a special use permit under Section 17.12.010.B.2.a of the Winnetka Zoning Ordinance is hereby granted with respect to the Subject Property, which is commonly known as the 1255 Willow Road, is located in the R-5 Single-Family Residential district, and is the location of the Winnetka Presbyterian Church, 1255 Willow Road, to allow expansion of the existing special use of a church facility on the Subject Property by constructing an addition and reconfiguring the parking lot, to create new areas for social gatherings, kitchen facilities, classrooms and offices, in accordance with the plans dated November 11, 1999.

SECTION 4: That the variations and special use permit hereby granted are subject to all of the following conditions:

- A. The Church shall commence the proposed construction within twelve (12) months after the effective date of this ordinance.

B. The Church shall prepare and submit a drainage and grading plan for review and approval by the Village Engineer. In addition to meeting all applicable requirements imposed by statute or Village ordinance, the drainage and grading plan shall include the following elements:

1. The modification of stormwater drainage at the west end of the north driveway in a manner acceptable to the Village Engineer, which shall include one or more of the following: extending the retaining wall, re-grading the driveway, installing an additional drain and taking such other or additional steps as the Village Engineer determines is necessary.

2. Calculations necessary to demonstrate the existing run-off rate and the proposed run-off rate, along with a plan that shows, to the Village Engineer's satisfaction, (i) appropriate restrictions to the stormwater outlet to equalize the two rates, (ii) a detention plan and (iii) appropriately designated overflow routes.

3. Calculations necessary to demonstrate the amount of floodplain water storage that will be lost as a result of grade changes or areas of fill, along with a plan that shows, to the Village Engineer's satisfaction, that an equivalent amount of compensatory stormwater storage is provided.

C. The Church shall assume all costs and responsibility for the operation and maintenance of all exterior lighting, which shall include either the removal and replacement, or the purchase and modification, of the existing lights along the north property line, which are currently owned, operated and maintained by the Village. The Water and Electric Department shall bill the Church for electric service provided for exterior lighting at the same rate and in the same manner as it bills for similar use by similar customers in the Village.

D. The Church shall obtain the Village Council's approval of a final lighting plan, which shall be submitted to the Council after receiving review and comment from the Design Review Board. The final lighting plan shall meet the following requirements:

1. It shall be consistent with the disposition of the lights along the north property line, as required in paragraph C of this Section;

2. It shall provide lighting to safely illuminate the exterior of the Subject Property while minimizing the spillage of light to adjoining properties; and

3. It shall include a detailed description of all exterior lighting fixtures, including the height of the fixtures and the intensity of light they generate, and a description of all steps taken to mitigate the impact of lighting on adjoining properties, including proposed hours of operation, direction of light and any light filtering or baffling devices to be used.

E. The Church shall obtain the Village Council's approval of a final landscaping plan, which shall be submitted to the Council after receiving review and comment from the Design Review Board. The final landscaping plan shall meet the following requirements:

1. It shall use landscaping materials approved by the Village Forester;

2. It shall provide a buffer between the Church building and the single-family residential properties located at 1228 Ash and 1234 Ash.

3. The landscape plan shall not reduce the number of parking spaces depicted on sheet A-21 of the plans submitted with the variation and special use application, dated November 11, 1999.

4. The landscape plan shall be mutually agreeable to the Church and the owners of the properties at 1228 Ash and 1234 Ash, provided that, if the Church and said owners are unable to reach an agreement after making a reasonable, good faith effort to do so, the Church may submit a proposed landscape plan for review and comment; and

5. The Church shall be bound by the Council's final determination on the landscape plan.

F. The lighting plan and the landscape plan required by this ordinance may be consolidated into a single plan.

G. The Church shall provide a solid enclosure for refuse containers, in the location indicated on the site plan depicted on sheet A-21 of the plans submitted with the variation and special use application, dated November 11, 1999, with final approval of the materials for the enclosure to be subject to review and approval of the Design Review Board.

H. The air conditioning units for the Church building and addition shall meet all standards of the Village Code and shall be placed in such a location and equipped with such sound attenuation devices as necessary to comply with those standards. The Church shall provide all necessary technical documentation, prepared and signed by a qualified professional, necessary to demonstrate compliance with said standards. Unless otherwise approved by the Village Council, the Church shall provide a solid enclosure for the air conditioning units, in the location indicated on the site plan depicted on sheet A-21 of the plans submitted with the variation and special use application, dated November 11, 1999.

use application, dated November 11, 1999, with final approval of the materials for such enclosure at that location to be subject to review and approval of the Design Review Board. Materials used for such enclosure at any other location on the Subject Property shall be subject to the approval of the Village Council.

SECTION 5: In the event that any provision of this ordinance conflicts with any other ordinance of the Village, the provisions of this ordinance shall prevail.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval, and posting.

ADOPTED this 15th day of February, 2000, pursuant to the following roll call vote:

AYES: Trustees Aquilino, Dering, Duhl, Hilton, Lien and Powell

NAYS: None

ABSENT: None

APPROVED this 15th day of February, 2000.

Signed:

/ss/Louise A. Holland

Village President

Countersigned:

/ss/Douglas G. Williams

Village Clerk

Introduced: January 4, 2000

Posted: January 5, 2000

Passed and Approved: February 15, 2000

Posted: February 16, 2000

ATTACHMENT D

From: [REDACTED]
To: [Ann Klaassen](#)
Subject: External: Case No. 19-32-SU: 1255 Willow Road—Winnetka Presbyterian Church
Date: Thursday, November 14, 2019 3:15:15 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ann:

I am a resident of Winnetka and live at [REDACTED] Ash Street.

I am writing to voice my opposition to approve a variance that would allow Winnetka Presbyterian Church to increase its impermeable lot coverage. In the spirit of efficiency, I hope that you can pass along this email to the members of the Zoning Board of Appeals who are reviewing this proposal.

Leslie Farmer is a neighbor and recently submitted a very detailed, well written letter to the Zoning Board of Appeals which highlights her opposition to this variance request. Winnetka Presbyterian Church already exceeds its impermeable lot coverage allowance by 85%. Enough is enough. We just don't need to increase the burden on Winnetka's water issues until the existing issues are solved! Approval of this zoning variance will only make an existing problem worse.

Rather than re-write and burden the Board with another letter, I would like to let the Board know that I am in full agreement with Leslie's letter and oppose the variance request.

Thanks you very much facilitating this email and I am reachable should the Board have any questions.

Thanks again,
Doug

Douglas Crimmins
[REDACTED]

Leslie Farmer

█ Berkeley Ave.
Winnetka, IL 60093



November 13, 2019

Village of Winnetka
Zoning Board of Appeals
Staff Liaison, Ann Klaassen

Re: Case No. 19-32-SU: 1255 Willow Road—Winnetka Presbyterian Church

Dear Ms. Klaassen:

I am writing in reference to the above mentioned appeal to the Zoning Board of Appeals for variance to permit improvements to exceed impermeable lot coverage by the Winnetka Presbyterian Church. I would appreciate it if you would forward my letter on to the members of this Board.

Together with several of my neighbors I attended Monday night's meeting of the Zoning Board to voice opposition to approving the aforementioned variance. I would like to further clarify the situation regarding flooding problems in our neighborhood which relates to this appeal.

As residents who have been repeatedly subject to serious storm water flooding during major storm events, we have attended numerous informational sessions regarding possible solutions to this problem, in particular by the Strand Group. Here are some salient facts which were presented:

1. Overland water originally flowed north to south and east to west in our area, draining into what was a marsh area west of Hibbard Road. When the Skokie Lagoons were constructed, the marsh was drained and Hibbard Road was raised, creating Duke Childs Field and the Park District land. In doing this, they created a giant "bowl" encompassing the entire Tree Street area from Green Bay Road to Hibbard Road. The elevation is high at Green Bay Road and at Hibbard Road and lower in between. That is, there was no longer a natural drainage flow. The variance granted the Church in 2000 which permitted construction of the perimeter wall around its property prevents natural water flow from yards east and north of the Church property and directly contributes to the backyard flooding issues these neighbors experience during even normal rainfalls. My property is far enough away from the Church that it is not directly impacted by this, as there are other neighbors' lots in between.
2. However, my property, along with hundreds of other properties in the area, is affected during major storm events because **the storm water system was designed to follow the same north to south, east to west flow**. As Sarah Balassa noted in the meeting, during these events, the storm water system in the area is completely overwhelmed and can hold no more water. All storm water from Green Bay Road west flows down the Tree Streets westward and is supposed to empty into the main sewer line flowing north to south down Hibbard Road. However, due to increased development to the north, and from the Hubbard Woods area, that storm water line is filled to capacity before it even reaches the Tree Streets. (One Village worker told a neighbor it would have to be at least 10 times larger than what is there to handle the load.) Therefore, when the storm water from the Tree Streets toward Green Bay Road tries to drain into that filled sewer line, it cannot and backs up out of the storm water drains into our neighborhood streets, sidewalks, yards and basements.

3. Years ago the Village advised us to disconnect our properties from the storm water system which was overloaded and flash our downspouts. Like the Kehls who spoke on Monday night, I did that and tens of thousands of dollars of additional prevention to keep my basement from flooding. You can see the frustration of my neighbors and myself when we are being flooded by water that isn't even ours—it is coming from uphill while our water is flashed onto our own yards.
4. When the architect for the Church stated the additional impermeable coverage would have no effect on the neighbors, it simply isn't true. The plan to drain water into the storm water system is absolutely futile because during major storm events that sewer main is filled to capacity. The water will not be able to drain into the storm water system and will add to the back up of water from the street drains.
5. Considering the amount of resources the Village is devoting to try and remedy this storm water situation, to grant an additional variance to the Church which already exceeds the impermeable lot coverage allowed by 85% is irresponsible and unfair to all of its neighbors.
6. The request is completely unnecessary to facilitate the use of the columbarium (they have been getting by for the past 19 years), especially if the new doorway and skylights are allowed. I believe it was stated that there were only approximately 243 spaces in the columbarium, which means the number of burials will be limited. The only time the inside of the church would not be available for families to visit is Friday afternoons. It would seem this is not a hardship for those families, who could still access the area via the outside.

In conclusion, I urge the members of the Zoning Board to reject this variance appeal with regard to permitting increased permeable lot coverage.

Thank you for your attention and service to the Village residents.

Sincerely,

Leslie F. Farmer

Leslie F. Farmer

Cc: Matthew Bradley
Walter Greenough
Sarah Balassa
Kim Handler
Lynn Hanley
E. Gene Greable

From: [REDACTED]
To: [Ann Klaassen](#)
Subject: External: Church request zoning
Date: Thursday, November 7, 2019 3:30:06 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We recently moved to [REDACTED] Ash Street last August. Being new to the area and now having experienced the seasons here, we are opposed to any further expansion of the church facility. We cannot attend Monday evenings meeting unfortunately because our son has an event at school at that time. We wanted to be sure our voices were acknowledged. The pooling of water we get in our backyards (and history of this since it was built-as I understand it from the neighbors) and simply looking at the set up of the church wall- we are strongly opposed to any further structure. We would like the town to look into the existing parking lot and structure and correct the severe lack of drainage that it has been causing! These neighbors have spent considerable amounts of money to put in place temporary solutions to address this and some more permanent and certainly costly!
Thank you for your consideration of our stance on this issue.

Cynthia and Dan Anglemyer

Sent from my iPhone

From: [REDACTED]
To: [Ann Klaassen](#)
Subject: External: Winnetka Presbyterian Church
Date: Thursday, November 7, 2019 9:54:08 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Klaassen,

I am e-mailing you with the request that you forward this e-mail to the members of the zoning board in advance of Monday's meeting to address the requested variance by the Winnetka Presbyterian Church. We live at [REDACTED] Ash and were surprised to receive the notices of the church's request to obtain yet another variance while they already exceed the maximum by 82%.

As it is, our property floods with any moderate rain -- not just a 10 year or 50 year or 100 year rain. I happen to have photographs of 2 such occurrences -- in October alone. (Please see attached.) These were not even rains mentioned as big rain events on the news. One was Oct. 3rd and the other was when it started to snow on Halloween and the yard began to flood. We cannot encourage a plan which would divert more water in our direction.

Residents on our block have invested a great deal of money in an attempt to prevent water in their homes and on their property. With those steps forward, this would be a step backwards. We are all encouraging the Village of Winnetka to help us with a plan to mitigate the water, not approve requests for more pavement. With global warming, we all fear weather patterns with more flooding rains.

Thank you for your consideration.

Carol and Bill Hyatt

P.S. The packet mentions that no one had written your committee yet concerning this issue. I spoke to my next door neighbor but she did not receive the mailing.





From: [REDACTED]
To: [Ann Klaassen](#)
Subject: External: Requested Amendment to Special Use Permit--Winnetka Presbyterian Church
Date: Monday, November 11, 2019 5:35:28 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Klaassen:

Please forward this to members of the Zoning Board of Appeals.

As a Winnetka resident living near the Winnetka Presbyterian Church, I request the Board postpone action on the requested amendment until it has fully considered the consequences of approval and explored another option, referred to below.

The flooding issue has become more prominent as the climate appears to be changing and residents in the flood-prone areas have become more concerned with what the Village is doing and not doing. The Village cannot afford to set any bad precedents through its administrative actions. In this case, the change to permeability is relatively small, although it is for a site that is already substantially out-of-line based on current rules. There is no evidence presented that this will not have a detrimental impact other than the assertion to that effect by the applicant.

A better approach would be, as a condition of approval, to require the applicant to increase the permeability of another part of the site, as for example by changing a portion of the surface of its impermeable parking lot to allow rain water there to sink into the ground. The applicant would be required to provide evidence that the estimated improvement to the permeability of the parking lot was at least equal to the loss of permeability that will occur as the result of the proposed new improvements.

I am sure the Board members want to help residents who have to deal with the flooding problem. Approval of the proposed amendment as it now stands will send the wrong message: that the Village is not all-in on doing everything it can to alleviate our flooding problems.

John Vondran
[REDACTED] Euclid Ave.

From: [REDACTED]
To: [Ann Klaassen](#)
Subject: External: Zoning Exemption
Date: Monday, November 11, 2019 11:09:35 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I do not believe that it's in the Village and its residents' best interest to grant a zoning variance to the Winnetka Presbyterian Church to increase the amount of impermeable space on their lot. The residents of the neighboring houses are already dealing with their backyards flooding from the parking lot that the Church built years ago. They've had to purchase pumps and other devices to control the floodwaters. In addition, many if not most of the streets and lots in that area have faced massive flooding in the 15 years I've been a resident and owner of a house that's adjacent to their lot.

I strongly encourage the Village to reject the Church's request for a zoning variance.

Best,
Maritza Gibbons

[REDACTED] .phone
www.linkedin.com/in/maritzagibbons
[REDACTED] Ash Street, Winnetka, IL 60093

WINNETKA ZONING BOARD OF APPEALS
EXCERPT OF MEETING MINUTES
NOVEMBER 11, 2019

Zoning Board Members Present: Matt Bradley, Chairman
Sarah Balassa
E. Gene Greable
Wally Greenough
Kimberly Handler
Lynn Hanley

Zoning Board Members Absent: None

Village Staff: David Schoon, Director of Community Development
Ann Klaassen, Senior Planner

Case No. 19-32-SU: 1255 Willow Road - Winnetka Presbyterian Church: An application submitted by Winnetka Presbyterian Church seeking approval of an amendment to an existing special use permit, which allowed the expansion of the church building and reconfiguration of the parking lot and a zoning variation to allow construction of a new plaza along Hibbard Road at 1255 Willow Road. The requested zoning variation would permit the improvements to exceed the maximum permitted intensity of use of lot (impermeable lot coverage). The Village Council has final jurisdiction on this request.

Ms. Klaassen stated the application submitted by Winnetka Presbyterian Church as owner of the property is seeking approval of an amendment to an existing special use for a church located in the R-5 single family residential district and approval of a zoning variation to allow impermeable lot coverage of 77,110 square feet whereas a maximum of 41,998.5 square feet is permitted, a variation of 35,111 square feet (83.6%). She stated it is important to note the site currently contains approximately 76,567 square feet of impermeable lot coverage and the variation request is to allow a proposed plaza along Hibbard Road or the west elevation of the existing church. Ms. Klaassen also stated the plaza and proposed crush stone path would add 543 square feet of impermeable lot coverage.

Ms. Klaassen then stated the subject property is located at the northeast corner of Hibbard Road and Willow Road and contains an existing church. She stated in addition to residential uses, the district allows a limited range of additional uses by special use permit such as schools, libraries, churches, temples, etc. Ms. Klaassen stated in February 2000, the Village Council adopted Ordinance M-1-2000 granting a special use permit and variations to permit the expansion of the church building with the variations granted being for RLC, GFA, impermeable lot coverage and front yard setback from Willow Road to allow for the parking lot.

Ms. Klaassen stated the proposed improvements are intended to provide direct access from inside the church to the existing columbarium located on the exterior southwest corner of the church as well as a plaza to accommodate a small group gathering for memorial services. She stated the improvements consist of a new door on the exterior wall facing north, permeable pavers for the plaza, a crushed stone path from the plaza to the north driveway and three exterior skylights to cover three existing openings in the roof overhang. Ms. Klaassen noted no expansion to the church itself is proposed.

1 Ms. Klaassen then stated the subject property and surrounding neighborhood are located within the 100
2 year flood plain and the improvements must comply with the Village's flood hazard protection
3 ordinance as well as storm water regulations. She stated the applicant is currently working with the
4 Village engineering staff to comply with both. Ms. Klaassen stated in addition to the amendment to the
5 existing special use, a variation is needed for impermeable lot coverage and the proposed net increase is
6 adding .7% or 543 square feet. She noted the Plan Commission is scheduled to consider the special use
7 on November 20, 2019 and the DRB is scheduled to consider the Certificate of Appropriateness for the
8 exterior improvements on November 21, 2019. Ms. Klaassen also noted the special use and zoning
9 variation are all subject to approval by the Village Council.

10
11 Ms. Klaassen stated the Board is charged with evaluating special uses for the six standards for granting
12 special uses as well as the eight standards for granting zoning variations. She then stated following
13 public comment and Board discussion, the Board may make a recommendation to the Village Council
14 regarding the requested relief noting a draft motion is included in the packet on page 6. Ms. Klaassen
15 then asked if there were any questions.

16
17 Chairman Bradley also asked if there were any questions. Mr. Greenough asked Ms. Klaassen in which
18 direction did water flow and whether it flowed toward Ash or Willow Road. Ms. Klaassen responded the
19 parking lot was built in the 1960's to be above existing grade with a concrete wall around the north and
20 east property lines so that the water did not naturally flow toward the properties on Ash and water is
21 blocked by the wall and pooled. She then stated she cannot attest to the actual direction of water
22 flowing for the proposed improvements only to note the Village engineers indicate it is allowed if it is
23 built at grade and did not cause adverse impact to neighboring properties. Ms. Klaassen noted detention
24 would be provided for the increase in impermeable lot coverage which would be reviewed by the Village
25 engineers and which the applicant's architect can speak to as well as verify they are not putting any fill
26 in the flood plain.

27
28 Ms. Balassa stated the existing wall did not allow for natural water flow and if a variation is granted, she
29 asked if there is any precedent required by the Village that they fix the problem created in the past. Ms.
30 Klaassen responded the Village would not require them to change the existing parking lot but only that
31 the proposed improvements must comply. Chairman Bradley asked if approval can be made contingent
32 on the Village engineering coming to satisfactory determinations that the drainage and detention is
33 done as part of the project. Ms. Klaassen confirmed that is correct. Mr. Greenough asked if the
34 detention would only be for the proposed improvements and Ms. Klaassen confirmed that is correct.

35
36 Ms. Balassa asked if anything has been done in the past to mitigate that problem. Ms. Klaassen stated
37 she cannot answer that. Mr. Greenough asked if the Board can add a recommendation to any approval
38 to add something to mitigate problems caused by the wall. Ms. Klaassen stated the Board's review
39 would need to be focused on the proposed improvements.

40
41 Robert Lewis introduced himself to the Board as a church member and elder responsible for buildings
42 and grounds who has worked on the project for two years. He introduced the architect, Fernando
43 Alessandrini of JNKA Architects. Mr. Lewis then stated the written narrative submitted with the
44 application also defined the project.

45
46 Mr. Lewis referred to the PowerPoint presentation and identified the slide showing the improvements
47 made in 2000. He identified Willow Road and Hibbard Road and the yellow lines which represent the
48 additions done in 2000 as well as the Christian Life Center. He then referred to the school addition. Mr.

1 Lewis also identified the columbarium which is an open space with a west wall facing Willow Road and
2 which has no access into the sanctuary. He stated the skylights are over the existing openings and
3 identified the roof overhang and stated the proposed plaza would sit over that area. He then referred to
4 three Ash Street neighbors who commented on the request and he would identify how the structure
5 relates to their property.
6

7 Mr. Lewis referred to the third slide and the improvements from 2000. He stated by the expansion of
8 the space, they have been able to open their facilities on a larger scale. Mr. Lewis described the services
9 they now are able to offer. He stated the next slide identified the church and original entrance on
10 Willow Road which is used as needed. Mr. Lewis also identified the path into the columbarium as well as
11 the blue stones leading to the columbarium which he described as difficult for those in wheelchairs or
12 those that use walkers. He identified the columbarium added in 2000. Mr. Lewis stated the parishioners
13 asked for a way to get to the columbarium from inside and identified the proposed entrance to the
14 columbarium from the church. He stated the solution is there; there is space in front of the
15 columbarium of grass and blue stones for this access and they are requesting a door and plaza be
16 created in this area with half being underneath the existing overhang. Mr. Lewis described the solution
17 as being in plain sight and the purpose for the request is to improve the ministry for the congregation.
18

19 Mr. Lewis then referred to an illustration of the project with the south end of the sanctuary being
20 remodeled and a door to be added in this area. He also identified the plaza, columbarium and stone
21 pathway north to the driveway. Mr. Lewis also referred to a view of the west wall and the three
22 openings where skylights would be placed. He also identified the view from the street. Mr. Lewis then
23 stated with regard to landscaping, he identified the berm between two trees and noted there would be
24 no additional water transmission toward Hibbard Road which would be protected by the berm. He also
25 stated additional plantings would be installed to shield the area. He noted they are working with the
26 Village Forester as well. Mr. Lewis then identified the proposed door and concluded by stating the
27 request is being done for safer accessibility to the church.
28

29 Mr. Allesandrini stated there is the door opening on the north facing wall to exit the sanctuary to the
30 columbarium and new plaza to allow members to gather in this area. He also identified the three
31 skylights, the crushed stone path. Mr. Allesandrini then stated the place closest to the street would be
32 13 feet 9 inches with little visibility from the street. He stated the plaza would be designed with Unilock
33 pavers which would allow for water to go through and be gathered underneath. Mr. Allesandrini stated
34 the circle would have a 12 foot radius with two different colors matching the columbarium and stone on
35 the façade. He identified the elevation showing the columbarium wall and the area in white as the new
36 area. Mr. Allesandrini stated the only portion being added is the door with the exterior plaza and around
37 it where they are tooting in the stone. He noted they would reuse as much of the existing stone as
38 possible and noted they are trying to match as closely as possible the line of the existing grade and
39 identified the dotted dark line to match the existing slope and it would not affect water flow. He also
40 stated they would ensure wheelchairs would be able to exit at the same level as the church. Mr.
41 Allesandrini also stated they need to compensate for every inch of impermeable surface created by the
42 project to ensure water ran away from the building.
43

44 Mr. Allesandrini identified the view from Hibbard and the skylights visible from the front elevation but
45 not visible from the sidewalk. He also identified the new pavers for the plaza at grade level and it would
46 not make the permeability of the surface any worse. Mr. Allesandrini then stated in the next slide, he
47 identified the civil engineer's drainage design and the area raised 2-3 inches to ensure water ran in a
48 certain direction away from the columbarium and the existing building. He noted they would connect to

1 the existing storm sewer system and identified the existing drain system. Mr. Allesandrini stated they
2 planned to add another drain to connect to the sewer which would not overburden the site to be later
3 released into the sewer system. He reiterated the roof overhang line, where half of the plaza and pavers
4 are underneath it, was considered as impermeable area in 2000 and they would only be adding half of
5 the area of pavers as the impermeable area in addition to the stone path going north.

6
7 Mr. Allesandrini then referred to the paver system area near the church wall which would contain
8 Unilock pavers and two layers of evergreens and rock bed which would contain and hold water. He also
9 referred to the slope of compacted clay and stated they would be adding a Geotech 7 inch fabric to
10 ensure the water would run away from the building and into the drain underneath the plaza. Mr.
11 Allesandrini stated there would also be a concrete curb to ensure the pavers do not move and to hold
12 the crushed stone in place and retain water.

13
14 Mr. Allesandrini stated with regard to the zoning calculations used for the project, he noted there is a lot
15 area of 84,000 square feet and the permitted roofed lot coverage is 21,000 square feet with 33,725
16 square feet of RLC approved in 2000. He also stated for the impermeable the lot area allows for 42,000
17 square feet and the 2000 ordinance allowed it to be 76,566 square feet. Mr. Allesandrini stated they are
18 proposing with the concrete curb of 22 square feet, permeable pavers of 393 square feet, the crushed
19 stone path of 256 square feet the total impermeable area would increase to 77,000 square feet or less
20 than 1% over the existing condition. He noted they are complying with the corner yard coverage. Mr.
21 Allesandrini referred to an illustration of the existing plan and the new plan.

22
23 Chairman Bradley asked if there were any questions. Mr. Lewis referred to the summation of the two
24 Ash Street messages with the third received today. He stated for the structure, driveway and parking lot
25 in place since the 1960's, it diverted water to the Ash Street properties. Mr. Lewis referred the Board to
26 a satellite view of the properties and identified the white line as the concrete wall with the circular areas
27 being storm water sewer drains to help with storm water sewer management. He confirmed they are in
28 compliance with those elements. Mr. Lewis then stated the wall is 4 feet tall with 3 feet buried and the
29 top of the wall is even with the highest point of Hibbard Road and their driveway is level with the
30 sidewalk. He also stated it formed a barrier to water moving north since there would be sewers
31 capturing water heading in that direction. Mr. Lewis then referred the Board to a photo looking south
32 where there is a downward slope. He also referred to a photo of the wall extending the full length of the
33 driveway and the Ash Street neighbors. Chairman Bradley stated the Board's function is not to solve
34 whether or not drainage issues on Ash Street are a result of the parking lot already there. He stated the
35 Village engineers would make that decision. Mr. Lewis stated they want to be conscious of the
36 neighbors' concerns. Mr. Allesandrini stated they want to ensure the Board is aware they are addressing
37 the neighbors' concerns.

38
39 Chairman Bradley asked if there were any questions for the applicant. Mr. Greenough stated the way
40 the drainage is designed, there would be little or no additional water remaining on the surface. He
41 stated if there is the slightest possibility for any of that water going back to Ash Street, he would be
42 concerned. Mr. Allesandrini responded no water would go toward the street and the system is designed
43 so that the water would go through the pavers and collect in the drain system underneath. Ms. Balassa
44 stated after a large storm, that entire area is completely overwhelmed. She stated if their system is
45 filtered properly, she stated she is confused as to whether any more impermeable surface regardless of
46 the flow, the system would not be able to absorb any additional amount of water. Mr. Allesandrini
47 responded for the under drain system, they would not make the system worse than it is.

48

1 Chairman Bradley stated if the church was located in a community which had no flooding problems of
2 any kind, he did not know how a 543 square foot variance being requested is being met. He stated in
3 creating a door from the parish into the vestibule to access the columbarium, he did not hear a valid
4 reason for a plaza to be created in that space or need for a gravel path leading to the farthest
5 northernmost part of the church. Mr. Allesandrini stated the main reason for the plaza design is the
6 control of the threshold effect which he described as being similar to a mudroom. He stated it would be
7 for the ability of parishioners to pray or say goodbye to a loved one prior to interment. Chairman
8 Bradley asked why that cannot be done inside the church. Ms. Hanley asked where is that being done
9 now. Mr. Lewis indicated it may be done in the main sanctuary. He referred to the 2000 approval of the
10 space addition.

11
12 Chairman Bradley stated the plaza, brick and stone paver path of 543 square feet is what the Board is
13 discussing noting the skylights and door make sense. He asked the applicant to explain how it would
14 meet the reasonable return standard. Mr. Lewis stated there is currently grass outside the columbarium
15 and it is not wheelchair accessible. Chairman Bradley stated he has not heard the applicant explain the
16 need for 543 square feet in order for them to make use of the columbarium. Mr. Allesandrini informed
17 the Board the columbarium is very narrow and there is a need for a place for gathering before going into
18 the columbarium and it is difficult to gather people outside of the space. Ms. Balassa stated that can be
19 done on the inside of the church. Mr. Allesandrini stated there is a need for wheelchair access. Ms.
20 Balassa stated there are alternatives of where gathering can be done inside. Chairman Bradley stated a
21 large percentage of the circular area is not necessary to achieve their goal nor the stone path.

22
23 Ms. Hanley stated she did not understand the layout of the church and asked if it would only be used for
24 funerals. Mr. Lewis stated it would be used for interments and other gatherings. She asked if it would be
25 a patio and if the front entrance to the church is off the circular driveway. Mr. Lewis confirmed that is
26 correct. She then asked during interments, is there a coffin. The Board Members responded it would be
27 ashes. Mr. Allesandrini stated the columbarium is a series of small spaces on a wall where the ashes are
28 placed in side with a stone over it following the church service. Ms. Hanley asked if the space is being
29 used now for this purpose but is not safe or accessible for certain congregation members. She also asked
30 what is the purpose of the gravel walk to the driveway. Mr. Lewis stated when the church is closed;
31 people would have to go across the north lawn. She asked if they can live without the gravel path. Mr.
32 Lewis agreed that could be eliminated.

33
34 Ms. Balassa stated during a service with an interment, the church is open. She asked if this would only
35 be for after hour visits to make it aesthetically more attractive. Mr. Allesandrini stated the interment of
36 a person is a special, sacred moment which deserved a special indoor and outdoor space. Ms. Balassa
37 stated the Board has to balance what their guidelines are with the applicant's interpretation of that
38 tradition and that it is currently being done inside. She agreed the door to exit made sense and the
39 applicant's request to have a large outdoor space for the service to be done is a matter of interpretation
40 and is debatable.

41
42 Chairman Bradley asked if there were any other questions. A Board Member referred to a photo of
43 gutters coming down on the columns near the overhang. Mr. Lewis noted any water runoff would be
44 directed toward Willow Road. Chairman Bradley asked if there were any comments from the audience.

45
46 Ken Siavelis, 1220 Ash Street, stated the purpose of having permeable surface is to allow water to go
47 down through the ground and asked why the applicant is proposing to direct water to the sewer system
48 to an already existing problem. Chairman Bradley asked if there were any other comments.

1 Arlene Siavelis, 1220 Ash Street, stated from the time they bought their property and came before the
2 Board with regard to renovations, they have had problems. She then stated she understood the
3 applicant's request and the water they have to deal with. Mrs. Siavelis stated this issue is very important
4 to Ash Street and they have done more than any other home on that street to remedy the problem. She
5 stated the Board must think carefully before granting variations. Mrs. Siavelis informed the Board when
6 they did their renovation, there is a section between the church and fence which was being used as a
7 dump. She concluded by stating they do not want to get any more water.
8

9 Bill Hyatt, 1240 Ash Street, informed the Board they moved into their home in 2016 and knew there
10 were water issues in the area which they were told were manageable. He stated they have severe
11 flooding with every rain at least eight times a year. Mr. Hyatt then stated while it seemed like a small
12 deal of .7%, he referred to the previous application which was denied when requesting 85%. He stated
13 anything additive to the water problem in the area is a reason to turn it down. Mr. Hyatt also stated he
14 was glad to hear the Board holding to the standards and described this application as being given a lot in
15 the past and are now asking for a little more. He then stated although there are only five neighbors
16 here, he spoke to other residents who are against it and were cynical about the process. Mr. Hyatt asked
17 the Board to not base their decision on only five neighbors being present but there are a lot of
18 neighbors against it. He then asked how many niches are there in the columbarium and how many are
19 left. Mr. Lewis stated the rate of cremations has steadily increased and they have had 3-6 people within
20 the last few weeks and estimated there to be 43 niches out of 200 purchased for future use.
21

22 Chairman Bradley asked if there were any other comments from the audience.
23

24 Leslie Farmer, 388 Berkeley, stated her driveway faces Ash Street and she agreed with the comments
25 made. She stated they have been dealing with storm water for a long time and described the area as
26 ground zero in terms of water. Ms. Farmer stated while there have been plans to solve some of the
27 flooding issues, none are in place. She stated the Village has spent millions trying to find solutions and
28 until they do, she agreed with neighbors and if they had known in 2000 the issues they would have with
29 aging infrastructure and 100 year storms, they may not have approved those tremendous variances for
30 a property which is at ground zero for flooding. Ms. Farmer also stated the project is a nicety, not a
31 necessity and they have interred members without having a paved patio. She concluded by stating for
32 what the church has already received in variances, it was a mistake in approving it in 2000.
33

34 Chairman Bradley asked if there were any other questions.
35

36 Mr. Greenough asked does water flow over the wall after a heavy rain. It was confirmed it does not flow
37 over the wall. Ms. Balassa asked if the wall dammed the natural water flow. Ms. Handler stated with
38 regard to the issue of safety and accessibility for those attending, given what the Board heard, she asked
39 if that issue could be addressed by scaling it back with a smaller patio for use for those with mobility
40 issues with some members standing on the grassy area. Mr. Allesandrini responded for a group, those
41 gathering outside before entering the columbarium, it would be too small. He then stated they
42 attempted to make the area as small as possible knowing the church is currently noncompliant and
43 which is why they chose Unilock pavers to make it permeable and make the project the least impactful
44 as possible.
45

46 Mr. Greable asked if any other options were considered and if options previously dismissed can be
47 reconsidered. Mr. Lewis responded one would be to eliminate the stone path. He stated in terms of
48 what is accessible and under the door, some hard surface is needed for wheelchair accessibility to the

1 columbarium. Mr. Lewis assumed there may be a possibility to shrink the plaza but there would still be
2 some impervious surface. Ms. Balassa suggested gathering inside the church as a group and then
3 entering the columbarium singularly. Mr. Lewis stated there would still need to be a hard surface for
4 those who needed it. He agreed members can assemble inside but they would prefer to keep families
5 together and referred to the difficulty navigating the grassy surface when exposed to the weather. Mr.
6 Allesandrini added there can be an indoor ceremony and they would have to enter the columbarium
7 single file before interment which would still leave some outside.

8
9 Chairman Bradley asked if there were any other comments. No additional comments were made at this
10 time. He then called the matter in for discussion.

11
12 Ms. Balassa stated she did not support the application and referred to the previously granted large
13 variation. She also stated there are also other interior options and suggested leveling the grass. Mr.
14 Greenough stated he would support a more modest paved area and he got an opinion from the Village
15 that there would be no increase in water flow to the Ash Street neighbors. Chairman Bradley stated that
16 option would be contingent upon Village engineer approval. Ms. Hanley stated to the neighbors present,
17 the tricky part is the request is from a church which is zoned residential and has smaller zoning
18 restrictions. She described the comparison of a church to a home in terms of what is allowed as
19 comparing apples to oranges. Ms. Hanley agreed 85% is a large number and they do not want to add to
20 the fact they are significantly over the limit and want to add more. She also stated she respected the
21 neighbors' concern with regard to water as well as the church's need to hold religious ceremonies.

22
23 Ms. Hanley then stated the gravel path is more than a necessity and suggested shrinking the plaza to
24 make the plan more amenable but she would vote against it. Ms. Handler stated she would support a
25 scaled back version and eliminating the gravel path. She agreed the interment service is a key service
26 provided by a church and for everyone to participate in. Ms. Handler stated it would not be
27 unreasonable to expect everyone to be able to participate safely. She also stated while she is sensitive
28 to water issues, that is out of the Board's purview and needs to be addressed by the Village. Ms. Handler
29 then stated the system as designed would not add to the water issue and that it met the requirements
30 and she would be in support with a scaled back plaza.

31
32 Ms. Balassa asked if there is a more direct access to the columbarium other than from the door they are
33 proposing which would not require a variation or the plaza. Mr. Lewis responded no since the other
34 walls are structural. Mr. Allesandrini referred to the congregational feeling for the interment is needed
35 for the procession service similar to a vehicular funeral procession.

36
37 Mr. Greable referred to page 18 and item no. 5 stated they were working with the Village engineer and
38 asked what was agreed to at this point. Mr. Allesandrini stated there are two issues, the first of which
39 represented 1:1 compensation for the ground. He stated the second requirement was raised today
40 and is for them to confirm the retention for how much water would be collected and how they plan to
41 retain it. Mr. Greable then stated they needed more options. Chairman Bradley concluded that would be
42 another vote against the request.

43
44 Chairman Bradley then stated for the skylights and door installation, that would be fine but he would
45 not agree to the 543 square foot variation and he did not see a practical need for the additional overage.
46 He stated the Board can vote on the request as a recommending body for denial or continue the case to
47 another meeting for the applicant to present a more streamlined version and show the standards have
48 been met. Mr. Lewis agreed to continue the case and scale back the request.

1 Chairman Bradley asked for a motion to continue Case No. 19-32-SU to the December 9, 2019 meeting.
2 The motion was made by Ms. Hanley and seconded by Ms. Handler. A vote was taken and the motion
3 passed by unanimous voice vote.

4

5 AYES: Balassa, Bradley, Greable, Greenough, Handler, Hanley

6 NAYS: None

7

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Attachment 4

Minutes adopted 01.28.2020

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**WINNETKA PLAN COMMISSION
EXCERPT OF MEETING MINUTES
NOVEMBER 20, 2019**

5 **Members Present:** John Golan, Acting Chairman
6 Layla Danley
7 Chris Foley
8 Louise Holland
9 Jay Vanderlaan

11 **Members Absent:** Matthew Bradley
12 Mamie Case
13 Tina Dalman
14 Bridget Orsic

16 **Non-voting Members Absent:** John Swierk

18 **Village Staff:** David Schoon, Director of Community Development
19 Ann Klaassen, Senior Planner

21 ***

23 **Willow Road – Winnetka Presbyterian Church: An application submitted by Winnetka Presbyterian**
24 **Church seeking approval of an amendment to the existing Special Use Permit, which allowed the**
25 **expansion of the church building and reconfiguration of the parking lot, to allow construction of a new**
26 **plaza along Hibbard Road at 1255 Willow Road. The Village Council has final jurisdiction on this**
27 **request.**

28 Chairman Golan swore in those that would be speaking to this matter.

29
30 Ms. Klaassen stated the application submitted by the Winnetka Presbyterian Church as the owner of
31 1255 Willow Road is an application seeking approval of an amendment to the existing special use for a
32 church located in the R-5 single family residential zoning district to allow the construction of a new plaza
33 along Hibbard Road. She stated the property is located at the northeast corner of Willow Road and
34 Hibbard Road and contains an existing church. Ms. Klaassen stated in addition to single family residential
35 uses in the R-5 zoning district, it also allows a limited range of special uses such as churches, temples,
36 schools and libraries.

37
38 Ms. Klaassen then stated in February 2000, the Village Council adopted Ordinance M-1-2000 granting a
39 special use and variations to allow the expansion of the building. She noted the variations were for GFA,
40 roofed lot coverage, impermeable lot coverage and a front yard setback variation from Willow Road to
41 allow parking within the required front yard. Ms. Klaassen stated the proposed improvements are
42 intended to provide direct access from inside the church to the existing columbarium located on the
43 exterior southwest corner of the church building as well as a plaza to accommodate a small group
44 gathering for memorial services. Ms. Klaassen stated the proposed improvements consist of a new door
45 on the exterior wall facing north, permeable pavers for the plaza, a crushed stone path from the plaza to
46 the north driveway and three exterior skylights to cover three existing openings in the overhang,
47 noting no expansion to the building itself is proposed. She stated in addition to the amendment to the
48 existing special use permit, one variation is being requested for impermeable lot coverage. Ms. Klaassen

1 noted the existing improvements on the site currently exceed the amount permitted by approximately
2 82% because of the parking lot on the site. She then stated the net increase in impermeable lot
3 coverage is 543 square feet or .7%. She stated the applicant is in the process to evaluating options to
4 reduce the overall proposed impermeable lot coverage in response to comments and concerns received
5 from the public and ZBA at its November 11, 2019 meeting. Ms. Klaassen stated the ZBA felt the
6 applicant should scale back the plan given the existing improvements on the site currently exceed
7 impermeable lot coverage. She noted one option discussed was to eliminate the crushed stone path
8 from the plaza to the north driveway and the applicants are taking that into consideration. Ms. Klaassen
9 stated given the short amount of time since the ZBA meeting, they have not had the opportunity to
10 resubmit the site plan.

11
12 Ms. Klaassen stated since there is an increase in impermeable lot coverage, the applicant is required to
13 provide storm water detention for the difference between the existing and proposed impermeable lot
14 coverage. She stated the property currently has storm drains at the west end of the north driveway and
15 throughout the paved areas in the parking lot. Ms. Klaassen then stated the entire north and east
16 property lines are surrounded by a retaining wall prohibiting drainage from the church site discharging
17 to the adjacent properties to the north and east. She stated the Village engineering staff requested an
18 engineering and grading plan to ensure the increase in impermeable lot coverage would have no
19 adverse impacts to the neighbors. Ms. Klaassen also stated in addition to the ZBA's consideration of the
20 request last Monday, that request is being continued to December 9, 2019 with the DRB considering the
21 exterior alterations at their meeting tomorrow night. She noted the Village Council has final jurisdiction
22 on the special use and variation request.

23
24 Ms. Klaassen stated the Commission is charged with evaluating special uses for consistency with the
25 Comprehensive Plan and the special use permit standards. She then stated following public comment
26 and the Commission discussion, the Commission may make a recommendation to the Village Council
27 regarding the special use noting a draft motion is included on pages 7 and 8 of the agenda report. Ms.
28 Klaassen asked if there were any questions.

29
30 Mr. Vanderlaan stated it was mentioned in 2000, variations were approved which include an increase in
31 impermeable surface area and asked how much of a variation was approved at that time. Ms. Klaassen
32 responded they were approved to 82%, but she is not sure what the specific increase was at that time.
33 She noted the parking lot has been there since the late 1950's or 1960's. She then stated they expanded
34 the church at that time and assumed there was an increase at that time. Mr. Vanderlaan stated the ZBA
35 made recommendations to remove the crushed stone path and with that removal, he asked does that
36 eliminate the additional increase in impermeable surface. Ms. Klaassen responded it would not
37 eliminate it but would reduce it. Mr. Vanderlaan then asked when the results would be received in
38 connection with the engineering and grading plan to verify there would be no impact. Ms. Klaassen
39 responded the applicant is working on that and assumed it is coming in the near future. She added
40 removing the stone path would reduce the amount by 264 square feet or 50%. She stated they are also
41 looking at qualifying for a 25% allowance on the permeable pavers if they have materials and a
42 subsurface drainage system that meets the MWRD standards which would further reduce the proposed
43 impermeable surface.

44
45 Chairman Golan asked if there were any other questions. He stated for other churches in Winnetka, this
46 church is 80% covered by the structure and parking lot. Chairman Golan then referred to Faith Hope and
47 Charity and he questioned whether it is not uncommon for churches to be way over the coverage limit.
48 Ms. Klaassen stated they are similar to schools, such as recent requests by Crow Island and its

1 playground and noted many times schools and churches are far over the limits for GFA, roofed lot
2 coverage, impermeable lot coverage, setbacks, etc. and institutional uses far exceed permitted height as
3 well and have parking lots and do exceed zoning meant for single family residential properties. Mr.
4 Schoon added that is often why you find some communities have created separate institutional zoning
5 districts to establish standards for those types of uses. He also stated nearly all institutional properties in
6 the community have some sort of zoning relief to comply with regulations designed for single family
7 homes.

8
9 Chairman Golan asked for the applicant's presentation.

10
11 Robert Lewis introduced himself to the Commission as a member of the Winnetka Presbyterian Church
12 and Elder for Buildings and Grounds who has been working on the project for two years. He also
13 introduced Fernando Alessandrini of JNKA Architects in Park Ridge who specialized in churches.

14
15 Mr. Lewis referred to the 6 to 8 neighbors present at the ZBA discussion and noted they took their
16 concerns seriously and paid attention to how they will handle water. He also stated as a result of the
17 ZBA discussion, since the concern was so great with flooding, they are proposing to scale back the
18 project and the items affected to nearly eliminate the additional impermeable surface.

19
20 Mr. Lewis then referred to an aerial view of the property and stated the gold outlined portions of the
21 church are the 2000 additions. He stated the major addition which affected impermeable surface was
22 the Christian Life Center. Mr. Lewis indicated it used to be the children's school and not part of the
23 church and was the community child care facility and playground. He identified the other yellow
24 segments as the office and second level for the school which were part of the improvement of the
25 church's function. Mr. Lewis then stated the lower left yellow outlined area is what they are talking
26 about today and referred to the southwest corner along Hibbard and Willow and the original entrance
27 to the church and sidewalk which was the original entrance to the church. He added it is not used as the
28 entrance now and the church is entered from the parking lot in an area he identified. Mr. Lewis
29 informed the Commission the sidewalk is one factor they are cutting back on for impermeable surface.

30
31 Mr. Vanderlaan stated to clarify, he asked if they are looking to remove the sidewalk and Mr. Lewis
32 responded they would not but would make it smaller than 16 feet with it being reduced in half and to
33 add 176 square feet of permeable surface. He also stated it would not affect the function of the church.
34 Mr. Vanderlaan asked if it was part of the original plan. Mr. Lewis stated when they were challenged to
35 scale the project back; they could get credit if they find ways to create permeable surface and part of
36 the sidewalk would return to soil and grass. He then identified the water elements in the illustration and
37 the white line running east-west on the north side of church and the line at the east end as the concrete
38 wall. Mr. Lewis stated the 7 foot concrete structure is to buffer and projects 3 feet in the parking
39 asphalt. He informed the Commission the driveway slopes to the drainage openings in the white circles
40 which are 9 storm sewer openings. Mr. Lewis also stated when the work was done in 2000; all of the
41 drainage was taken into account and approved by the Village.

42
43 Mr. Lewis then referred to the Ash neighbors to the north and the natural slope of the land from north
44 to south. He stated it was expressed by people they would be diverting water to their property which is
45 not the case. Mr. Lewis noted the original design was approved to allow proper water management on
46 their lot and the natural drainage slope of the land creates water at the southern end of the Ash Street
47 lots. He stated the system would be designed to prevent water from going onto their properties. Mr.
48 Lewis added water is a problem for the Village and they are not creating the problem.

1 Mr. Lewis stated with regard to the next illustration, the two year project grew on him and identified the
2 property as the gateway to Winnetka with more traffic here than almost anywhere else in Winnetka. He
3 stated they paid attention to do good landscaping and noted they just redid the roof. Mr. Lewis stated
4 the concrete is also ready for replacement and they have to take into account how they appear. Mr.
5 Lewis stated the guidelines talk about the effect on the neighbors and the Village and they take that
6 seriously.

7
8 Mr. Lewis then referred to an aerial view from 2000 and the fact they asked for a lot. He stated the
9 neighbors are using those increases to say enough is enough which is one reason they are scaling the
10 project back. Mr. Lewis informed the Commission the 2000 improvement accomplished the goal to
11 enhance the welfare of the Village and described various services they are now able to offer.

12
13 Mr. Lewis referred to additional services the church offered and stated they are appreciative of getting
14 the big variation in 2000 and are using it toward the betterment of Winnetka. He then referred to an
15 illustration showing where you walk around to the common area, the original entrance and
16 columbarium which will lead to the memorial service area. Mr. Lewis also identified the photo of the
17 existing blue stones up the berm to the columbarium as well as a photo of a memorial service from
18 November 16, 2019 with 25 or 26 people in the columbarium space. He described it as totally
19 uncomfortable and wheelchair inaccessible which is why they want it to solve the problem that should
20 have been solved in 2000.

21
22 Mr. Lewis then referred to a photo of the stone wall of the original building. He stated in 2000 when the
23 columbarium was built, accessibility was not thought of then. Mr. Lewis noted the wheelchair access is
24 42 inches wide and there would be a stable level and platform inside to outside. Mr. Lewis also stated
25 the pavers would be continuous to the wall and weather protected noting he has samples of the pavers.
26 He then stated part of the plaza is open to stormy weather and it would provide a stable platform and
27 accessibility from the church to the columbarium.

28
29 Mr. Lewis stated for an overview of the project, he identified the plaza and recovering the floor of the
30 columbarium with stone and roof overhang openings to allow for skylights. He then identified the view
31 from Hibbard showing the berm and noted the plaza will be below the berm with two large trees to the
32 right, one of which hides the columbarium. Mr. Lewis also stated they would add additional plantings
33 between them and would help insulate the noise from Hibbard traffic. He then stated the next
34 illustration showed the door from the inside.

35
36 Mr. Alessandrini stated the project has three components, a door which allows people inside to move
37 out into the columbarium and the outdoor plaza gathering space for people to pray and gather the
38 ashes before they get into the columbarium. He stated the plan is to make the plaza accessible on the
39 same level for those using canes, walkers and wheelchairs to access the columbarium. Mr. Alessandrini
40 then referred to an illustration showing how they planned to replace the old pavers with Unilock
41 permeable pavers in two colors. He referred to a sample which has protrusions and would leave a gap to
42 fill with sand to make sure the water goes through. Mr. Alessandrini added they would be in two colors
43 to match the existing and the plan is to have an accessible exit and make sure the pavers go to the wall
44 of the property.

45
46 Mr. Lewis stated for the elevation of the columbarium, he identified gray as the existing area and white
47 as the new additions. He reiterated there would be a new door with glass and a new sconce light and
48 three skylights. Mr. Lewis then stated for the jagged ending, they would be toothing in pieces of stone

1 and would make sure the building appearance would remain the same. He also stated the dark dotted
2 line is the existing grade and they would match the grade and pavers raising it a little by the door for
3 accessibility and security.

4
5 Mr. Vanderlaan asked if the pavers account for the .7% increase in impermeable surface. Mr.
6 Alessandrini confirmed that is correct. He identified the gathering plaza and the dotted line is
7 the overhang covering half of the proposed pavers. He noted the only area they are adding is the half
8 circle and half of the columbarium. Mr. Alessandrini then referred to the two drains collecting water and
9 connecting them to the drains to the Village's main sewer line. He also stated they would only
10 be replacing a portion of the area he identified and noted the underground sewer system is existing. Mr.
11 Vanderlaan asked if there would be additional drainage as part of it. Mr. Alessandrini confirmed that is
12 correct and for the 6 inch main sewer, one side would be collecting water and both sides would connect
13 to the existing main sewer system. He added the water currently goes through the pavers, grass and
14 soil. Mr. Lewis stated in 2000, there was an allowance for the blue stone and credit is taken for what
15 was previously permitted.

16
17 Mr. Alessandrini referred to an illustration showing the detail of how the under drain system would have
18 aggregate beds to make sure the water goes through the pavers and into a basin to collect water and
19 make sure the water runs away from the building and into the under drain system. He also stated
20 surface water would flow through the pavers and into the crushed stone area and into the under drain
21 pipe. Mr. Alessandrini noted the concrete curb would keep the pavers together and would slope to
22 ensure water runs properly. Mr. Lewis noted they are working with the Village to get sign offs on the
23 design. He then stated for summation numbers, the concrete curb would remain and for the permeable
24 pavers, there is a credit of 25% which reduces it to 295 square feet as impermeable surface. Mr.
25 Alessandrini noted when there is this kind of system; it allows the reduction of the impermeable area to
26 75% of the total.

27
28 Mr. Lewis informed the Commission the crushed stone path was eliminated and there would be the
29 removal of the blue stone pavers. He noted 93 square feet took into account what was approved for the
30 blue stone in 2000 and the new stones are in the gross amount while taking credit for what was already
31 approved. Mr. Lewis then stated the sidewalk would be reduced to 8 feet in width which is a gain of 176
32 square feet resulting in them being down to 13 square feet as the project was scaled back. Mr.
33 Alessandrini confirmed they are asking for a variation of 13 square feet which is down from 543 square
34 feet and asked if there were any questions.

35
36 Chairman Golan asked if the sidewalk can be reduced to 7.5 feet. Mr. Lewis responded it is used for
37 utility trucks and needed to be 8 feet.

38
39 Ms. Holland asked if the final destination for storm water is to the Hibbard sewer system. Mr. Lewis and
40 Mr. Alessandrini stated it would go to the Willow Road system. Mr. Alessandrini noted the existing plans
41 were connected at Willow and stated unless there is a Village drain on Hibbard; the pipe connects to
42 Hibbard and continues south. Mr. Schoon stated it connects to the east-west line on Willow and crosses
43 west of Hibbard and then south. Ms. Holland referred to a pump being put in at Cherry Street.

44
45 Ms. Holland stated it is not the same as a system for residential use and for water overload after a huge
46 rain; a residential storm sewer system has controls. Mr. Schoon confirmed it would have to meet all
47 Village storm water requirements. Mr. Alessandrini referred to making the calculation for 13 square feet
48 and they would find a way to slowly release water to the Village system.

1 Chairman Golan commented the solution is worse than the problem. He referred to one neighbor whose
2 concern that the storm sewer system was so overloaded and the solution for 13 feet to dump more
3 water to the sewer system as opposed to storing it on site. Mr. Schoon stated they would be slowing the
4 water down underground. He noted the system would be designed with a release rate and valve to
5 release water at a certain rate. Chairman Golan suggested they figure out how to make the 13 feet go
6 away resulting in a huge amount of money saved since the problem would go away. Mr. Lewis stated
7 the request is going to the Village and they are working diligently to find a common solution.
8

9 Ms. Danley stated she appreciated the numbers from the original proposals and the new proposal which
10 is a significant decrease. She commented it is a difficult situation when they already have water overload
11 and for any additional amount over that, it would be difficult to say it is ok. Ms. Danley also stated she
12 understood the problem in that they are in a situation where the space is not as safe as it could be for
13 the disabled and elderly and given the services they provide, that is a concern. She then stated they are
14 already overloaded and they do not know the engineering study result on the retaining wall. Ms.
15 Klaassen confirmed the applicant would need to provide an engineering plan showing the proposed
16 improvement would not cause additional water runoff.
17

18 Chairman Golan referred to the neighbor's concern about flooding and asked how much impact the
19 north wall has. He then stated when the parking lot and wall were put in, it impacted the neighbors. Mr.
20 Lewis responded on Ash Street, there are flooded backyards and the water flowed further south when
21 the church was built. He stated they cannot fix it now with their structure and the intent is to make sure
22 the inclination of land on their property leads water away.
23

24 Chairman Golan stated instead of spending money to drain 13 square feet, they should use the money
25 to provide flood relief for the neighbors. Mr. Schoon asked the Commission to remember they are
26 getting a credit for part of the impermeable surface and would be adding 111 square feet of surface
27 with credit being given for part of that by using a permeable system.
28

29 Mr. Vanderlaan stated he struggled with the request and from the photo, it did not appear safe or
30 community friendly for gatherings. He stated the applicant is proposing a real improvement to
31 the usefulness of the property and safety and well-being of their guests. Mr. Vanderlaan then stated
32 they diligently made reductions which is significant although the north wall is doing more harm than
33 good. He indicated they did not have enough information without seeing the engineering and grading
34 plan result and studies on the calculation of the water release rate even though it is only 13 square feet.
35 Mr. Vanderlaan concluded he would want to see that information to feel more secure in making an
36 informed decision. Ms. Danley agreed with Mr. Vanderlaan that they need additional information from
37 additional studies and would prefer to see them before making a final decision.
38

39 Chairman Golan stated with regard to what the Commission is asked to address regarding the special
40 use permit and the Commission document, the only thing in it that relates to water is Section 1(c) which
41 stated "To ensure development of the proposal to minimize the potential adverse impact it might have
42 on neighborhoods including pedestrian character, on-site parking, traffic patterns, congestion and storm
43 water management." He noted their purview is not to micromanage the water retention system.
44

45 Mr. Foley stated the applicant did an admirable job with their presentation and it is a sympathetic use.
46 He referred to the critical point of religious institutions to the Village. Mr. Foley noted it would be
47 a small addition to what is already a granted exception with the original figure .7% and they are making
48 it less than that now which is the definition of de minimus. He also noted the drainage engineering

1 studies on page 5 are underway and will be a condition of getting the project done. Mr. Foley stated
2 while he would like to see them, it would not drive him to not vote. He also noted the letters filed in
3 opposition and the opposition was generally in connection with the previous improvements and not this
4 project. Mr. Foley concluded it is only 13 square feet which would not have a meaningful impact on
5 storm water issues.

6
7 Ms. Holland agreed with the drainage issue as well as the ZBA's concerns about the size of the proposed
8 plaza. She indicated they can pick up 13 square feet by making it smaller. Mr. Alessandrini stated the
9 recommendations were to scale back the entire project which is why they eliminated the crushed stone
10 path which is 50% of the area they are asking the variation for. He indicated they could reduce the plaza,
11 but want to keep its size due to the numbers for the ceremonies. Mr. Lewis stated they scaled it back as
12 diligently as they could.

13
14 Ms. Holland asked if they rent space to the Korean church and if they had any input at all on this
15 proposal. Mr. Lewis responded they did not.

16
17 Chairman Golan stated in connection with the charge of the Commission, with regard to the water
18 situation, it would have a minimal impact and otherwise, it fulfills the criteria of the Commission's
19 guidelines paragraph (b) to recognize the vital importance of educational, institutional and religious uses
20 and would aesthetically be better for those coming in to the Village to see. He stated his concern is
21 about water and would like to see them work with the neighbors and it is not for the Commission to
22 decide.

23
24 Chairman Golan then asked the Commission if they felt they had enough information to vote or not. Ms.
25 Danley responded she is torn and appreciated what they are doing with the community and the steps to
26 diminish the request. She stated it led back to the idea that the past amount given as an exception
27 where this is minimal in terms of the addition on top of a very large amount and she could see why they
28 need a solution.

29
30 Mr. Vanderlaan asked Village staff if there is a way to add to the recommendation to consider when
31 ready the final engineering results assuming the results come back with no adverse impact. Ms. Klaassen
32 confirmed the building permit required that regardless. Mr. Foley stated it is definitely worded in terms
33 of the requirements in the Village staff report and referred to page 5.

34
35 Chairman Golan then stated on the north side, there is a two lane passageway and parallel parking and
36 asked if they cut it to one lane, would that account as additional drainage area. Ms. Klaassen stated if it
37 is restored with grass or sod. Mr. Lewis informed the Commission they considered that but that is
38 the entrance area for waste management trucks and it would be hazardous if trucks come in there. He
39 stated while they can consider it, there is concern for the use of that area.

40
41 Chairman Golan asked for a motion. Mr. Foley moved to recommend approval as follows: The Plan
42 Commission recommends approval of the requested amendment to the existing special use granted by
43 Ordinance M-1-2000 to allow the construction of a plaza along Hibbard Road on the Subject Property
44 based upon the finding of facts listed in the November 13, 2019 staff report on this item and subject to
45 the alternate plan shared by the Applicant at the November 20, 2019, meeting, which plan would reduce
46 the amount of proposed additional impermeable surface by: (1) eliminating the proposed crush stone
47 path; (2) installing permeable pavers for the proposed plaza, subject to approval by the Village Engineer;
48 and (3) replacing the entrance sidewalk located on the south side of the church facing Willow Road from

1 its current size of 16 feet by 22 feet to the proposed size of 8 feet by 22 feet. Ms. Holland seconded the
2 motion. A vote was taken and the motion unanimously passed.

3

4 AYES: Danley, Foley, Golan, Holland, Vanderlaan

5 NAYS: None

6

7

Attachment 5

Minutes adopted 01.16.2020

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2
3
4
Winnetka Design Review Board/Sign Board of Appeals
Excerpt of Meeting Minutes
November 21, 2019

5 **Members Present:**

Kirk Albinson, Chairman
Brooke Kelly
Michael Klaskin
Brad McLane
Michael Ritter

10
11 **Members Absent:**

Paul Konstant
Maggie Meiners

12
13
14 **Village Staff:**

David Schoon, Director of Community Development
Ann Klaassen, Senior Planner
Christopher Marx, Associate Planner

17
18 ***

19
20 **Case No. 19-32-SU: 1255 Willow Road – Winnetka Presbyterian Church: Consideration of Certificate of**
21 **Appropriateness for proposed outdoor plaza and exterior doorway.**

22 Robert Lewis introduced himself to the Board as a church member for 40 years and a church elder
23 in charge of buildings and grounds. He stated he has been working on this project for two years and is
24 partly due to the interim pastor in place and is part of their action committee working with the architect
25 and team to evaluate the project.

26
27 Mr. Lewis stated the project started with the simple premise of wanting a door to get to the
28 columbarium. He then stated when the columbarium is filled and a special use was permitted in 2000
29 for the building expansion, the columbarium created then consisted of a space 10x23 feet connected
30 directly to the wall of the existing church with no interior access to the opening of the columbarium. Mr.
31 Lewis then referred to an aerial view of the existing church with the yellow outlines representing the
32 additions done in 2000 and the large rectangular area is the school room and offices. He also stated the
33 large square figure at the east end is the Christian Life Center which is 45 feet high noting the 60x60 foot
34 large space was a large part of the addition done in 2000. Mr. Lewis stated it also serves as the voting
35 precinct and described the number of things the church is now able to do since the addition of the
36 space.

37
38 Mr. Lewis then identified the columbarium in the yellow bracket with the vertical white strip next to the
39 columbarium as the overhang roof to provide shelter and which covers the columbarium partly and was
40 part of the original design. He stated the black squares are the openings for protection over the
41 sanctuary and windows to prevent snow gathering there. Mr. Lewis stated the columbarium involves
42 creating an entrance to get to it efficiently and safely and because of the location openings which exist,
43 they would have skylight covers.

44
45 Mr. Lewis stated there are three components, all of which relate to the columbarium. He then identified
46 Ash Street to the north in an illustration and referred to the community comments on the project with
47 the concern of the Ash Street neighbors being related to water control and the proposal to add
48 permeable surface. He informed the Board they addressed the ZBA and neighbors' concerns to scale

1 back the original request to make sure the neighbors are accommodated and confirming they will deal
2 with water management on their space.

3
4 Mr. Lewis then referred to an illustration of Willow Road, the original front entrance and sidewalk to the
5 right. He stated you would walk on the sidewalk to the Willow Road sidewalk to Hibbard and north on
6 Hibbard to where there is a berm and fir tree. Mr. Lewis noted blue stones were installed in 2000 to get
7 access to the columbarium. He stated the issues lead toward the discussion of wheelchair access being
8 nearly impossible. He described a November 17, 2019 internment service which was difficult for those
9 with accessibility issues and the unsafe condition now. Mr. Lewis stated they studied for 18 months the
10 best place for a door and hired an architect to determine what is possible and who specializes in church
11 design.

12
13 Mr. Lewis referred to an illustration of the view approaching the columbarium and stated the solution
14 has been there all along. He stated the original stone wall of the church faces the interior space which is
15 the south end of the sanctuary and which provided them with the best solution to get inside door to
16 access directly to the columbarium which still lacked a hard surface. Mr. Lewis described the solution as
17 three-fold: what kind of door to put in, the hard surface and the skylights.

18
19 Mr. Lewis then referred to a rendering of the proposal. He confirmed the asbestos floor would
20 be replaced and the interior is being managed at the same time they are dealing with the door
21 and exterior. Mr. Lewis noted the door would be framed in fiberglass wood and it would have clear
22 glass. He then identified the roof overhang which is part of the plaza noting they chose to put three
23 skylights in the first 3 of the 7 openings. Mr. Lewis referred to an illustration of the plaza and
24 columbarium fully paved with Unilock pavers which would have permeability and no blue stones. He
25 added there would be two colors for the pavers in the plaza.

26
27 Mr. Lewis identified a rendering of the door which would be a light grayish color with a white frame. He
28 stated for the door, they would cut through the stone wall and keep fragments of the stone to piece
29 back together the wall in order for it to have symmetry and look like the original stone. Mr. Lewis stated
30 the maximum height is 12 inches of skylight above the roofline which you would not notice from the
31 street or be out of proportion which he described as de minimus. He also stated the sanctuary height is
32 very high and the high steep roof is the backdrop of the view of the church from Hibbard. Mr. Lewis
33 stated the door framing will be in a color complementary of the door and interior wood colors of the
34 church. He informed the Board with regard to landscaping, he stated there is a large fir tree at the entry
35 corner of the columbarium. Mr. Lewis also stated it would be safe with no influence to the neighbors. He
36 then asked the Board if they had any questions.

37
38 Chairman Albinson informed Mr. Lewis there is no need to go to that level of detail.

39
40 Mr. Lewis then referred to the stone path shown in the illustration and the periphery of the plaza to the
41 driveway which was eliminated due to the ZBA's reaction which reduces the amount of impervious
42 surface. He stated the dark circles identify the intention to put small shrubs or yews around the berm
43 and help shield street noise. Mr. Lewis stated the stone path which would have been crushed stone and
44 deemed impermeable was eliminated in order to be more compliant with the direction to scale back the
45 project. He stated the driveway to the north would provide access. Mr. Lewis then stated for those with
46 accessibility issues, it would be difficult to access when the church is not open and they decided to make
47 adjustments to handle the occasions for those needing that kind of access. Mr. Lewis also stated they

1 accommodated the request for impermeable surface to address the water concerns. He then stated
2 they reduced the sidewalk down to 8 feet in width to save them 176 square feet.

3
4 Mr. Lewis then provided a brick sample to the Board for their review which would be two Unilock brick
5 colors which mandates a crevice for the water to penetrate from the inner part of the columbarium and
6 the outer ring. He stated they would be gold and a contrast color similar to the existing limestone color
7 of the church.

8
9 Chairman Albinson asked if there were any comments. Mr. McLane informed the Board he lived around
10 there for decades and never knew there was a columbarium or what that was. He stated you cannot see
11 if when driving by. Mr. McLane then stated what is being done would be an improvement for them and
12 he is in support. He noted storm water management is not part of the Board's purview and that it would
13 be a lovely addition which was thoughtful proposed.

14
15 Chairman Albinson agreed it is not part of the Board's purview to consider storm water. He stated he
16 saw a person in a walker going across the grass and encouraged them to figure out a solution to have a
17 shove-able path instead of people crossing through wet grass or snow. Ms. Kelly stated they would go
18 through the church and people do not go that way often when the church is closed. Mr. Lewis stated
19 there are reasons people want to be there when the church is closed and it is up to them to figure out
20 how to accommodate that.

21
22 Mr. Ritter commented it looks very nice. Mr. Lewis responded they started out with the project
23 considering whether they want 543 square feet of impermeable surface which they thought was minor
24 or a .7% allowance. He stated the neighbors say their basements and backyards floods and are not
25 pointing at them. Mr. Lewis stated they can see where water coming from but they are concerned with
26 what is a Village problem in terms of flood water management and the issue of water is not new but has
27 been more prevalent recently. Mr. Klaskin asked if there is a plan to increase the permeability at Duke
28 Childs' Field. Mr. McLane commented the issues of flooding are getting better.

29
30 Chairman Albinson asked if there were any other questions. Mr. McLane moved to issue a Certificate of
31 Appropriateness to approve the request as submitted. Ms. Kelly seconded the motion. A vote was taken
32 and the motion unanimously passed.

33
34 AYES: Albinson, Kelly, Klaskin, McLane, Ritter
35 NAYS: None

36
37 ***



Agenda Item Executive Summary

Title: Design Review Board Comments: Internally Illuminated Sign Regulations

Presenter: David Schoon, Community Development Director

Agenda Date: 02/04/2020

Consent: YES NO

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

Item History:

11-19-19 - In response to a request by the owner of Beat Street Toys & Gifts, the Village Council requested that the Design Review Board provide its initial thoughts regarding allowing businesses to have internally illuminated signs.

Executive Summary:

At the February 4 Village Council meeting, the Council is scheduled to review the Design Review Board's (DRB) initial thoughts regarding allowing internally illuminated signs in the Village.

On December 19, 2019, the DRB reviewed a request that the Village amend its sign regulations to allow internally illuminated signs. Attachment A contains a staff report on the issue, as well as excerpts from the December 19, 2019 DRB meeting. After hearing a presentation from staff and comments from the owner of Beat Street, all five members of the DRB that were present concurred that they would be open to allowing internally illuminated signs. However, the Village needs to give careful thought to regulations to ensure that internally illuminated signs are of an appropriate design. In response to the Beat Street owner's specific interest to be allowed an "Open" sign made of neon or other similar exposed bulbs, Board members had mixed reactions. Some thought such signs, when appropriately designed, could be permitted; others did not; and others thought such signs would not be necessary if a business were permitted to have an internally-illuminated sign with its name and business logo.

Recommendation:

At the February 4 Council meeting, staff requests direction from the Council regarding whether or not the DRB should do further study and make a formal recommendation regarding internally illuminated signs. If the DRB should continue to study the issue, does the Council wish to provide any further direction to the Board?

Attachments:

DRB Staff Report and Draft Minutes from the December 19, 2019 Design Review Board meeting



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: DECEMBER 12, 2019
SUBJECT: POTENTIAL CODE AMENDMENT - INTERNALLY ILLUMINATED SIGNS

INTRODUCTION

On December 19, 2019, the Design Review Board is scheduled to consider the Council's request that the Board provide its initial thoughts regarding whether or not to amend the Village's sign regulations to allow internally illuminated signs. At the November 19 Council meeting, the owner of Beat Streets Toys & Gifts on Lincoln Avenue requested that the Council consider allowing businesses to display internally illuminated signs.

BACKGROUND

This fall Village staff received complaints regarding internally illuminated window signs at the following Winnetka businesses:

1. 7/Eleven, 88 Green Bay Rd – "ATM" and Lottery window signs
2. Winnetka Cleaners, 86 Green Bay Rd – Image of Shirt and "Organic Cleaning" window signs
3. Winnetka BP, 1025 Tower Rd – Lottery window sign
4. Adelheidi's Ice Cream & Gelato, 552 Lincoln Ave – "Open" sign
5. Beat Street Toys & Gifts, 552 Lincoln Ave – "Open" sign

Photographs of the signs are included in Attachment A. Following receipt of the complaints, Village code enforcement staff contacted the owners of each business to explain the Village's prohibition on internally illuminated signs. Since then, the first three businesses have removed the internally illuminated signs from their windows.

When the owner of Beat Streets Toys & Gifts addressed the Council she also raised the issue of other businesses along Lincoln Avenue that have televisions in their windows, which she stated are a form of illuminated signs.

It should be noted until 1998, the Village did allow internally illuminated signs, subject to certain limitations. Prior to 1998, the Sign Code prohibited neon and similar "gaseous tube" signs, but allowed internally illuminated "cabinet" signs, provided that illuminated elements were limited to letters and/or logos (background areas of such signs were required to be opaque so as not illuminate the sign's background panel area).

CURRENT SIGN REGULATIONS REGARDING ILLUMINATION OF SIGNS

Attachment B contains a copy of Chapter 15.60 - Signs of the Village Code. In the document, we have highlighted terms related to signs and their illumination (e.g. light, illumination, etc.). The Village sign regulations distinguish between externally illuminated signs and internally illuminated signs:

"Externally illuminated sign" means a sign that is illuminated by directing a source of artificial light at the face of the sign.

"Internally illuminated sign" means a sign that is illuminated by a source of artificial light that directs the light through one or more translucent surfaces of the sign from within or behind it, rather than at the face of the sign. Internally illuminated signs include neon signs and similar illuminated gaseous tube signs with exposed lighting components. (Section 15.60.050 Definitions)

Externally illuminated signs are allowed. Internally illuminated signs, as well as animated signs, are prohibited by the sign regulations. The definition of an animated sign is:

"Animated sign" means a sign that uses flashing or moving parts, bright color or light, or movement of any kind. Examples of such signs include pennants, banners, streamers, balloons, search lights, beacons and flashing lights.

A television screen or video monitor would be considered an animated sign.

Given the internally illuminated signs in question have been windows signs, it is important to note that a window sign is defined as follows:

"Window sign" means a sign, picture, symbol, or combination, applied or attached to the exterior or interior of a window, or located within five feet of the interior side of a window and displayed so that it is visible from the exterior of the window. For purposes of this code, displayed merchandise or products shall not be considered a window sign. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.05)

If a "sign, picture, symbol, or combination" is located more than five feet from the interior side of a window, it is not considered a window sign by the Village's sign ordinance, and is not regulated by the Village's sign regulations. A business is able to visibly display an internally illuminated sign more five feet from the interior side of a window.

Attachment C contains sign and awning design guidelines from the Village's Design Guidelines for the Village's Elm Street, Hubbard Woods, and Indian Hill districts. Staff has once again highlighted terms related to signs and their illumination (e.g. light, illumination, etc.). We have also highlighted terms related to recommended materials given internally illuminated signs require translucent materials.

INTERNALLY ILLUMINATED SIGNS

As the Board considers the issue of allowing internally illuminated signs, staff has provided in Attachment D photographs of examples of illuminated signs. These photographs were taken in downtown Evanston. (It should be noted, given the challenges of taking pictures of lighted signs at night with an automatic camera, none of the signs are an exact representation of what the human eye captures. That's why in a couple of instance, there are two pictures of the same sign.)

As you can see in the examples there are different types of internally illuminated signs: (a) Neon signs or neon-like LED signs; (b) box signs; (b) individual letter channel signs either mounted on a panel, on a raceway, or directly on a wall. The attached internally illuminated sign examples are either window signs or walls signs, but they can come also come in the form of other structures, such as ground signs, projecting signs, and even awning signs.

We should also note that the photographs include a “halo” illuminated sign, which is a sign where the light is placed behind the back of an opaque sign to create a glow effect onto the wall or backing panel that the sign is mounted to. A halo illuminated sign is technically not an externally illuminated sign or an internally illuminated sign by definition; however, a few years ago, the Village made an interpretation that a halo illuminated sign is an allowed externally illuminated sign.

For your information, we have also provided Attachment E, which includes sign illumination standards excerpts from sign regulations from the adjacent communities of Glencoe, Kenilworth, and Northfield. And we also included similar information from Highland Park and Wilmette.

SUMMARY

As previously noted, The Design Review Board has been requested to provide initial thoughts regarding whether or not the Village should allow internally illuminated signs. And if the Board thinks the Village should consider allowing such signs, the Board may also wish to provide some initial thoughts regarding the types of internally illuminated signs the Village should allow. Staff suggests that the Board consider the following questions as it discusses the issues and prepares some thoughts regarding the issue:

1. Does the Board have sufficient information to provide some initial thoughts regarding the issue of whether or not to allow internally illuminated signs? If not what additional information would you like to receive?
2. Should the Village further study allowing internally illuminated signs? If so,
 - a. Should commercial uses only be allowed to display internally illuminated signs? Or should multi-family uses and institutional uses also be allowed to display internally illuminated signs?
 - b. Should only certain structural types of signs (e.g. window signs, wall signs, free standing signs, projecting signs, awnings signs, etc.) be allowed to be internally illuminated?
 - c. Should only certain functional types of signs (e.g. business sign, changeable copy sign, directional sign, incidental sign, etc.) be allowed to be internally illuminated?
 - d. Should only certain types of internally illuminated signs be allowed (e. box signs, individual channel letter signs, neon signs, etc.)?
 - e. Should there be other limitations for internally illuminated signs (e.g. size of sign, height of sign on the building wall, level of illumination, time limitation on illumination when adjacent to residential area, etc.).

At the December 19 meeting, staff will review the Council’s request with the Board and answer any questions you may have.

ATTACHMENTS

Attachment A: Internally Illuminated Signs – Recent Violations

Attachment B: Winnetka Sign Regulations

Attachment C: Winnetka Design Review Guidelines Excerpts Regarding Signage

Attachment D: Internally Illuminated Sign Examples

Attachment E: Sign Illumination Standards Excerpts from Nearby Communities

Attachment A

Internally Illuminated Sign Violations – Fall 2020



“ATM” and lottery signs observed at 7/Eleven, 88 Green Bay Rd. Winnetka, IL 60093, on 10/16/2019 at 4:00 PM.

Internally Illuminated Sign Violations – Fall 2020



Shirt graphic and “Organic Cleaning” signs observed at Winnetka Cleaners, 86 Green Bay Rd. Winnetka, IL 60093, on 10/16/2019 at 4:00 PM.

Internally Illuminated Sign Violations – Fall 2020



“Open” sign observed at Adelheidi’s Organics, 552 Lincoln Ave. Winnetka, IL 60093, on 7/29/2019 at 3:45 PM.

Internally Illuminated Sign Violations – Fall 2020



"Open" sign observed at Beat Street, 552 Lincoln Ave. Winnetka, IL 60093, on 7/16/2019 at 11:06 AM.

Internally Illuminated Sign Violations – Fall 2020



Lottery sign observed at Winnetka BP, 1025 Tower Rd. Winnetka, IL 60093 on 10/10/2019 at 1:23 PM.

Chapter 15.60 SIGNS*

Sections:

- 15.60.010 Title.
- 15.60.020 Scope.
- 15.60.030 Intent.
- 15.60.040 Rules of construction.
- 15.60.050 Definitions.
- 15.60.060 Prohibited signs.
- 15.60.070 Exempt signs.
- 15.60.080 Signs allowed without a permit.
- 15.60.090 Permitted temporary signs.
- 15.60.100 Signs on residential properties.
- 15.60.110 Signs of religious, charitable, educational, and other specified organizations.
- 15.60.120 Commercial signs.
- 15.60.130 General standards.
- 15.60.140 Sign permit procedures.
- 15.60.150 Certificate of appropriateness.
- 15.60.160 Amendment to permit work.
- 15.60.170 Expiration and revival of permits.
- 15.60.180 Failure to complete work.
- 15.60.190 Review of existing permanent signs.
- 15.60.200 Nonconforming signs.
- 15.60.210 Unlawful display deemed nuisance.
- 15.60.220 Enforcement, penalties and revocation of permit.
- 15.60.230 Violation of regulations.
- 15.60.240 Appeals.
- 15.60.250 Variations.
- 15.60.260 Liability for damages.

illumination references in the code are highlighted.

* Prior ordinance history: Ord. MC-192-97.

Section 15.60.010 Title.

This chapter shall be known, cited, and referred to as the Winnetka Sign Code. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.01)

Section 15.60.020 Scope.

This chapter governs and controls the erection, enlargement, expansion, alteration, operation, maintenance, relocation, and removal of all signs within the Village that are visible from any street, sidewalk, or public or private common open space. This chapter relates to the location, type, materials and size of signs within the various zoning districts established by Title 17 of this code (the Winnetka Zoning Ordinance), and is in addition to the provisions of Title 15 of this code (the Winnetka Building Code) that apply to the location, construction, installation, operation, maintenance, and electrical wiring of signs and their sources of illumination. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.02)

Section 15.60.030 Intent.

This chapter is intended to reduce visual confusion; to restrict signs that overload the public's capacity to receive information or that distract attention, obstruct vision or otherwise increase the risk of accidents, personal injury or property damage; to enable the public to locate goods, services and facilities in the Village without difficulty or confusion; to encourage a high quality of development and excellence in the design of signs throughout the Village; and to promote the use of signs that are appropriate to the type of activity to which they pertain as well as expressive of the identity of the proprietors of the premises on which they are located. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.03)

Section 15.60.040 Rules of construction.

A. In the event any provision of this Sign Code is in conflict with any provision of the Building Code, or with applicable statutes, the provision imposing the stricter regulation, as determined by the Director, shall prevail unless otherwise provided by law.

B. Words used in the singular shall include the plural and words used in the plural shall include the singular. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.04)

Section 15.60.050 Definitions.

A. Terms Defined in Other Ordinances and Codes. Terms used in this chapter, but not otherwise defined, shall have meanings ascribed to them in the Zoning Ordinance, Building Code or this code.

B. Definitions. For the purposes of this chapter, certain words and phrases are defined as follows:

"Animated sign" means a sign that uses flashing or moving parts, bright color or **light**, or movement of any kind. Examples of such signs include pennants, banners, streamers, balloons, **search lights**, beacons and **flashing lights**.

"Area of an exposure" means the area of a building wall facing in one principal direction, including doors and windows contained in the wall; except that where a wall is irregular in plane, the area of an exposure shall be based on the area of a projection of the wall upon a plane parallel with the nearest adjacent street.

"Awning" means a structure attached to a building, typically made of tubular frame and covered with canvas, vinyl or similar soft material.

"Blade sign" means a projecting sign that is mounted perpendicular to the surface of a wall.

"Board" means the Winnetka Design Review Board.

"Building Code" means Title 15 of the Winnetka Village Code.

"Building marker" means a permanent sign indicating the name of a building, the date and other incidental information about its construction, and which is cut into a masonry surface or made of bronze or other permanent material.

"Building Officer" has the same meaning ascribed to it in the Building Code.

"Bulletin board" means a permanent sign that identifies an institution or organization on whose premises it is located and which contains greetings, announcements of events, hours, or similar messages which may consist of changeable letters.

"Business sign" means a sign that directs attention to a business or profession conducted, or to a commodity or service sold, offered, or manufactured, or to an entertainment offered, on the premises where the sign is located and which is limited in content to the name and generic description of the business or product.

"Changeable copy sign" means a sign other than a bulletin board, all or part of which uses characters, letters or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign, and not a changeable copy sign for purposes of this code.

"Civic event sign" means a temporary sign announcing an event of a religious, civic or philanthropic organization.

"Commercial message" means any sign wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

"Court yard" means an area of open space, other than a parking lot or loading area, that abuts a public street, is walled by buildings on three sides and is open to the public.

"Directional sign" means a sign limited to information and directions necessary for the safety or convenience of persons coming on the property, including signs marking entrances and exits, parking areas, one-way drives, pickup and delivery areas, and the like.

"Director" means the Director of Community Development or authorized representatives.

"Externally illuminated sign" means a sign that is illuminated by directing a source of artificial light at the face of the sign.

"Freestanding sign" means a sign attached to a completely self-supporting structure such as a pole or brace placed on, or anchored in or below the ground, and not attached to any building or similar structure.

"Garage sale" means a sale that is open to the general public and is conducted from or on property zoned or used for a single-family residence, for the purpose of disposing of personal property owned by one or more

persons residing in the single-family residence on the property and which was acquired in the normal course of living in or maintaining the residence, rather than for purpose of resale.

"Incidental sign" means a small sign, emblem or decal informing the public of goods, facilities or services available on the premises, such as a credit card sign or a sign indicating hours of business; provided, the cumulative area of such signs on any premise does not exceed one square foot.

"Internally illuminated sign" means a sign that is illuminated by a source of artificial light that directs the light through one or more translucent surfaces of the sign from within or behind it, rather than at the face of the sign. Internally illuminated signs include neon signs and similar illuminated gaseous tube signs with exposed lighting components.

"Nameplate sign" means a nonelectric on-premises sign giving the name, address and/or occupation of an occupant or group of occupants of the building or premises on which the sign is located.

"Portable sign" means any sign designed to be moved easily and not permanently attached to a building, structure or the ground, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; menu board and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless the vehicle is used in the normal day-to-day operation of the business.

(Amended MC-7-2002 § 2, 08/06/02)

"Projecting sign" means a sign affixed to a building or wall in such a manner that its leading edge extends more than twelve (12) inches beyond the surface of the building or wall.

"Public street" means the area lying within the described limits of a dedicated right-of-way or thoroughfare for vehicular traffic (excluding an alley), whether or not so used.

"Sign" means any fixture, placard or structure that is readily visible from any street, sidewalk or public or private common open space and that uses any color, form, graphic, **illumination**, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

"Sign Board" means the Winnetka Sign Board of Appeals.

"Street exposure" means the exterior wall (including doors and windows) of a building having its frontage on a public street or a court yard. If a building is occupied by more than one person or entity, the street exposure for each portion of the building so occupied is the street exposure of the portion of the building wall included in the space occupied by such occupant.

"Temporary sign" means a sign that is not designed, constructed or intended for long-term use and that is not permanently mounted.

"Wall sign" means a sign that is attached substantially parallel to, but within twelve (12) inches of, a wall, or is erected and confined within the limits of an outside wall of any building or structure, is supported by such wall or building, displays only one sign surface and does not project above the highest point of a building with a flat roof, or above the eave line of a building with gable, hip, gambrel or mansard roof, or beyond the end of the building or street exposure.

Section 15.60.060 Prohibited signs.

No person shall display any sign of the following prohibited types, or in the following prohibited locations:

A. Animated signs and signs and displays consisting of **a string, cluster or series of lights**, except those permitted in connection with civic, patriotic or religious holidays in accordance with Section 15.60.090(A)(3);

B. Internally illuminated signs;

C. Translucent awnings and signs placed on translucent awnings;

D. Changeable copy signs, other than gasoline price signs erected at automobile service stations, incidental signs, portable menu board signs displayed in accordance with Section 15.60.080 J, and that portion of bulletin board signs erected in accordance with Section 15.60.110(A)(5) of this chapter;

E. Signs that are attached to the roof of any building, or that are located upon or above a roof, or above the eave line of a roof;

F. Signs painted directly on the wall of a building, fence, or similar structure;

G. (Repealed.)

H. Signs that advertise or direct attention to a business, commodity, service or entertainment conducted or offered for sale at a place other than the premises on which the sign is located. This prohibition shall not

apply to signs that are located inside a building and direct attention to noncommercial events or organizations;

I. Off-premises signs that advertise or direct attention to a garage sale;

J. Signs on or attached to any utility pole, street light or lamp post, or placed or displayed on a public street, sidewalk, alley or parkway, except (1) banners, portable menu board signs or portable sandwich board signs displayed in accordance with Section 15.60.080. J and (2) signs erected for orderly traffic control and other municipal or governmental purposes;

K. Any sign not specifically permitted by the provisions of this chapter is prohibited.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.06; Ord. MC-7-2002 § 3, 08/06/02)

Section 15.60.070 Exempt signs.

Signs, flags and emblems of and on the premises of the United States, the state, the Village, and other municipal corporations and public bodies of the state shall be exempt from the regulations of this chapter. Murals and building decorations not an integral part of a sign are not considered signs for the purpose of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.07)

Section 15.60.080 Signs allowed without a permit.

The following signs shall be allowed without a permit; provided that the sign is not prohibited by Section 15.60.060 of this chapter and that it complies with Section 15.60.130 of this chapter.

A. Permitted, nonilluminated temporary signs, as provided in Section 15.60.090;

B. Permitted, nonilluminated signs on single and two-family dwellings, as provided in Section 15.60.100(A);

C. Permitted, nonilluminated signs of organizations, as provided in Section 15.60.110; provided, the area of any such sign does not exceed eight (8) square feet;

D. (Repealed.)

E. Memorial plaques, building markers, cornerstones, historical plaques and similar designations displayed for noncommercial purposes; provided that, the area of any such signs does not exceed six (6) square feet;

F. Signs and pavement markings required by the police, fire or other governmental departments for the safety and convenience of the public;

G. Street or house number signs not exceeding one and one-half square feet in area;

H. Nonilluminated directional signs that do not contain a commercial message, logo or illustration, and that do not exceed three square feet in area;

I. Incidental signs that do not exceed one square foot in area.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.08)

J. Self-supporting portable menu board signs displayed at restaurants or other food service establishments that offer food service for consumption on the premises, subject to the following limitations:

1. The signs shall be no more than 24 inches wide and 36 inches high, including support elements.

2. No restaurant or food service establishment shall be allowed more than one such sign.

3. The signs may be displayed only during the hours that the business is open to the public.

4. The signs may be placed on a public sidewalk, provided they do not extend more than two feet from the face of the building.

5. The signs may only be displayed between May 1 and November 30 of each year.

6. The proposed location of a sign for a restaurant with outdoor seating shall be depicted on the site plan submitted with the application for the outdoor seating permit and the sign shall be placed only in the location specified on the approved outdoor seating plan.

7. Notwithstanding the foregoing, the Village reserves the right to order the relocation or removal of any menu board sign if the Director determines that the sign poses a safety hazard for pedestrian or vehicular traffic.

K. Any outdoor sign located on residential property that pertains to an election or political campaign; provided, that no such sign shall be more than eight (8) square feet in area.

L. Subject to the approval of the Village Council, banners displayed on any utility pole, street light or lamp post in the Hubbard Woods or Elm Street business districts, provided the Village Council determines

that the banner is not a commercial or political advertisement. (Amended MC-7-2002 § 4, 08/06/02; Amended MC-3-2003, 03/04/03; Amended MC-1- 2011, 2/8/11; Amended MC-7-2012 § 2, 10/16/12)

Section 15.60.090 Permitted temporary signs.

A. Signs Permitted. The following temporary signs shall be allowed without a permit; provided, they meet the requirements of this section; and provided further, that, unless specifically provided otherwise, the area of the sign shall not exceed eight (8) square feet:

1. **Nonilluminated real estate signs**, advertising the sale or lease of the lot or premises on which they are located; provided that, any such sign shall be less than six feet in height. No more than one such sign shall be allowed on the lot or premises, except that on corner lots, there may be one such sign facing each street. All such signs shall be removed within seven days after the sale or lease of the premises.

2. **Nonilluminated construction-site signs** identifying the parties engaged in the design and construction on the lot or premises on which they are displayed, subject to the following conditions.

a. Any sign in a residential zoning district shall have an area of no more than eight square feet in area nor shall the top of the sign be more than six feet above grade.

b. Any such sign in a nonresidential zoning district shall be no more than sixteen (16) square feet in area nor shall the top of the sign be more than twelve (12) feet above grade.

c. No more than one such sign shall be allowed on the lot or premises.

d. All such signs shall be removed within seven days after completion of the work to which the sign pertains, as determined by the Director.

3. Decorations displayed in connection with civic, patriotic or religious holidays, except that they shall be removed within seven days after the specific holiday.

4. Certain signs pertaining to elections or political campaigns, and signs displayed by civic, philanthropic, religious or educational organizations regarding an event sponsored by the organization, subject to the following conditions:

a. No outdoor sign on non-residential property that pertains to elections or political campaigns shall be more than eight (8) square feet in area;

b. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located on the exterior of the premises of the organization sponsoring the event shall be more than thirty-two (32) square feet in area;

c. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located in an exterior location other than on the premises of the organization sponsoring the event shall be more than eight (8) square feet in area; and

d. Any sign subject to this paragraph 4 shall be removed no later than seven days after the election or event for which it was displayed.

5. Window signs displayed on nonresidential premises located in a commercial zoning district to advertise special sales of merchandise or special commercial events, subject to the following conditions:

a. **No such sign may be illuminated,**

b. No such sign shall be more than eight square feet in area and the total area of all window signs, both temporary and permanent, shall not exceed the ten (10) percent limitation for window signs as provided in Section 15.60.120(B)(1)(d),

c. No such sign shall be displayed for more than thirty (30) days;

6. **Nonilluminated garage sale signs** displayed on the residential property on which the sale is conducted, subject to the following conditions:

a. No such sign shall be more than eight square feet in area,

b. No more than one such sign shall be permitted on the lot or premises, except that on corner lots one such sign may face each street,

c. No such signs shall be displayed for more than seventy-two (72) hours.

7. Signs such as banners, balloons, and similar devices that are displayed on residential property in a single-family residential zoning district to announce a birth, birthday, anniversary or similar special occasion; provided, no such sign shall be displayed more than twelve (12) hours before the occasion, and no such sign shall be displayed for more than forty-eight (48) hours.

B. Removal of Signs. All signs permitted by this section shall be removed by the person displaying it. The director is authorized to remove any such sign that has not been removed within the time limits established

by this section whenever such removal can be accomplished without entering a nonpublic portion of any building. In addition to any other penalty provided by this code, the person responsible for the posting or displaying of such sign shall pay the Village for the removal, such fee to be established by resolution of the Village Council. (MC-7-2012 § 3, Amended 10/16/12; 10/16/12; Ord. MC-1-2011, 2/8/2011; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.09)

Section 15.60.100 Signs on residential properties.

A. Single-Family and Two-Family Dwellings. No sign shall be displayed on any building or premises or part of such building or premises used for residential purposes, regardless of the zoning district in which it is located, and on any vehicles parked or stored on such residential property so as to be readily visible to the general public, except for the following permitted signs:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. One nameplate sign not exceeding two square feet in area;
5. Noncommercial signs behind or affixed to windows and doors, including signs prohibiting solicitors and identifying security services; and
6. Lawn signs prohibiting solicitors or identifying security services.

B. Multifamily Dwellings. In addition to signs permitted by subsection A of this section and any other signs permitted in this chapter by reason of any commercial use of the first floor, a multifamily dwelling building may display one nameplate sign not exceeding three square feet in area; provided, the permit requirements of Section 15.60.130 have been met. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.10)

Section 15.60.110 Signs of religious, charitable, educational, and other specified organizations.

A. Signs Permitted. No sign shall be displayed on the building or premises of a religious, philanthropic, civic, charitable or private educational institution or organization or any private club, except for the following:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. Signs, identifying the name or nature of the institution or organization; and
5. Bulletin board and changeable copy signs.

B. Size of Signs. The total area of all signs permitted by subsections (A)(4) and (5) of this section shall not exceed fifty (50) square feet, and no one sign shall exceed thirty (30) square feet in area.

C. Off-Premises Directional Signs. No more than two off-premises directional signs, neither of which shall have an area of more than four square feet, shall be permitted for each such institution; provided, the size, location, placement, design and color of such signs is approved by the Board. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.11)

Section 15.60.120 Commercial signs.

A. Defined. All signs not included or regulated in Sections 15.60.080, 15.60.090, 15.60.100 and 15.60.110 and not exempt pursuant to Section 15.60.070 shall be deemed to be commercial signs for the purposes of this chapter, regardless of the zoning district in which the signs are located.

B. Regulations. Commercial signs of any type not prohibited by Section 15.60.060 may be displayed, subject to obtaining a permit pursuant to this chapter; provided, they comply with the following regulations and the general standards set forth in Section 15.60.130:

1. Wall Signs and Window Signs.

a. No wall sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

b. No wall sign or window sign shall exceed seventy (70) square feet in area.

c. Wall signs shall be placed substantially parallel to the surface of the wall.

d. Window signs may be displayed on the street exposure or nonstreet exposure windows of an occupant; provided that, the total area of window signs in any single window pane or any single section of

window shall not exceed ten (10) percent of the area of the single window pane or single section of window on which it is located.

e. For each street exposure the total area of all window signs, wall signs and awning signs other than exempt signs, and permitted directional signs and incidental signs of this section, shall not exceed fifteen (15) percent of the total area of street exposure.

f. In buildings with more than one commercial premises, the total area of all commercial wall signs, window signs, and awning signs shall be limited to fifteen (15) percent of the area of street exposure of the occupant of each such premises.

g. Commercial wall signs shall be displayed only upon street exposures; except that one wall sign not exceeding twenty (20) square feet in area may be displayed by each occupant on each nonstreet exposure of the premises occupied by such occupant; provided that, such signs shall not be located above the second floor window sill level and shall not be higher than fourteen (14) feet above grade if there is no second floor window sill. The total area of all such nonstreet exposure wall signs displayed on a building shall be limited to forty (40) square feet and the area of such signs shall count toward the maximum sign area allowed for the street exposure of such occupant as provided in this section. This provision shall not prohibit window signs or the painting of signs on doors.

h. In cases where an occupant of a building occupied by no more than two commercial occupants does not have any street exposure, such occupant shall be permitted to display on or attach to the building, including the doors and windows, one commercial sign the area of which shall not exceed five square feet. The area of such sign shall be included in the fifteen (15) percent overall limitation established in this section.

i. In addition to other signs displayed on or attached to a building, a building occupied by three or more commercial occupants may display a directory type wall sign (subject to the fifteen (15) percent limitations contained within subsections (B)(1)(e) and (B)(1)(f) of this section) which lists only the names of such commercial occupants and the name of the building. The total area of such a directory-type sign shall not exceed thirty-five (35) square feet in area and no one individual listing shall exceed three square feet in area. (amended MC-3-2003, 03/04/03)

2. Projecting Signs.

a. One projecting sign may be placed perpendicular to the surface of a wall on a court yard for each business located on a court yard; provided that, the area of the sign does not exceed three square feet.

b. Blade signs may extend over a public way or a public sidewalk, provided that the blade sign extends no more than 2 feet from the wall of the building and is no more than 3 feet high, and provided that the clearance between the bottom of the sign and the sidewalk is at least 8 feet.

c. No projecting sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark. (Amended MC-3-2003, 03/04/03)

3. Freestanding Signs.

a. No freestanding sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

b. One directory type freestanding sign may be displayed on the premises of a building occupied by three or more commercial occupants; provided, the sign lists only the names of such commercial occupants and the name of the building; provided that, the building in which the occupants are located is set back from the street line at least fifteen (15) feet. The total area of any such sign shall not exceed forty (40) square feet in area, and the area of any one side of the sign shall not exceed twenty (20) square feet, and no one individual listing shall exceed three square feet in area. The total height of such a sign shall not exceed eight feet above grade.

c. If a building is occupied by fewer than three occupants, one freestanding sign may be displayed on the premises on which the building is located; provided that, no commercial signs are displayed other than exempt signs, window signs and a nameplate sign not exceeding three square feet in area, that the building is setback from the street line at least fifteen (15) feet, that the total area of such sign does not exceed forty (40) square feet, that the total area of any one side of the sign shall not exceed twenty (20) square feet, and that the total height of the sign does not exceed twelve (12) feet above grade.

4. Awning Signs.

a. No awning sign shall contain information other than the name of the occupant or business, the street address numbers of the premises and the occupant's logo or trademark.

b. The total area of all signs on an awning shall not exceed fifteen (15) percent of the total exterior surface area of the awning. The area of such awning sign shall be included in the fifteen (15) percent overall limitation established by this section.

c. The size of letters, logos or trademarks on awnings shall not exceed six inches in height and shall be placed on the descending vertical front skirt only.

5. Directional and Incidental Signs. Directional or incidental signs accessory to parking and driveway areas are permitted in addition to signs permitted under Section 15.60.080, subject to the following regulations:

a. One directional sign may be erected to designate each entrance to or exit from a parking or driveway area; provided that, the area of each such sign shall not exceed three square feet;

b. One wall sign or freestanding sign designating the conditions of use shall be permitted for each parking or driveway area; provided that, the area of any such sign shall not exceed ten (10) square feet.

6. Signs on or accessory to automobile service stations and car washes shall conform to all regulations contained in this chapter and shall be limited to four signs per establishment. In computing the number of signs displayed, however, the following shall not be deemed to constitute signs on such premises:

a. Information appearing on gasoline pumps as purchased or installed;

b. Signs containing information required by state or federal law regarding the operation of automobile service stations or pump islands; provided that, the size of each such required sign shall be related to the state mandated letter size and shall be approved by the Board. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.12)

Section 15.60.130 General standards.

All signs permitted by this chapter, whether with or without a permit, shall comply with the following standards:

A. Sign Measurement.

1. Area to Be Included. The supporting structure or bracing of a sign shall be omitted in measuring the area of the sign unless such structure or bracing is made part of the message or face of the sign. When a sign has more than one display face, all faces shall be included in determining the area of the sign; provided that, if the distance between the sign faces of a two-faced sign does not exceed twelve (12) inches, the area of the sign shall be measured as the area of one face.

2. Area of Sign With Background Panel. A sign placed or painted on a background panel shall be measured by computing the area of the background panel.

3. Area of Sign Without Background Panel. A sign with individual letters or symbols placed separately on a building wall, awning, or other structure without a background panel shall be measured as the sum of the area of the smallest regular geometric figures that can separately encompass all words, letter areas, figures, emblems, and other elements of the sign.

4. Sign Spacing. No sign wording, illustration or element that is less than two feet from any other sign wording, illustration or element shall be considered a separate sign for purposes of calculating sign area.

5. Sign Height. The height of a sign shall be measured from the adjacent natural grade, to the highest point of the sign.

B. Illumination.

1. Location and Design of Light Source. The source of light for any externally illuminated sign shall be located, shielded and directed so as not to be directly visible from any dwelling or public street. No receptacle, device, fixture or housing for a light fixture shall project more than three inches into the right-of-way of any public street, sidewalk, parkway, alley or public place (except that such an electrical device more than eight feet above the adjoining sidewalk may project a maximum of twenty (20) inches into a public right-of-way).

2. Location of Externally Illuminated Signs on Building. No externally illuminated signs, whether displayed on a building or as a window sign, shall be displayed above the second floor window sill level of the building.

3. Externally Illuminated Signs Adjacent to Residential Zoning Districts. No externally illuminated sign shall be located within, or within one hundred (100) feet of the boundary of, any residential zoning district, if

an illuminated face of such sign is parallel with or at an angle of less than forty-five (45) degrees from the residential zoning district boundary or otherwise has an adverse visual impact on adjacent residential properties; provided that, this restriction shall not apply if the property is in a multifamily zoning district and is not used for residential purposes.

C. Electrical Elements. All signs and **appurtenant light fixtures** in which electrical wiring and connections are to be used shall comply with the Building Code.

D. Structural Design. All signs shall comply with the Building Code and shall be designed and constructed adequately and safely to support their weight and to withstand wind and other stresses to which they may be subjected.

E. Obstruction of Accessways. No sign shall be erected, relocated, maintained, or otherwise permitted to obstruct or prevent free ingress and egress from any window, door, fire escape or stairway of any building or structure. No sign shall be attached to a fire escape.

F. Traffic Safety. No sign shall be erected, constructed or maintained where by reason of its position, shape, color or wording, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device, nor shall it otherwise cause a safety hazard.

G. Sign Maintenance. In addition to complying with all other applicable provisions of this code, all signs and awnings shall be kept and maintained in a safe, neat and orderly condition and appearance. The owner of a sign shall be responsible for providing such maintenance for freestanding signs. Maintenance shall also require that the ground area, for a distance of not less than ten (10) feet in all directions, be kept free and clean of weeds, trash and other debris. In the event that a sign is not maintained in a safe, neat and orderly condition by the owner, the sign shall be subject to removal.

H. Removal of Signs. Whenever any business, service or other use moves from or vacates premises previously occupied by it, or if, for any reason a sign is no longer applicable to the premises or has been abandoned, the sign and related mounting hardware and electrical service shall be removed from the premises within ten (10) days from the date of such cessation of the business or occupancy. In the event that such sign is not removed by the owner or operator of such business, service or use, the owner of the premises upon which such sign is displayed shall be liable for such removal within ten (10) days.

I. Civic Event Signs. Areas of land designated by the Village Council as community information areas may have civic event signs posted subject to the following:

1. Application for civic event signs shall be filed with, and approved by the Director, subject to issuance of a certificate of appropriateness as provided in this chapter.

2. Such signs shall be constructed of wood or similar material and shall be securely fastened to the ground.

3. Such signs shall be no more than thirty-two (32) square feet in area and no more than twelve (12) feet in height. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.13)

Section 15.60.140 Sign permit procedures.

A. Applicability. Any nonexempt sign for which a permit is required shall comply with the procedures established by this section.

B. Permit Application Requirements. No sign permit application shall be accepted unless it is complete. Application for a sign permit shall be submitted to the Director on forms provided by the Director and shall be accompanied by all applicable fees, deposits and bonds in the amounts set from time to time by resolution of the Village Council. An application for a sign permit shall at a minimum contain or have attached to such application the following information and material, in sufficient detail to illustrate clearly the design for which approval is being sought and its relationship to the structure it serves:

1. Name, address and telephone number of the owner of the property;
2. Name, address and telephone number of the applicant (owner of the sign);
3. Name, address and telephone number of the sign contractor, and where applicable, the name, address and telephone number of the electrical contractor;
4. Address or location of building, structure or lot to which, or upon which, the sign is to be attached or erected;
5. Application for certificate of appropriateness and, where applicable, application for building permit;
6. Illustrated calculations of the aggregate size of all signs existing on the premises at the time of making such application;

7. Such other information as the Director or the Board shall require to show full compliance with this chapter;

8. Ten (10) copies of the following materials or information:

a. Drawings showing the position of a proposed sign in relation to adjacent signs, buildings and structures,

b. Information, drawings, samples, or other materials regarding the design and size, structural details, materials and colors, and placement on the premises of a proposed sign or sign structure,

c. Current color photographs showing existing signs on the premises and adjacent property, and the date that the photographs were taken.

C. Review of Sign Permit Applications; Requests for Additional Information. Permit applications shall be examined by the Director to determine if the application materials meet the requirements of this code. The Director may request such additional information or clarification as is necessary to complete review of the sign permit application. If it appears that a proposed sign is in compliance with the minimum requirements of this chapter, and with other laws and ordinances of the Village, the Director shall promptly refer the application materials to the Board for consideration of the granting or denial of a certificate of appropriateness.

D. Issuance of Permit. Except as provided in Section 15.60.150(D) of this chapter, no sign permit shall be issued by the Director prior to the granting of a certificate of appropriateness by the Board, or on appeal by the Village Council as provided for in Section 15.60.150(E) of this chapter. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.14)

Section 15.60.150 Certificate of appropriateness.

A. Application for Preliminary Consideration. If requested in writing by a prospective applicant for a sign permit, the Board shall give preliminary consideration to a specific project before a formal application is filed, and shall provide recommendations on matters pertaining to the purpose, intent, standards and criteria of this chapter it may deem appropriate to guide the prospective applicant in developing a plan for signage that will comply with this chapter. The preliminary consideration is advisory only and no approval or denial shall be given during such preliminary consideration.

B. Final Approval. Upon receipt of a complete application, the Board shall, as soon as practicable, consider whether a certificate of appropriateness should issue.

C. Recommendation for Changes. The Board may, prior to making its decision, make recommendations to the applicant as to changes in the signage plans which, in the Board's judgment, would tend to effect the general intent and purpose of this chapter. If the Board recommends changes in the signage plan, the applicant shall notify the Board within fifteen (15) days in writing of the applicant's acceptance or reasons for rejection of such recommendations. If the applicant does not respond in writing to the Board's recommendations within the specified time period, it shall be assumed that the applicant has rejected such recommendations.

D. Issuance of Certificate.

1. A certificate of appropriateness shall be issued by the Board upon the concurring vote of a majority of the members present. However, if fewer than two-thirds of the members present vote to grant the certificate of appropriateness, the certificate shall not be issued until the time for the notice of appeal provided in subsection E of this section has lapsed, or if an appeal has been taken, until a final decision on the appeal has been reached by the Village Council.

2. If consideration of an application for certificate of appropriateness by the Board has not been initiated within forty-five (45) days following referral of the application by the Director to the Board, or having been initiated has not been concluded within forty-five (45) days following the submission by the applicant of additional evidence required by the Board, the Director shall, if the application is in order and the plans are in compliance with the minimum technical standards and requirements set forth in this chapter, issue a sign permit to the applicant for the work specified within such application and plans.

3. The Board, in its discretion, may extend the time limits of the preceding subsection, provided the applicant consents to such a continuance.

E. Appeal to Council. If a certificate of appropriateness is granted or denied by a concurring vote of fewer than two-thirds of those Board members present, the applicant or any person affected by the Board's decision may take a written appeal to the council within thirty (30) days from the date of such granting or denial. No

appeal may be taken unless written notice of intent to file such appeal is made to the Director within seven days of the board's decision denying or granting the certificate. The Village Council shall render its decision within thirty (30) days from the date of such written appeal and its decision shall be final.

F. Standards and Criteria for Issuance. The following factors and characteristics relating to the safety and appearance of signage, shall govern the board's evaluation of design submittals:

1. The sign area shall not exceed the maximum permitted area and shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;
2. Projects which include a number of signs and graphics shall have an overall plan;
3. The amount of information contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;
4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall be related to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, **lighting**, and the like;
5. Colors shall be used with restraint and excessive brightness shall be avoided;
6. **External lighting** shall be arranged so that the light source is screened from view;
7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.15)

Section 15.60.160 Amendment to permit work.

It is unlawful to alter or in any way modify or deviate from the permit work. If the owner desires to deviate from the approved construction documents during the progress of permit work, the owner shall submit to the Director a certified description of the changes and complete revised construction documents which clearly show all revisions. Prior to proceeding with the work, any amendments to the original permits and approved construction documents shall be approved by the Director or other building officers in accordance with this code. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.16)

Section 15.60.170 Expiration and revival of permits.

If, after the date that any permit is approved, the permit work has not begun within three months, or substantial progress is not made on the permit work within six months, or the permit work is not completed within fifteen (15) months, or the permit work is suspended or abandoned for a period of three months after it has commenced, then the permit shall lapse. Upon lapse of any permit, all retained fees and deposits shall be forfeited and any permit bonds shall be subject to forfeiture upon approval of the Village Council. No work shall be done under a lapsed permit and no further inspections shall be performed on the work that was the subject of the lapsed permit unless the permit is first revived pursuant to this section. Any request to revive a permit after it has lapsed pursuant to this section shall be considered a new permit application and shall be subject to all fees, costs, deposits and approvals applicable to a new permit application for such work. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.17)

Section 15.60.180 Failure to complete work.

A. Notice. In the event that the person to whom the sign permit has been granted fails to complete or assure completion of the work required in accordance with the provisions of the permit, the Director shall notify such person in writing of any such failure. If such failure is not corrected within ten (10) days after notification the sign permit may be revoked by order of the Director.

B. Revocation of Permit. Any sign permit or certificate of appropriateness issued under this chapter may be revoked by order of the Village Council when it is shown by satisfactory proof that:

1. The permit was issued without or in excess of the authority of the Director;
2. The application for sign permit and certificate of appropriateness contained material misrepresentation of fact; or
3. The sign(s) or structure was erected, constructed, reconstructed, altered or used in a manner not in compliance with the submittals which served as the basis for the issuance of the permit or certificate of appropriateness.

C. Removal of Signs. In the event of revocation of a sign permit or certificate of appropriateness, the sign(s) or structure authorized by said permit or certificate shall be removed promptly at the expense of the

applicant. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.18)

Section 15.60.190 Review of existing permanent signs.

A. Identification. The Director shall inspect existing permanent signs for the purpose of identifying those existing permanent signs which are not in compliance with this chapter.

B. Requests for Review. Any person may file a request with the Director for review of specific existing permanent signs. The Director shall inspect such sign or signs for the purpose of determining compliance with the provisions of this chapter.

C. Notice of Violation. The Director shall notify the owner of any existing permanent sign found to be in violation of any provision of this chapter pursuant to inspections made under subsection A or B of this section. The notice shall refer to each section of this chapter under which a violation has been found to exist and the notice shall describe the features found to be deficiencies.

D. Effect of Notice. Each existing permanent sign which is the subject of a notice given under subsection C of this section shall thereupon be classified as a nonconforming sign subject to Section 15.60.200.

E. Appeals. The owner of a sign with respect to which a notice has been given under subsection C of this section above may appeal the determination by the Director by filing an appeal pursuant to Section 15.60.230 not later than thirty (30) days after the date of notice. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.19)

Section 15.60.200 Nonconforming signs.

A. Any sign that becomes nonconforming as the result of the adoption of this chapter on May 20, 1980, or of any subsequent amendments to this chapter, may be continued, subject to the conditions and limitations of this section; provided, the sign was lawfully in existence at the time of such adoption or amendment and has remained nonconforming.

B. Ordinary repair and maintenance may be made to any nonconforming sign except a sign that is prohibited by Section 15.60.060 of this chapter. For purposes of this provision, the rewiring or change of any electrical element of an **internally illuminated sign** or the replacement of any neon tubing shall not be considered ordinary repair and maintenance.

C. No nonconforming sign, or part of such sign, shall be operated, maintained or changed in any way if such operation, maintenance or change will either create an additional nonconformity or increase the extent or degree of the existing nonconformity.

D. No nonconforming sign shall be moved in whole or in part to any other location on the same zoning lot unless the Director has determined that the proposed relocation will decrease the degree of nonconformity.

E. If a nonconforming sign is damaged by fire or other casualty to the extent of fifty (50) percent or more of the value of the entire sign (measured in terms of replacement cost for the sign as a whole, and as determined by the Director) it shall not be restored unless the entire sign is made to conform to the provisions of this chapter. (Amended during 1999 codification; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.20)

Section 15.60.210 Unlawful display deemed nuisance.

It is unlawful to display any sign in violation of the provisions of this chapter. Any sign displayed in violation of this chapter shall be deemed a public nuisance. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.21)

Section 15.60.220 Enforcement, penalties and revocation of permit.

A. Authorization of Director. The Director is authorized and empowered to enforce this chapter.

B. Final Inspection Required. Before any use may be made of a sign authorized under the provisions of this chapter, a final inspection of the premises must be obtained from the Director to assure compliance with the evidence upon which the sign permit was issued.

C. Authority of Building Officers. Building Officers are empowered, during reasonable hours, to lawfully enter upon any premises or into any structure or addition to such structure for which a sign permit has been issued but which has not received a final certificate of use or when necessary to do so in the performance of any duty imposed upon them by this code. If entry is refused or not obtained, a Building Officer is authorized to pursue remedies as provided by law or this code.

D. Enforcement Actions. Any Building Officer is authorized to exercise the police power of the Village in order to secure compliance with the provisions of this chapter. Enforcement actions shall include, but not be

limited to, the issuance of a stop work order, permit revocation, prosecution for violations, the bringing of a civil action to recover any penalty of fine, or the institution of the appropriate action at law or in equity to restrain, correct or abate such violation or to require the removal of the unlawful use or act. The filing of a civil action to recover any penalty or fine shall preclude incarceration or imprisonment. Prior written notice of a violation shall not be required for the initiation of enforcement actions under this section if the violation creates any emergency or unsafe condition, if the violation is the resumption of an activity that was the subject of a written notice of violation issued within the previous thirty (30) days, or if the Building Officer determines that the violation is part of a pattern of behavior at the site which discloses a disregard for the requirements of this code.

E. Penalties--Fines.

1. Fines for Violations. Except as provided in subsection (E)(2) of this section, any person who violates a provision of this chapter shall be subject to a fine of not less than one hundred dollars (\$100.00) nor more than seven hundred fifty dollars (\$750.00) and the cost of prosecution. The village attorney or, at the direction of the village manager, the village prosecutor, may file a civil action to recover any penalty or fine against any such person; provided, however, that the filing of such civil action shall preclude incarceration or imprisonment.

2. Pre-Court Payment. Except as provided in this paragraph, any person charged with a violation of this chapter may pay directly to the Village, at the Village Hall, the minimum fine applicable to the offense charged, as established in subsection (E)(1) of this section; provided, such payment is made no later than five days before the date of a court hearing set for such violation at the request of the person receiving the citation alleging the violation. A receipt shall be issued for any pre-court payment so made and any violation for which such a pre-court payment has been made shall not be subject to further prosecution. No pre-court payments will be accepted less than five days before the scheduled court hearing date. If more than two violations are issued for the same work site in any thirty (30) day period, only the first two such violations may be subject to a pre-court payment pursuant to this paragraph.

3. Separate Offenses. Each act of violation and each day upon which a violation occurs shall constitute a separate offense. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.22)

Section 15.60.230 Violation of regulations.

A. The Director shall give a written notice of violation to any person displaying a sign in violation of this chapter (other than violations of Section 15.60.180). Such notice shall demand compliance with the requirements of this chapter within forty-eight (48) hours from the time of receipt of such notice (weekends and holidays excluded) for temporary and window signs, and within ten (10) days for other signs.

B. Any person displaying a sign in violation of this chapter after such forty-eight (48) hours or ten (10) day period, as the case may be, shall be subject to a penalty not exceeding seven hundred fifty dollars (\$750.00) per offense. Each day of such violation shall constitute a separate offense with respect to the computation of fines.

C. If a sign shall be found to be unsafe or insecure, or constructed, erected or maintained in violation of this chapter, and if the owner of the sign fails to remove or alter the sign (following proper notice), the sign may be removed or altered by the village at the expense of the owner of the sign.

D. In the event that any sign presents an immediate peril to persons or property, the sign may be removed by the Village summarily and with out notice. Such removal without notice shall not preclude the Village from recouping the costs of such removal.

E. In addition to other remedies as specified in this chapter, the Village may institute any appropriate action or proceeding to prevent, restrain, correct, or abate any violation of this chapter, including such actions as may be necessary for the Village to recoup costs incurred in pursuance of the removal or alteration of signs as may be required by this chapter.

F. Any permit shall be a license to proceed with the permit work and shall not be construed as authority to violate, cancel or set aside any provision of this code or any other applicable law. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.23)

Section 15.60.240 Appeals.

A. An appeal may be taken to the Sign Board of Appeals from any order, requirement, decision or determination made by the Director in the enforcement of this chapter, which appeal shall act as a stay of all

proceedings in furtherance of the action appealed from until a final decision by the Sign Board.

B. All final decisions of the Sign Board under this section shall be subject to judicial review pursuant to the provisions of the Administrative Review Act approved May 8, 1945 and all amendments and modifications (735 ILCS 5/3-101, et seq.). (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.24)

Section 15.60.250 Variations.

A. Any person may apply to the Sign Board for a variation from the terms of this chapter and a permit to construct or alter or maintain any sign which does not conform to the requirements of this chapter.

B. No variation application shall be accepted unless it is complete. Variation applications shall be made on forms provided by the Director. Variation application fees shall be set from time to time by resolution of the Village Council.

C. Variations shall be permitted only if:

1. They are in harmony with the general purpose and intent of this chapter; and
2. The plight of the petitioner is due to unusual circumstances; and
3. There are practical difficulties or particular hardship in the way of carrying out the strict requirements of this chapter; and
4. The variation will not alter the essential character of the locality.

D. Every variation granted by the Sign Board shall be accompanied by findings and facts specifying the reasons for granting the variation.

E. Notwithstanding the provisions of this section, the Sign Board shall not have the power to:

1. Permit signs that are prohibited;
2. Waive permit requirements;
3. Permit signs which violate the safety and maintenance provisions of Section 15.60.130;
4. Vary the nonconforming sign provisions of Section 15.60.150 as applied to any given sign.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.25)

Section 15.60.260 Liability for damages.

Neither the provisions of this chapter nor the issuance of any sign permit or certificate of appropriateness shall be construed as relieving any person erecting, owning or maintaining any sign from liability arising by reason or personal injury or property damage resulting from such sign or work relating to such sign, or as limiting the liability of any such person by reason of personal injury or property damage so resulting. The provisions of this chapter shall not be construed as imposing upon the Village or its officials or employees any liability by reason of the approval of any sign under any of the provisions of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.26)

The Village of

Winnetka

Design Guidelines



d. **Building Signage**

Commercial signs should reflect the character of the building style, while expressing each store's individuality. There are several prominent sign styles that are appropriate to Winnetka: surface mounted, pin-mounted, interior, decal and projecting blade signs. Sign materials are limited to painted wood, canvas, architectural glass and metal. Sign color must harmonize with the building upon which it is mounted and adjacent structures. Background colors for the body of the sign are limited to earth tones and primary colors, whereas pastels, neon and secondary colors are not allowed. Lettering color can be unique to the image of the retailer/user. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. Highly reflective metallic signs are not allowed. Signs should be lit by marquee or spot lighting; neon lighting is not permitted. Spot lighting should be minimal and unobtrusive and, per the Village Code, the source of illumination shall not be visible from any street, sidewalk or dwelling. Simplified industrial light fixtures are not permitted. Contextual solutions are recommended. The majority of the signs will be mounted within the building's sign band, defined as the wall area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" above grade and a maximum of 15'-0" above grade.

Signs must comply with the general provisions of the Winnetka Sign Ordinance as well as design provisions contained within these Design Guidelines.

1. Surface mounted commercial signs are either fabricated from painted wood or cast metal plaques and are to be mounted within the sign band or within the storefront transom. The height of the sign is restricted to 75% of the area of the sign band or 14 inches - whichever is less. The sign band of a building consists of the area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" and a maximum of 15'-0" above grade. Refer to figures 28, 29, and 30 for location. Surface mounted or pin-mounted signs are not permitted on secondary elevations without a defined sign band.
2. Pin-mounted commercial signs consist of reverse channel, cast metal and flat cut metal letters mounted above the storefront in the masonry sign band or suspended in front of the storefront at the transom or recessed entry. The size of the lettering is restricted so that the height of the letters does not exceed 75% of the height of the sign band or 14 inches - whichever is less. The length of the lettering is to be contained within 75% of the length of the sign band. (See figure 38)



Figure 38

3. Interior signs floating independently are set behind the glass either at the transom or at the sill of the storefront and are lit from a separate source. This sign must adhere to the size limitations of the decal signs. (See figure 39)

4. Decal Signs are defined as painted or vinyl transfer letters and numbers. Decal signs can be mounted within the transom and at the lower section of the storefront window area so as not to interfere with the merchandising. The decal sign area at the lower section of the window can occupy up to 10% of the glass area of a single pane. Decals mounted at the transom are restricted to 50% of the area of the transom. Decals located at the lower section of the main display area are to be limited to 6” in height unless they contain store operation hours, which are restricted to 2”. (See figure 40)

5. Projecting blade commercial signs can be round, square or vertical, mounted from the face of the building at the second floor level between the windows or at the head of the storefront and are oriented to pedestrian scale. The signs are to be mounted on fixed hardware; no swinging or chain-mounted signs are allowed. The dimensions of the sign are not to exceed 6 square feet (36” high and 24” deep) (See figure 41). If illuminated, the signs should be lit with an unobtrusive light source.

6. Incidental wall signs such as building management identification and directory signs should be integrated into a single sign and be constructed of brushed bronze, antique bronze or painted cast iron. Such signs should not be placed on the prominent street front facade and should be directed to public residential entries.

Figure 39



Figure 40



Figure 41

e. **Awnings and Banners**

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. **If awnings are lit it should be from an outside source; no backlit awnings are allowed.**

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. **Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic.** All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. **Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.**

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.



VILLAGE OF WINNETKA

Attachment D

1

INTERNALLY ILLUMINATED SIGN EXAMPLES FROM DOWNTOWN EVANSTON





NEON/NEON-LIKE SIGNS





BOX SIGNS





BOX SIGNS





INDIVIDUAL CHANNEL LETTERS MOUNTED ON PANEL





INDIVIDUAL CHANNEL LETTER SIGN MOUNTED ON WALL





INDIVIDUAL LETTER CHANNEL SIGN MOUNTED ON RACEWAY





HALO ILLUMINATED SIGNS





INTERNALLY & HALO ILLUMINATED SIGNS



Nearby Communities Regulation of Externally and Internally Illuminated Signs

Glencoe

Glencoe allows externally illuminated signs and certain internally illuminated signs.

The following are Glencoe’s sign illumination standards:

1. Illumination.

(a) Location and Design of Light Source. Whenever an external artificial light source is used for a sign, such source shall be located, shielded, and directed so as not to be directly visible from any dwelling or public street. No receptacle or device housing a permitted light source for a sign shall protrude more than 12 inches from the face of the sign or building to which it is attached.

(b) Level of Illumination. In no event shall the illumination of any sign, resulting from any **internal** or external artificial light source, exceed 75 foot candles when measured with a standard light meter held perpendicular to the sign face at a distance equal to the narrowest dimension of such sign face. All artificial illumination shall be so designed, located, shielded, and directed as to illuminate only the sign face or faces and to prevent the casting of glare or direct light upon adjacent property or streets.

(c) Signs Adjacent to Residential Areas. Any illuminated sign located within 120 feet of a residential district shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m. except that such sign may remain illuminated during such time as the activity to which the sign pertains is open for business so long as such sign is not a public or private nuisance.

(d) Flashing Lights Prohibited. Except for public service signs when expressly permitted by this Section, no flashing, blinking, or intermittent lights shall be permitted.

(e) Floodlights or Spotlights. No sign in the B-1 or B-2 Districts shall be illuminated by a floodlight or spotlight.

(f) Materials. No temporary sign shall utilized fluorescent, radiating, or glowing paint, ink, or material in its construction.

In business zoning districts, the following signs may not be illuminated:

- Awning signs
- Window signs

In business zoning districts, the following signs may not be **internally** illuminated

- Projecting signs

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Highland Park

Highland Park allows externally illuminated signs and internally illuminated signs in certain zoning districts. They do not allow internally illuminated signs in their commercial districts.

The following are Highland Park's sign illumination standards:

Sec. 150.2007. - Illumination.

(A) Location and Design of Light Source.

- (1) Whenever an external artificial light source is used for a Sign, that source shall be located, shielded, and directed so as to (a) restrict the extent of the lit area to the Sign face, and (b) not be directly visible from any public street or private residence.*
- (2) No unshielded light or string or string of lights shall be permitted.*
- (3) No Sign shall be internally illuminated, except that: (a) Signs in the B3 Highway Commercial District, HC Health Care District, and I Light Industrial District may be internally illuminated, provided that only the lettering or logo, or both, on the Sign is internally illuminated; (b) Ground Signs serving a motor vehicle salesroom or a new or used motor vehicle sales facility located in the B3 or I Districts may be fully internally illuminated; (c) the lettering, logo, and pictorial representations of the prices and products displayed on Menu Board Signs serving a Drive-Through Facility that is accessory to a Restaurant may be internally illuminated; and (d) electronic message boards or LED screens incorporated into City-owned Governmental Signs may be internally illuminated.*
- (4) Ground-mounted light fixtures shall: (a) be no higher than 16 inches; (b) have a finish color of non-contrasting black, gray, brown, or other color which minimizes the visibility of the fixture; and (c) screened year-round by landscape plantings so as to not be directly visible from street rights-of-way or residential uses.*

(B) Level of Illumination. All artificial illumination shall be designed, located, shielded, and directed to illuminate only the Sign Face or Faces and to prevent the casting of glare or direct light upon adjacent property or streets. No artificial illumination shall exceed one-half foot candle at any residential Lot line.

(C) Restriction on Hours of Illumination. Signs that are located (i) in the B2, B4-4, B4-5, B4-6, and B5 Districts, and (ii) on, adjacent, or contiguous to Broadview Avenue, Deerfield Road, Judson Avenue, Laurel Avenue, or that portion of Elm Place located east of St. Johns Avenue may be illuminated only until (i) 11:00 p.m. or (ii) the time that the activity to which the Sign pertains has closed for business, whichever is later

(D) Flashing Lights Prohibited. Except for electronic message boards or LED screens incorporated into City-owned Governmental Signs, no flashing, blinking, or intermittent lights, nor any illumination that has a change in light intensity, shall be permitted.

(E) Illumination of Temporary Signs Prohibited. No Temporary Sign shall be illuminated.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Kenilworth

Prohibits the following three types of illuminated signs in all zoning districts:

INTERIOR ILLUMINATED SIGN. A sign located inside a building illuminated by a light source and clearly visible from the exterior of the building through a window or a door.

INTERNALLY-ILLUMINATED SIGN. A sign illuminated by a light source that is enclosed by the sign face or located within the sign.

NEON ILLUMINATED SIGN. A sign which incorporates lighted neon tubes or other fluorescing gas.

The following are Kenilworth's general sign illumination standards:

(J) Sign illumination. In all zoning districts, sign illumination is limited to allowed exterior illuminated signs. All other illuminated signs are prohibited signs.

(1) Location and design of light source. The lights for exterior illuminated signs shall be located, shielded and directed in such a manner that the light source is not directly visible from any surrounding public or private property. The use of unshielded lights, including incandescent bulbs on poles or strung on poles, wires or any other type of support to illuminate a sign is not allowed. All receptacles or devices used to provide external illumination for wall signs shall not protrude more than nine inches from the face of the sign except for ground lighting.

(2) Hours of illumination. Illumination for an exterior illuminated sign is allowed from 7:00 a.m. to 10:00 p.m., except that an exterior illuminated sign may remain illuminated during such time as the business is open to the general public, so long as such sign is not a public or private nuisance and in no case later than 11:00 p.m.

(3) Level of illumination. The lighting intensity of an exterior illuminated sign shall not exceed, and shall be maintained at or less than ten foot candles when measured with a standard light meter at four feet from the center of the face of the sign.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Northfield

ILLUMINATED SIGN (EXTERNAL). A sign characterized as having its source of artificial light located on or outside the perimeter of such sign.

ILLUMINATED SIGN (INTERNAL). A sign characterized as having its source of artificial light located within the perimeter of such sign.

The following are Northfield's general sign illumination standards:

(9) An internally illuminated sign may have no transparent surfaces and may display only letters, trademarks or logos.

(10) Any illuminated sign shall be extinguished between the hours of eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M., except that such sign may remain illuminated during such times as the activity to which the sign pertains is open for business during eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M.

(11) The sign must be constructed and used so as to maintain the architectural integrity of the building to which it relates. For internally illuminated signs, only the copy, display and logo shall be of translucent materials, the background of such signs shall be of opaque materials.

Prohibited Illuminated Signs:

(13) Neon or similar gaseous tube illuminated signs, except where the neon is used as a backlight and the lamp/bulb is not visible. (Ord. 95-845, 5-22-1995)

(18) Signs consisting of a string, cluster or series of lights, with the exception of "seasonal or holiday decorations" as defined in this chapter.

And a variety of temporary signs.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Wilmette

Wilmette allows **internally** and externally illuminated signs.

The following are Wilmette's general sign illumination standards:

(f) Illumination.

- (1) All sign illumination must be designed, located, shielded and directed so as to prevent the casting of glare or direct light upon adjacent publicly dedicated roadways and surrounding properties.*
- (2) In no case may the lighting intensity of any sign, whether from **internal** illumination or external illumination, exceed seventy-five (75) footcandles when measured with a standard light meter perpendicular to the face of the sign at a distance equal to the narrowest dimension of the sign.*
- (3) No sign may be illuminated between the hours of twelve o'clock (12:00) a.m. and six o'clock (6:00) a.m. unless the activity displaying the sign is open for business during those hours. The Zoning Administrator is authorized to grant an exemption from this provision to provide for the security and safety of the use on the property.*
- (4) Goose-neck reflectors and lights are permitted provided that they concentrate the illumination upon the area of the sign so as to prevent glare upon the street or adjacent property. Any device used to provide external illumination for a sign may project no more than eighteen (18) inches from the face of the sign.*

Additional illumination standards (code excerpts):

- (5) A ground sign may be **internally** or externally illuminated in all non-residential districts, except the OR District. A ground sign may be externally illuminated in all residential zoning districts or the OR district.*
- (6) An awning sign may be externally illuminated.*
- (11) A changeable copy sign affixed or illuminated directly upon the vertical hanging fascia of the marquee is permitted.*
- (5) A permitted projecting sign may only be externally illuminated.*
- (C) Illumination of sidewalk signs is prohibited.*
- (6) A permitted wall sign may be externally or **internally** illuminated, except that a non-conforming use in a residential zoning district may not be internally illuminated.*

Wilmette's code does not explicitly state if window signs may be externally or **internally** illuminated or not.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

- (F) **Exposed Neon.** *The use of exposed neon shall be permitted only as a Window Sign that is intended to identify that a business is open for operation. Such signs shall not exceed a Sign Area of 2 square feet in the B3 and I zoning districts and 54 square inches in all other zoning districts.*

Additional illumination standards (code excerpts):

- (b) *A Memorial Sign shall be a Wall or Ground Sign, shall be made of durable materials such as bronze, stone, or concrete, and shall not be illuminated. No Memorial Sign that is a Ground Sign shall be closer than six feet to any Lot line.*
- (k) *Temporary Window Signs shall not block any window area required for light, ventilation, or emergency exit by any applicable code. No Temporary Window Sign shall be illuminated. A Temporary Window Sign shall be maintained on a Lot for a period not to exceed 30 days.*

Highlighted text refers to internally illuminated sign standards.

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**Minute Excerpts from the
Winnetka Design Review Board/Sign Board of Appeals
December 19, 2019**

Members Present:

Kirk Albinson, Chairman
Brooke Kelly
Michael Klaskin
Brad McLane
Maggie Meiners

Members Absent:

Paul Konstant
Michael Ritter

Village Staff:

David Schoon, Director of Community Development
Ann Klaassen, Senior Planner
Christopher Marx, Associate Planner

Case No. 19-39-DR: Internally Illuminated Signs. Discussion of potential amendments to sign regulations to allow internally illuminated signs.

Mr. Schoon informed the Board the Village Council had a meeting with a local business owner who asked for internally illuminated signage in the Village. He stated in the fall, they received two complaints regarding internally illuminated signs which he identified. Mr. Schoon stated the businesses were informed that the signs were not in compliance. He noted three of the businesses are now in compliance and two businesses still have their signs up. He stated the Village Council asked for the Board's initial input in terms of whether the Village should consider allowing internally illuminated signs and general parameters if they are allowed, such as what should be considered in allowing them.

Mr. Schoon stated the Board was provided with information in the packet with regard to current regulations for internally and externally illuminated signs. He noted externally illuminated signage is allowed and definitions are included in the materials. Mr. Schoon then stated when Beat Street approached the Village Council, the owner mentioned there are some businesses on Lincoln which have televisions near their front windows which would be a form of an illuminated (and animated) sign and given they are in the window, if they are within 5 feet of the window, it is considered a window sign and must comply with the Village's sign regulations. He indicated it is a fairly common definition for a window sign. He stated the signs shown to the Board are considered window signs.

Mr. Schoon then stated prior to 1988, the Village allowed internally illuminated cabinet signs provided the illuminated element was limited to the letters or logo and referred to an example. He stated after 1988, the Village decided to prohibit illuminated signs. Mr. Schoon then stated the Village has sign regulations and excerpts from the design guidelines in terms of the current regulations and stated if they do allow internally illuminated signs, the design guidelines should provide guidance to applicants in terms of what they are looking for from a design perspective. He reviewed examples of internally illuminated signs from Evanston which were included in the staff report materials. They included examples of box signs as well as individual channel letter signs either on the wall surface, a raceway, or a panel. The examples also included halo illuminated signs, which are different than internally illuminated signs and which are allowed in Winnetka. Mr. Schoon stated the Board was also provided with excerpts from other communities' sign regulations regarding internally illuminates signs.

1 Mr. Schoon then stated the Village Council has asked for the Board's input and initial feedback as to
2 whether or not they should allow internally illuminated signs. If the Board is interested in allowing
3 internally illuminated signs, Mr. Schoon reviewed a list of questions from the staff report regarding what
4 types of signs should be allowed to be internally illuminated. Mr. Schoon then asked if there were any
5 questions.

6
7 Chairman Albinson asked if there was any comment from the audience.
8

9 Julie Windsor introduced herself as the owner of Beat Street, 552 Lincoln Avenue and a 20-year Village
10 resident. She stated she spoke with the Village Council regarding illuminated signs and noted she was
11 not looking to have the store name in lights but only a small sign identifying that the business was open.
12 Ms. Windsor stated the lighting inside the store is somewhat dull and people cannot tell if they are
13 open. She stated in order to save retail, they need to consider a small "Open" sign located above the
14 level of vehicles parking so customers will know she is open.
15

16 Ms. Windsor then stated in 2007 everyone started carrying and looking at lighted devices and all of a
17 sudden they are less sensitive to signs that are not lit and they did not realize their whole life would
18 change in that they are staring at lights all the time. She commented without lights, businesses do not
19 look like they are open and she is looking for a subtle sign indicating the business is open. Ms. Windsor
20 then referred to the number of retail stores being lost.
21

22 Mr. Klaskin asked if she wanted a logo sign or only a generic sign or if she would consider a sign with a
23 logo on it. Ms. Windsor responded she wanted a generic sign and she had a large internally illuminated
24 business sign in the hallway which is prohibited by the Village. Ms. Meiners asked Ms. Windsor if she
25 currently had an "Open" sign and Ms. Windsor responded she did and she wanted a larger sign for more
26 visibility located in the upper corner of the window.
27

28 Ms. Kelly commented it is difficult and there are a lot of stores with those types of signs when it is dark
29 inside the stores and asked Ms. Windsor if it would help. Ms. Windsor confirmed it would help and
30 referred to the number of customer comments indicating the store looked dark when they are in the
31 store. Chairman Albinson asked if there were any other comments. Ms. Windsor noted exit signs are
32 internally illuminated where they were not in the past. Mr. Klaskin indicated that may be a fire code
33 requirement and they cannot be seen from the outside.
34

35 Chairman Albinson asked if there were any other comments. He then stated in terms of ground rules for
36 the discussion, the Board would not be making a specific formal recommendation and are only being
37 asked to provide their initial thoughts. Mr. Schoon confirmed that is correct. Chairman Albinson also
38 stated the topic is internally illuminated signs as the focus for the Board and that meant signs with a
39 light source located internally. Mr. Schoon confirmed that is correct.
40

41 Mr. McLane stated it would be more helpful to have the sorting charts provided by Mr. Schoon and
42 questioned whether they wanted to look more like Kenilworth or Glencoe. He then stated while they
43 want to bring the commercial districts to life he preferred any form of lighting whether it is internal or
44 external. Mr. McLane stated it is very restrictive and commented Glencoe looks charming and he would
45 rather have that look compared to Kenilworth.
46

47 Chairman Albinson stated his reaction in term of the years he has been on the Board and the requests
48 he has seen, he liked internally illuminated signs when they are done properly such as the examples

1 shown to the Board. He also stated they can be much better than non-illuminated signs and his general
2 recommendation is that the Village should strongly consider a change in this regard noting it has to be
3 quality. Chairman Albinson stated they have to be careful not to make it a free-for-all and he did not like
4 the idea of lots of different signage in the window such as at a gas station. He suggested it be limited
5 and a proposed code limiting the signage to the business itself or its logo. Ms. Meiners referred to the
6 ice cream store which is vastly different and commented Beat Street's sign would be nice and in this
7 particular aesthetic, it would go with what they are doing. Chairman Albinson then stated if they do not
8 define what is allowed and suggested if there was an illuminated Beat Street's sign in the window, there
9 would not be a need for an "Open" sign.

10
11 Mr. Klaskin suggested the caveat be that the sign correlate to their brand. He then stated they cannot
12 place too many restrictions on a store's brand and agreed with Ms. Windsor's comment that retail is
13 suffering. Chairman Albinson stated with regard to the examples Mr. Schoon presented, it can get very
14 technical. He also stated his reaction is to keep the option open for internally illuminated signs but they
15 would be dependent on the quality of the decision and to ensure good taste. Chairman Albinson also
16 stated they have to make sure the outcome enhances the Village and the experience.

17
18 A woman in the audience stated the applicant is talking about a toy store. Chairman Albinson responded
19 the Board is not discussing a specific application but only general ideas relating to internally illuminated
20 signs. Ms. Meiners stated they have discussed making retail easier for businesses in Winnetka and it
21 would still have to be subject to the Board's approval. Mr. Klaskin agreed and added the Board can make
22 recommendations. Ms. Meiners then stated for turnover of the Board Members, they may not be
23 subject to the same opinions this Board has. Ms. Meiners suggested they allow certain illuminated signs
24 with others being subject to Board approval. Mr. Klaskin stated the Board has made concessions for
25 other sign applicants in the past.

26
27 Chairman Albinson stated there is a Village code, and then there are design guidelines which are not
28 hard and fast rules to be followed which may be one way to address the issue. He suggested they
29 forward their initial thought to be to allow internally illuminated signs but adopt the recommendations
30 as part of a guideline and not a hard Village code, which approach would allow fluidity to encourage
31 creativity. Mr. McLane stated he would like for the Village staff to write the code for internally
32 illuminated signs. Mr. Schoon noted the Council would appreciate some direction from the Board. Mr.
33 Klaskin stated there is no way to come up with a one size fits all solution. Mr. Schoon then stated if the
34 Board did not want the total front of the sign to be illuminated, then they would send that thought on to
35 the Village Council. Ms. Meiners stated internally lit signs would be fine and it would be easier to say
36 what is not allowed.

37
38 Chairman Albinson then asked the Board Members if anyone is opposed to internally illuminated signs in
39 order to forward initial thoughts to the Village Council. He also stated instead of the Board defining it, to
40 have the Village staff or a consultant advise them on how to craft it. Chairman Albinson then stated he
41 would like for it to be permissible by code but for the guidelines to provide the framework. Ms. Kelly
42 commented it is better for an applicant to ask for an exception as opposed to coming to the Board
43 saying they allow it since it is in the code. Chairman Albinson also suggested providing more creativity
44 and fluidity, to adopt it as part of the guidelines. Ms. Kelly referred to applicants who have done things
45 without approval. Chairman Albinson stated enforceability is not the Board's responsibility. Mr. Klaskin
46 suggested they allow internally illuminated signs subject to the Board's approval.

47

1 Chairman Albinson stated the issue also related to the broader Comprehensive Plan and President
2 Rintz's request that the Board look at everything they use and whether they should redo the design
3 guidelines and commented this should be part of it as well. He then stated the takeaway is that it should
4 definitely be explored for the Board to allow internally illuminated signs with there being a lot more
5 groundwork which needed to be covered. Ms. Kelly agreed they are all in favor of allowing internally
6 illuminated signs. Chairman Albinson also stated it would help improve the marketability of downtown
7 retail.
8

9 Mr. Schoon stated guidelines are guidelines and the enforceability of guidelines is more difficult than
10 code requirements. He then stated if the Board denied a request and it is challenged, that would be
11 difficult to defend if they have not consistently applied that guideline. Mr. Schoon stated if the Board
12 would never approve a sign similar to Andy's in Evanston, if there is some way to define that, it should
13 be done in the code. Chairman Albinson stated this is one of many other issues to come up during the
14 year where they are asked to re-evaluate all of the tools they use to do their jobs. Mr. Schoon
15 mentioned at the Village Council, there is other work which needed to be done with the sign regulations
16 and in going through the Comprehensive Plan process to get input as to what people feel about the
17 character of the community and then work on sign regulations and zoning ordinance regulations.
18

19 Chairman Albinson asked if there were any other comments. No additional comments were made at this
20 time. Chairman Albinson summarized the Board's discussion that the message should be sent to the
21 Village Council that the Board is open to consider allowing internally illuminated signs, and that in
22 considering to allow such signs, the Village will need to give careful thought in terms of the regulations
23 and design guidelines to ensure that internally illuminated signs be of an appropriate design.
24

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