

SUP-O



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY DISTRICT

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to aklaassen@winnetka.org).

- Complete application form (attached);
 - Written application materials. Description of the proposed business operation. Narrative shall provide evidence that the proposed special use will conform to the eleven (12) standards for granting a Special Use Permit (attached);
 - Property owner acknowledgment. Property owner must consent to the filing of the application for Special Use Permit (see attached application form);
 - Deed proving ownership. (Note: Applications involving property held by a land trust must be signed by the trust officer of the institution holding the trust. The names and addresses of beneficial owners and a certified copy of the trust agreement must also be provided).
 - Traffic study and/or parking study. A traffic study may be required if a proposed use is anticipated to generate levels of traffic that will impact the flow of traffic on surrounding streets or intersections (traffic study guidelines are attached). The traffic study requirement may be waived by the Village Engineer for certain applications where it can be demonstrated that the use will generate minimum traffic impacts. A parking study is generally required to evaluate the availability of parking to serve the proposed use and to evaluate the impact the proposed use may have on availability of parking for other businesses in the vicinity. (Example parking study is attached.)
 - Plat of survey. The plat must be accurate and prepared by an Illinois licensed land surveyor. The plat shall not be more than five (5) years old and must show the lot area, legal description, and all current improvements on the property.
 - Project plans. Provide one plan set showing the following minimum details:
 - Existing and proposed floor plans with modifications to existing walls or building layout highlighted.
 - Approximate square footage of occupancy noted on plans or in narrative.
 - Notation of proposed use types (office, retail, etc.) on floor plan.
 - Site plan showing location of proposed tenant space within subject building (if multi-tenant building), or showing location of building relative to adjacent buildings and/or property lines.
 - In order to clarify the proposed location, it may also be appropriate to call out the location of the proposed occupancy relative to adjacent commercial uses, and/or describe location distance to nearest street intersection.
 - Building elevation drawings – if the proposed occupancy involves modification of existing building exterior a separate elevation drawing shall be submitted and a complete application for a Certificate of Appropriateness also submitted.
 - Application fee: \$935.00
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Summary of process

The Village Planner reviews and processes the application materials. A legal notice is prepared by the Village and sent to surrounding property owners within 500 feet of the subject property. A public notice sign is also posted on site. The application materials are concurrently distributed to the Village Engineer for comment on the traffic/parking analysis.

Application materials and a staff report are transmitted to the Plan Commission, which acts in an advisory capacity to the Village Council. Applicants and/or their representative are required to attend the Plan Commission meeting in order to present their request and address issues raised by Commission members. The Plan Commission meets on the fourth Wednesday of each month, except where noted with an asterisk. All special use permits require final approval by the Village Council, which meets on the first and third Tuesday of each month. Please refer to the following schedule of Plan Commission meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 22, 2020	December 18, 2019
February 26, 2020	January 22, 2020
March 25, 2020	February 19, 2020
April 22, 2020	March 18, 2020
May 27, 2020	April 22, 2020
June 24, 2020	May 20, 2020
July 22, 2020	June 17, 2020
August 26, 2020	July 22, 2020
September 23, 2020	August 19, 2020
October 28, 2020	September 23, 2020
November 18, 2020*	October 14, 2020
December 16, 2020*	November 11, 2020

V I L L A G E O F W I N N E T K A, I L L I N O I S
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY

Case No. _____

Property Information

Site Address: _____

Proposed type of occupancy: _____

Applicant Information

Name: _____

Primary Contact: _____

Address: _____

Phone No. _____

City, State, ZIP: _____

Email: _____

Applicant Signature: _____

Date: _____

Attorney Information

Name: _____

Name: _____

Primary Contact: _____

Primary Contact: _____

Address: _____

Address: _____

City, State, ZIP: _____

City, State, Zip: _____

Phone No. _____

Phone No. _____

Email: _____

Email: _____

Property Owner Acknowledgment

I hereby certify that I am the owner of the property located at _____, and have provided the
attached proof of ownership. (address)

I consent to the filing of an application for a Special Use Permit by _____.
(Applicant name)

Property Owner Signature: _____

Date: _____

Printed Name: _____

V I L L A G E O F W I N N E T K A, I L L I N O I S
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

SPECIAL USE PERMIT STANDARDS
C-2 COMMERCIAL OVERLAY

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

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided;
6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;
8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;
9. The proposed special use at the proposed location will provide for active display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;
11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation; and
12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.

TRAFFIC IMPACT ANALYSIS GUIDELINES

Steve Saunders, Director
Department of Public Works
(847) 716-3534

The following items have been established as elements to be included in all required traffic impact studies:

I. Study Framework

- A. Study area. The study area should include all portions of the roadway network that may be significantly affected by the proposed project.
- B. Project description. Two key elements of the project description are
 - 1) the type and intensity of the proposed land use and
 - 2) parking and the location of driveways in relation to the existing road network.
- C. Data needs. The following items are generally needed to perform an adequate study:
 - 1) peak hour & daily volume traffic counts including intersection turning movement counts;
 - 2) plans showing existing roadway facilities with street lanes and intersection geometry in addition to impacted parking, driveways, bikeways, and sidewalks;
 - 3) traffic signal phasing and timing;
 - 4) accident records at intersections and key road segments (contact the Police Department Records Division at 501-6034 for accident data); and
 - 5) Transit service and degree of utilization.
- D. Traffic forecast assumptions. Forecasts of future traffic based on trip generation and trip distribution. For trip generation it is generally necessary to calculate the number of trips on a daily and peak hour bases along with the inbound/outbound split.

II. Impact Analysis

- A. Roadway operations. Projected volumes at signalized and unsignalized intersections should be analyzed. Impacts to service levels (LOS) on main roadways should also be determined. In addition, the adequacy of storage space for turning vehicles at intersections should be analyzed. Analysis should also consider signal phasing and cycle length as well as vehicular volumes.
- B. Site access and on-site circulation. In addition to off site LOS impacts, analysis should determine adequacy of internal circulation and driveways. Adequate access for service vehicles should be determined.
- C. Parking. Impacts to on-street parking should be determined. On site parking should be compared with projected parking demand.
- D. Safety. Locations having excess accident rates should be given special attention. Measures capable of reducing hazards should be identified if possible. Sight distance analysis should be conducted on new driveways or intersections.
- E. Neighborhood Impacts. Livability of residential streets can be severely degraded by traffic volume well before the physical capacity of the street is reached. If the project is to add significant volume to residential streets, analysis should quantify such volumes and contain strategies to minimize the intrusion of traffic onto neighborhood streets.

III. Mitigation Measures

- A. Goals of mitigation. The object of mitigation is to maintain existing traffic service levels as deemed acceptable in the project area.
- B. Mitigation strategies. Identify transportation system improvements to meet mitigation goals. Strategies should be determined for all significantly impacted locations. Once improvements are identified, the feasibility for construction should be discussed including estimates on right-of-way needs and cost.

If a traffic impact study involves the state or county roadway jurisdictions, that roadway agency should be contacted at the following number for additional requirements or information:

IDOT - Highway Permits Section - (847) 705-4131
Cook County Highway Department Permit Section - (312) 443-5988.

MEMORANDUM TO: Mike Rourke
@ Properties

FROM: Javier Millan
Senior Consultant

Luay Aboona, PE
Principal

DATE: December 22, 2009

SUBJECT: Proposed @ Properties Brokerage Office
26-30 Green Bay Road
Winnetka, Illinois



At your request, Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) has conducted a parking impact study for the proposed occupancy of the vacant 26-30 Green Bay Road storefronts by the @ Properties Northshore brokerage office location in Winnetka, Illinois. The @ Properties Northshore office will have approximately 30-35 desks and cubicles and a maximum of nine full and part time employees. The purpose of this parking study is to determine the availability of public parking along Green Bay Road on a weekday and on a Saturday to meet the peak parking needs of the proposed office use.

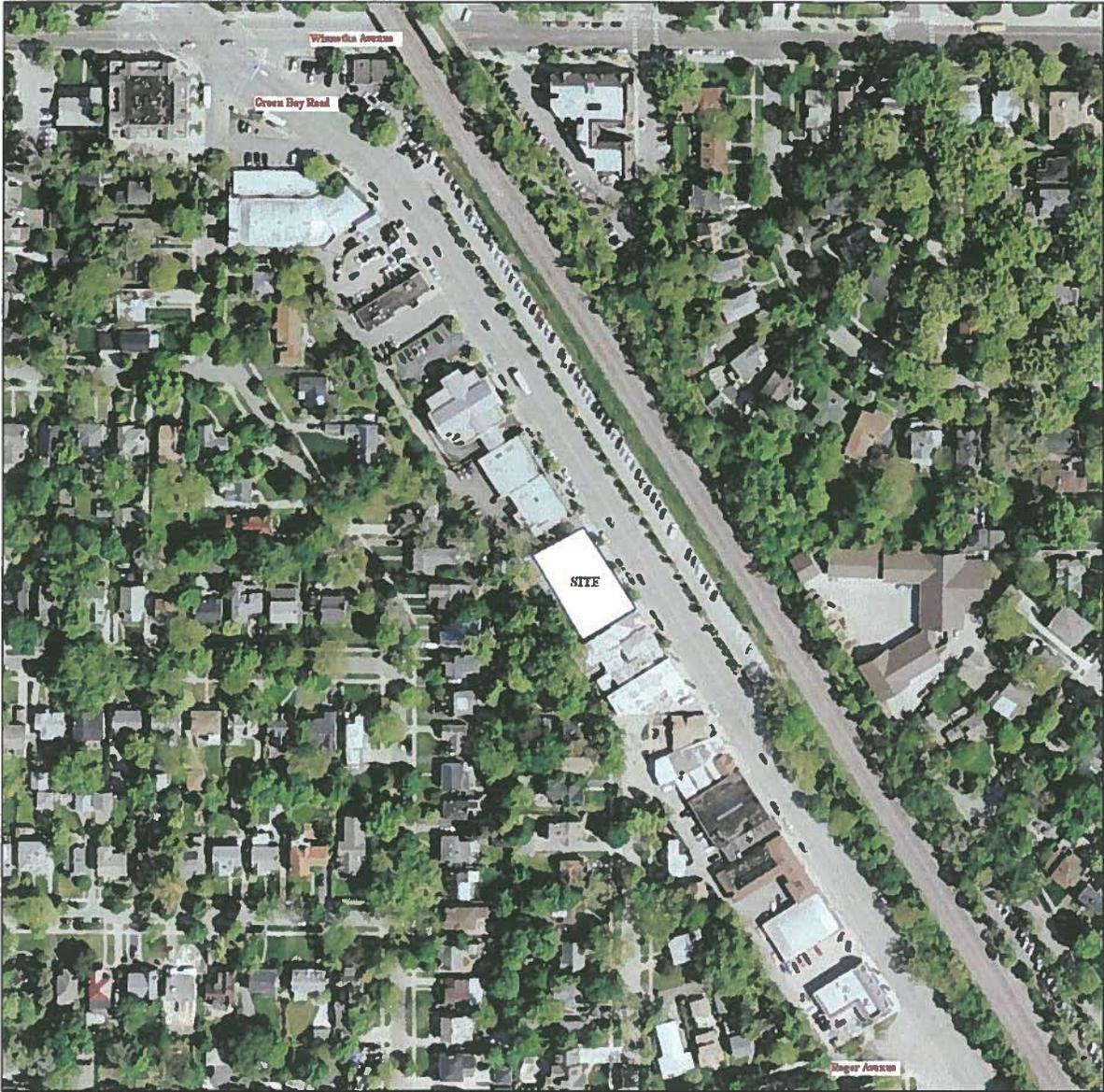
Existing Conditions

Green Bay Road between Winnetka Avenue and Roger Avenue provides on-street parking on both sides of the road. Parking on the west side of the road is limited to 90 minutes. From 642 Green Bay Road and south the restriction is from 8:00 A.M. to 5:00 P.M.

Parking on the east side of Green Bay Road is also limited to 90 minutes from Roger Avenue north to 44 Green Bay Road except on Sundays and Holidays. From 44 Green Bay Road north to Winnetka Avenue, parking is limited to 2 hours from 9:00 A.M. to 6:00 P.M. with no parking allowed from 8:00 to 8:45 A.M. on School days.

A permit parking lot is located between Green Bay Road and the railroad tracks. The lot provides angled parking spaces and is a "Zone A" permit parking for the employees in the area from 8:00 A.M. to 5:00 P.M. Monday through Fridays.

Figure 1 shows an aerial view of the Green Bay Road study segment and **Table 1** shows the number parking spaces provided along Green Bay Road.



Aerial View of Site and Study Area

Figure 1

**Table 1
GREEN BAY ROAD ON-STREET PARKING INVENTORY**

	East Side of Green Bay Road	West Side of Green Bay Road	Permit Parking Lot	Total Parking
North of Site				
Vacant Lot to 48 Green Bay Road	10 spaces	10 spaces	--	20 spaces
48 to 64 Green Bay Road	10 spaces	4 spaces	--	14 spaces
64 Green Bay Road to Land Rover Dealer	7 spaces	--	--	7 spaces
Permit Lot Exit to 62 Green Bay Road	--	7 spaces	--	7 spaces
South of Site				
30 Green Bay Road to Permit Lot Entrance	10 spaces	9 spaces	--	19 spaces
Permit Lot Entrance to 628 Green Bay Road	10 spaces	9 spaces	--	19 spaces
628 to 614 Green Bay Road	10 spaces	10 spaces	--	20 spaces
614 Green Bay Road to Roger Avenue	5 spaces	--	--	5 spaces
Permit Lot				
Permit Lot Entrance to Vacant Lot	--	--	21 spaces	21 spaces
Vacant Lot to Permit Lot Exit	--	--	48 spaces	48 spaces
Total Parking	62 spaces	49 spaces	69 spaces	180 spaces

In order to determine the availability of parking in the area, a parking survey was conducted along Green Bay Road from Winnetka Avenue south to Roger Avenue as well as the permit parking lot between Winnetka Avenue and the railroad tracks. The survey was conducted on Thursday, December 17, 2009 from 10:00 A.M. to 5:30 P.M. and on Saturday December 19, 2009 from 9:00 A.M. to 3:30 P.M. Tables 2 and 3 show the parking demand in the area (in half hour increments) for Thursday and Saturday. It should be noted that the Village of Winnetka corporate limits extend slightly south of the permit lot entrance drive. The Village of Kenilworth begins at this point. Based on the survey, approximately 41 on-street parking spaces out of the 180 spaces (including the permit lot) are located within the Village of Kenilworth corporate limits.

As can be seen from Tables 2 and 3, the area has a peak parking demand on a weekday of 122 parking spaces occurring at 10:30 A.M. The average parking demand on a weekday is 105 parking spaces. On Saturday, the peak parking demand occurred at 12:00 P.M. with 73 parked vehicles. The average parking demand on a Saturday is 60 parking spaces.

Proposed Development

Based on the proposed plan, the vacant space is proposed to be occupied by the @ Properties Northshore brokerage office location. As planned, the proposed land use will have a maximum of nine full and part time employees with a minimum amount of visitors. As such and based on this information, we have assumed that a total of nine additional parking spaces will be occupied by the proposed development during the business hours on a weekday and on a Saturday.

As can be seen from Table 1, the peak parking demand occurred at 10:30 A.M. with a total of 122 occupied parking spaces or 63 percent of available spaces. During this time period, 72 of the 111 on-street parking spaces were occupied while 50 out of the 69 off-street parking spaces were occupied. The availability of 58 parking spaces during this peak time and more during other times of the day will be more than adequate to meet the projected peak demand of nine spaces by the proposed use. On Saturday, the peak parking occupancy was observed to be 73 spaces or 41 percent occurring at 12:00 P.M. leaving 107 spaces available to accommodate the peak demand of the proposed use.

Conclusion

In conclusion, the parking study indicates that adequate parking supply exists in the vicinity of the proposed @ Properties brokerage office to accommodate the projected peak demand of nine spaces. The combination of available unoccupied parking spaces on Green Bay Road and in the parking lot will ensure that the parking needs of the proposed office use as well as other vacant storefronts along Green Bay Road will be met.

Table 2
 EXISTING ON-STREET PARKING OCCUPANCY (THURSDAY, DECEMBER 17, 2009)

Parking Area	3SW	2SW	1SW	1NW	2NW	3NW	3NE	2NE	1NE	1SE	2SE	3SE	4SE	A	B	C	D	E	F	G	Total
Inventory	10	9	9	10	4	7	7	10	10	10	10	10	5	10	10	10	10	10	10	9	180
10:00 a.m.	0	6	7	6	4	5	8	6	4	5	7	8	0	10	10	9	10	2	4	4	115
10:30 a.m.	0	7	7	7	4	6	8	6	4	6	8	9	0	10	10	9	10	2	4	5	122
11:00 a.m.	0	9	6	6	5	5	8	7	4	5	7	8	0	10	10	9	10	2	3	6	120
11:30 a.m.	1	6	6	6	4	4	8	7	5	6	7	6	0	10	10	9	9	2	4	5	115
12:00 p.m.	1	6	6	6	3	4	8	6	5	6	7	6	0	10	10	9	9	3	4	5	114
12:30 p.m.	1	7	7	6	3	5	8	6	5	6	7	7	0	10	10	9	9	4	4	5	119
1:00 p.m.	1	7	7	5	3	4	7	7	6	6	6	6	0	10	10	9	10	4	5	4	117
1:30 p.m.	1	6	5	5	3	4	6	7	4	5	6	6	0	10	9	8	10	5	4	3	107
2:00 p.m.	1	5	3	5	2	4	4	6	3	5	5	5	0	9	9	8	10	6	4	2	96
2:30 p.m.	1	6	3	5	2	4	5	6	3	6	5	6	1	8	9	8	10	7	4	2	101
3:00 p.m.	1	6	2	4	3	4	4	5	6	6	4	5	0	9	9	9	10	7	6	2	102
3:30 p.m.	1	6	4	5	3	5	4	5	3	6	7	5	0	9	9	9	10	7	5	4	107
4:00 p.m.	0	5	6	7	3	2	4	6	4	5	4	5	0	7	9	9	9	7	5	4	101
4:30 p.m.	1	5	6	4	2	2	3	5	4	5	2	5	0	7	9	9	7	5	5	5	91
5:00 p.m.	1	6	6	4	2	2	3	4	2	6	3	5	0	6	6	6	7	5	6	6	86
5:30 p.m.	0	3	5	6	2	2	3	4	1	4	3	2	0	5	4	6	4	4	6	4	68
Avg Occupancy	1	6	5	5	3	4	6	6	4	6	6	6	0	9	9	8	9	5	5	4	105

Legend

North of Site

- 1NE = Vacant Site to 48 Green Bay Rd
- 1NW = Vacant site to 48 Green Bay Rd
- 2NE = 48 Green Bay Road to 62 Green Bay Rd
- 2NW = 48 Green Bay Rd to 64 Green Bay Rd
- 3NE = 62 Green Bay Road to Exit from Angled Lot
- 3NW = 64 Green Bay Rd to Land Rover Dealer

South of Site

- 1SE = Vacant Site to Permit Lot Entrance
- 1SW = Vacant Site to 644 Green Bay Rd
- 2SE = Permit Lot Entrance to 628 Green Bay Rd
- 2SW = 644 to 626 Green Bay Rd
- 3SE = 628 to 614 Green Bay Rd
- 3SW = 626 Green Bay Rd to Roger Ave
- 4SE = 614 Green Bay Rd to Roger Ave

Permit Lot Spaces starting at the north end =

- A (spaces 1-10)
- B (spaces 11-20)
- C (spaces 21-30)
- D (spaces 31-40)
- E (spaces 41-50)
- F (spaces 51-60)

Table 3
EXISTING ON-STREET PARKING OCCUPANCY (SATURDAY, DECEMBER 19, 2009)

Parking Area	3SW	2SW	1SW	1NW	2NW	3NW	3NE	2NE	1NE	1SE	2SE	3SE	4SE	A	B	C	D	E	F	G	Total
Inventory	10	9	9	10	4	7	7	10	10	10	10	10	5	10	10	10	10	10	10	9	180
9:00 a.m.	0	2	2	3	3	1	0	0	4	3	1	0	0	8	4	2	1	1	2	5	42
9:30 a.m.	0	3	2	3	4	2	0	1	4	4	2	0	0	8	5	3	2	1	4	5	53
10:00 a.m.	0	4	3	4	4	1	0	1	5	5	2	0	0	9	6	3	2	1	4	6	60
10:30 a.m.	0	4	2	4	4	1	0	1	5	5	2	0	0	9	6	3	2	1	4	6	59
11:00 a.m.	0	5	4	8	4	2	0	1	5	5	2	0	0	10	5	4	2	2	4	6	69
11:30 a.m.	0	5	3	7	5	2	0	1	5	3	2	0	0	10	5	3	2	2	4	7	66
12:00 p.m.	0	7	4	9	3	2	0	2	5	3	2	0	0	10	7	4	2	2	4	7	73
12:30 p.m.	0	6	4	10	4	2	0	2	6	3	4	0	0	10	5	2	2	2	3	6	71
1:00 p.m.	0	4	6	7	3	3	0	3	6	1	3	0	0	10	5	2	2	2	2	7	66
1:30 p.m.	0	5	5	7	2	3	0	4	4	3	3	0	0	10	6	1	3	2	3	7	68
2:00 p.m.	0	2	4	9	3	3	0	4	6	2	3	0	0	10	6	1	4	2	3	6	68
2:30 p.m.	0	2	4	8	3	3	0	4	6	2	2	0	0	10	6	1	3	2	3	6	65
3:00 p.m.	0	2	4	6	4	3	0	4	5	1	3	0	0	10	6	1	3	2	2	6	64
3:30 p.m.	0	2	4	6	4	3	0	4	5	1	3	0	0	10	6	1	3	2	3	6	63
Avg Occupancy	0	4	4	7	4	2	0	2	5	3	2	0	0	10	6	2	2	2	3	6	63

Legend

North of Site

1NE = Vacant Site to 48 Green Bay Rd
 1NW = Vacant site to 48 Green Bay Rd
 2NE = 48 Green Bay Road to 62 Green Bay Rd
 2NW = 48 Green Bay Rd to 64 Green Bay Rd
 3NE = 62 Green Bay Road to Exit from Angled Lot
 3NW = 64 Green Bay Rd to Land Rover Dealer

South of Site

1SE = Vacant Site to Permit Lot Entrance
 1SW = Vacant Site to 644 Green Bay Rd
 2SE = Permit Lot Entrance to 628 Green Bay Rd
 2SW = 644 to 626 Green Bay Rd
 3SE = 628 to 614 Green Bay Rd
 3SW = 626 Green Bay Rd to Roger Ave
 4SE = 614 Green Bay Rd to Roger Ave

Permit Lot Spaces starting at the north end =

A (spaces 1-10)
 B (spaces 11-20)
 C (spaces 21-30)
 D (spaces 31-40)
 E (spaces 41-50)
 F (spaces 51-60)

Memorandum

To: Jill Morgan

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

Date: January 19, 2010

Re: Special Use Permit Application Parking Study Review: 26-30 Green Bay Rd.

@Properties North Shore has submitted a Special Use permit application to allow location of a real estate brokerage office in the existing vacant space located at 26-30 Green Bay Road in Winnetka. One of the standards the applicant must meet to obtain a Special Use permit is demonstrating that sufficient parking exists in the vicinity of the proposed Special Use to support the proposed use. @ Properties has submitted a parking study prepared by KLOA, Inc., a traffic engineering firm, for the proposed offices at 26-30 Green Bay Road.

This parking study approached the analysis by first evaluating the parking inventory in the vicinity of the site, and then by evaluating actual use of the nearby spaces to calculate average and peak parking demand, for both a weekday and a weekend. KLOA has concluded that sufficient parking exists to support the proposed Special Use.

I have reviewed this study and concur with both the method of analysis and the conclusions. It is my opinion that sufficient parking exists to support the proposed Special Use.