WINNETKA PLAN COMMISSION MEETING MINUTES
JANUARY 24, 2024

Members Present:	Layla Danley, Chairperson
	Matthew Bradley
	Mamie Case
	Chris Enck
	Chris Foley
	Liz Kunkle
	Cyrus Subawalla
Members Absent:	Jonathan Alt
Non-Voting Members Absent:	Tina Dalman
Village Staff:	David Schoon, Director of Community Development
	Christopher Marx, Associate Planner
	Courtney Willits, Village Attorney from Elrod Friedman

Call to Order & Roll Call:
The meeting was called to order by Chairperson Danley at 7:01 p.m. Roll call of the Commission Members was taken.

Approval of November 29, 2023 Special Meeting Minutes:
Chairperson Danley asked for a motion to approve the November 29, 2023, special meeting minutes. A motion was made by Ms. Case to approve the November 29, 2023, special meeting minutes. The motion was seconded by Mr. Bradley. A vote was taken, and the motion unanimously passed, 6 to 0:
AYES: Bradley, Case, Danley, Enck, Foley, Subawalla
NAYS: None

Ms. Kunkle arrived at the meeting at this time.

Public Comment:
No comments were made at this time.

Community Development Report:
Mr. Schoon stated with regard to the 808 Oak application, the Village Council approved the request as well as the special use permit for North Shore Events. He also provided a summary of the Chase Bank building planned development application with the item being continued to the February 21, 2024, special Planned Development Commission meeting. Mr. Schoon then stated the Village Council continued the steep slope regulation discussions with the item being continued to the February 6, 2024, meeting.

Case No. 23-22-SU 565 Lincoln Avenue – Chase Bank: An application submitted by JP Morgan Chase Bank (the "Applicant"), as the lessee of the property located at 565 Lincoln Avenue (the "Subject Property"), to allow a financial counseling office to be located on the Subject Property. The property is currently owned by 563 Lincoln Ave LLC at 825 Green Bay Road, Suite 100, Wilmette, IL 60091.
Mr. Marx stated the special use permit application was submitted by Chase Bank for 565 Lincoln Avenue to allow a financial counseling office to temporarily locate in the retail overlay district. He identified the

property's location, zoning classification and the former occupant and stated the space has been vacant since 2022. Mr. Marx identified and described the surrounding businesses in an illustration and stated the Applicant is going through the redevelopment process with their current building site at 791 Elm Street and then described the request to temporarily locate its private wealth service business in the space which would measure approximately 1,500 square feet and which would not have typical banking services. He stated there would be approximately 6 employees at the site with sporadic gatherings and meetings, and the Applicant planned to operate in the space for approximately two years. Mr. Marx then identified the floor plan and stated with regard to parking, there would be two parking spaces located behind the building for clients with other off-street parking spaces that belong to the building which may be available.

Mr. Marx stated written comment was included as Attachment B and the Applicant's supplemental information provided reasoning as to why they want to occupy the space as well as a letter from the property owner in support of the request. He then stated page nos. 12-14 identified the items the Commission is to consider, and the Applicant is available to answer questions. No questions were raised at this time.

Chairperson Danley asked for the Applicant's presentation and swore in those speaking to this matter. Karl Camillucci of Taft Stettinius & Hollister introduced himself to the Commission and stated he is representing the Applicant. He referred to the Applicant's response to the standards which he summarized for the Commission. Mr. Camillucci then stated they have provided additional materials and noted if the special use application is not approved, they would not pursue the use and occupancy of the Lincoln and Elm location. He also stated the property owner affirmed it has marketed the property for retail and service uses with no interest. Mr. Camillucci stated while they understood the preference for a retail use in this location, since the proposed use is temporary, small, and vacant, it is not currently contributing to the retail district and there would be no effect on the surrounding retail uses and would be an improvement over the current vacant condition and enhance pedestrian traffic.

Mr. Camillucci summarized the special use standards the Applicant addressed in their application. He stated he hoped the Commission would recommend approval of the special use request and asked if there were any questions and introduced the members of the team.

Chairperson Danley also asked if there were any questions. Mr. Bradley referred to the way the property would be designed for their use over the two-year period and referred to it being designed for future applicants which would make it easier for office uses to want to occupy the space. He then asked if the Applicant would ensure it be returned to a blank space to ensure the next occupant would be more inclined to use the space for retail. Mr. Camillucci described the improvements as minor which would not be difficult to remove. He added the Village retained the power to evaluate any future proposed use to determine if it is appropriate for the subject location. Mr. Camillucci suggested discussions be held with the property owner to return the space to its original use such as wall removal. Mr. Bradley suggested it be a condition of the special use approval. Chairperson Danley agreed with Mr. Bradley's comments regarding attaching conditions to the approval recommendation.

Ms. Case asked the Applicant why they selected the proposed space in the middle of the vibrant retail district and referred to the amount of people who would visit the space and the limited amount of parking available. Mr. Camillucci explained the reasoning for the space selection is due to its proximity to the Elm Street location and Metra as well as the fact they do not need a large space.

Chairperson Danley swore in Chris Perdzock. Chris Perdzock, JPMorgan Chase, agreed with Mr.

Camillucci's comments relating to the site selection. Mr. Camillucci informed the Commission of the number of employees in the location and client meetings, which would be held by appointment only. Traffic and the parking impact would be less severe than is anticipated. Mr. Foley asked if there would be an administrative person on staff.

Chairperson Danley swore in Jaime Freeman. Jaime Freeman of the JPMorgan Chase North Shore Private Group responded stated there would be an office manager and greeter onsite daily and described their meeting schedules. She stated that their current office team of approximately 25 people would office in Evanston in the interim. She noted all of their employees have Winnetka "A" parking passes and the on-site parking spaces being made available for clients. Ms. Freeman also stated team meetings would be held offsite in various locations in the community. Chairperson Danley asked when they plan to take possession of the property. Mr. Perdzock responded they planned to begin construction in April and to take occupancy in late July.

Mr. Enck asked if the space would have a retail component. Mr. Perdzock responded the retail branch would temporarily be relocated to the Spruce Street location with a small satellite branch. Ms. Kunkle stated she did not have major concerns with the request since it is temporary and contingent with drawing traffic to the area with the East Elm business district being appreciative of it. She also stated she is concerned with the parking explanation. Ms. Kunkle agreed with the suggestion of the space reverting back to its current condition and stated she would be in favor of the request. No additional comments were made at this time.

Chairperson Danley asked if there was any public comment. No comments were made at this time. Chairperson Danley then called the matter in for discussion.

Mr. Bradley stated he would be in favor of supporting the request and referred to whether consideration of nearby locations was done of available C-2 commercial sites. He agreed the request represented an opportunity to fill a long vacant space. Mr. Bradley then stated while the request did not align with standard nos. 7, 8 and 9, the request would bring to the Village the desired continuity and added that parking would not be an issue. Ms. Case agreed with some of Mr. Bradley's comments and reiterated her concern with the Applicant's choice for this location as opposed to locations at the end of the retail overlay district. She then stated even though the space occupancy is temporary, she suggested a condition be included to require the space be returned to its original condition with a sunset clause to limit the temporary occupancy and for the Applicant to come back before the Commission for an extension. She then stated she would be in favor of the request. Mr. Foley stated he understood the connection between this request and the construction on Elm and Green Bay Road and commended the Applicant for remaining in the Village which would help in terms of Village continuity. He also stated the application would provide a use in the empty storefront and the request is consistent with the special use standards and proposed conditions. Mr. Subawalla referred to the timeline and commented that the remainder of the request is straightforward. Mr. Enck stated the way in which the space would be configured may result in a future retail user having the front for commercial/retail and the back half for storage and if the kitchenette is left in place, it may appeal to a future renter and make it more appealing.

Chairperson Danley stated she is also in favor of recommending approval of the request with conditions. She then referred to a possible future argument in terms of a future potential office tenant referring to the Applicant's approval. Chairperson Danley suggested they mitigate that argument in terms of conditions. Ms. Kunkle suggested two conditions, the first of which is that it does not open the door for automatic special uses and second, to return the space to its current "vanilla box" condition.

Mr. Schoon stated what he has heard from the Commission is that upon vacating the space, the Commission is suggesting the Applicant return the space to a vanilla box and to place a term limit on the special use approval. He suggested the Commission make the condition that the special use would end requiring the Applicant to vacate after a certain period of time after a certificate of occupancy is granted for the new Elm Street and Green Bay Road building. Mr. Schoon suggested the Commission work with the Applicant in terms of the time-period after the certificate of occupancy is obtained that the applicant must vacate the building. The Applicant informed the Commission they planned to use the existing plumbing and to return it to a vanilla box would not be beneficial. Mr. Bradley suggested the space be returned to its current condition. The Commission Members clarified their position for the Applicant. Mr. Camillucci suggested a period of three-four months after the certificate of occupancy is issued for the Elm Street location would be helpful to ensure a smooth transition into the space. The Commission Members agreed with a six-month time period.

Chairperson Danley asked for a motion to recommend approval of the request as stated on page nos. 13 and 14 with the following conditions: (i) upon vacating the space, the Applicant will remove the dividing walls west of the restroom and (ii) the term for the special use will expire six months after the certificate of occupancy is issued for the new Chase Bank building at 791 Elm Street. A motion to recommend approval as stated on page nos. 13 and 14 with the conditions stated by the Chairperson was made by Mr. Bradley. Mr. Foley seconded the motion. A vote was taken, and the motion unanimously passed, 8 to 0:
AYES: Bradley, Case, Danley, Enck, Foley, Kunkle, Danley, Subawalla
NAYS: None

February 28, 2024, Meeting – Quorum Check.
The Commission Members discussed their availability.

Adjournment:
Chairperson Danley asked for a motion to adjourn. A motion to adjourn was made by Mr. Bradley and seconded by Ms. Kunkle. A vote was taken and the motion unanimously passed, 8 to 0:
AYES: Bradley, Case, Danley, Enck, Foley, Kunkle, Danley, Subawalla
NAYS: None

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary