



PLAN COMMISSION SPECIAL VIRTUAL MEETING AGENDA

WEDNESDAY, MAY 5, 2021 - 7:00 PM

In accordance with social distancing requirements and Governor Pritzker's Executive Order 2021-06 and Senate Bill 2135, the Winnetka Plan Commission special meeting on Wednesday, May 5, 2021 **will be held virtually**. The meeting **will be livestreamed via the Zoom platform**. In accordance, with Public Act 101-0640, at least one representative from the Village will be present at Village Hall Council Chambers at 510 Green Bay Road, Winnetka, IL, and **the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location**. Pursuant to the Executive Order issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to the mandated social distancing guidelines. **Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a "first-come, first-served" basis.**

The public has the following two options **for virtually observing and participating during this virtual Plan Commission meeting, including the ability to provide testimony or comments**. Persons wishing to participate are strongly encouraged (but not required) to complete the Sign-In form found at www.villageofwinnetka.org/meetingsignin.

- 1) **Telephone (audio only)**. Call: 312-626-6799; when prompted enter the Webinar ID: 969 6830 1955 (Please note there is no additional passcode or attendee ID required.)
- 2) **Livestream (both audio and video feed)**. Download the Zoom meetings app to your smart phone, tablet, or computer, and then join Webinar ID: 969 6830 1955; Webinar Passcode: PC050521

If you wish **to provide testimony or comments prior to the meeting**, you may provide them one of three ways:

- 1) By sending **an email** to planning@winnetka.org;
- 2) By sending **a letter** to Community Development Department, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093; or
- 3) By leaving **a voice mail message** at the phone number 847-716-3524. All voicemail messages will be transcribed into a written format.

All comments received prior to the posting of the agenda packet will be included in the agenda packet. All comments received after the agenda packet has been posted and received by 6:00 PM the day of the meeting will be read at the meeting by staff. Such public comment is limited to 200 words or less and should identify both (1) the subject of the comment being offered (such as property address or case number of the agenda item) and (2) the full name of the individual providing the comments. In addition, you may wish to include your street address, phone number, and the name of the organization or agency you represent, if applicable.

General comments for matters not on the agenda will be read at the end of the meeting under Public Comment. Comments specific to a particular agenda item will be read during the discussion of that agenda item.

All emails received will be acknowledged either during or after the meeting, depending on when they are received.

Persons seeking additional information concerning any of the applications, accessing the virtual meetings, or requesting alternative means to provide testimony or public comment are directed to email inquiries to planning@winnetka.org or by calling 847-716-3525.

PLAN COMMISSION SPECIAL VIRTUAL MEETING AGENDA

WEDNESDAY, MAY 5, 2021 - 7:00 PM

AGENDA ITEMS

1. Call to Order & Roll Call.
2. Introductory Remarks Regarding Conduct of Virtual Meeting.
3. **Case No. 21-17-SU: 548 Lincoln Avenue – Strong Nail City - Nail Salon.** An application for Special Use Permit approval submitted by Tracy Ho, d/b/a Strong Nail City, as the prospective lessee of the property located at 548 Lincoln Avenue to allow a nail salon on the Subject Property. The property is currently owned by 544-550 Lincoln Avenue, LLC, 825 Green Bay Road, #100, Wilmette, IL.
4. Other Business.
 - a. Community Development Report
 - b. May 26, 2021 Meeting - Quorum check
5. Public Comment.
6. Adjournment

Note: Public comment is permitted on all agenda items.

NOTICE

All agenda materials are available at www.villageofwinnetka.org/agendacenter.

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 at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3543; T.D.D. (847) 501-6041).



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: PLAN COMMISSION
FROM: ANN KLAASSEN, SENIOR PLANNER
DATE: APRIL 30, 2021
SUBJECT: 548 LINCOLN AVENUE – STRONG NAIL CITY - SPECIAL USE PERMIT
(CASE NO. 21-17-SU)

INTRODUCTION

On May 5, 2021, the Plan Commission is scheduled to hold a virtual public hearing, in accordance with social distancing requirements, and Governor Pritzker's Executive Orders and Senate Bill 2135, to consider an application submitted by Tracy Ho, d/b/a Strong Nail City, (the "Applicant"), as the prospective lessee of the property located at 548 Lincoln Avenue, Winnetka, IL (the "Subject Property"), **to allow a nail salon on the Subject Property**. The property is currently owned 544-550 Lincoln Avenue, LLC, 825 Green Bay Road, #100, Wilmette, IL. (See Attachment A for Application Materials.)

The Applicant has filed an application seeking approval of a Special Use Permit in accordance with Chapter 17.56 [Special Uses] of the Winnetka Zoning Ordinance to permit a nail salon in the C-2 General Retail Commercial Overlay District at the Subject Property.

A sign has been posted on the Subject Property and a website notice has been posted on the Village website indicating the time and date of the Plan Commission public meeting. A mailed notice has been sent to property owners within 500 feet of the Subject Property. As of the date of this memo, staff has not received any written comment from the public regarding this application.

PROPERTY DESCRIPTION

The Subject Property is one of the first floor commercial spaces located in a two-story multi-use building with commercial uses and apartment units and is located on the west side of Lincoln Avenue, between Elm and Pine Streets. The approximately 786 square foot space at 548 Lincoln Avenue has been vacant for approximately four months and was most recently occupied by *Spa Nail City*. Other commercial tenants in the building include *Bake Homemade Pizza*, *Fitness Together*, *Stretch Xperience*, and *Oui, Madame!*

The Subject Property is located within the Village's **Commercial Overlay District**, which allows non-retail uses, including personal services such as a barber shop, beauty salon, nail salon, etc.; however, the Zoning Ordinance requires that they be evaluated by the Plan Commission and Village Council as a special use. Nail salons require approval of a Special Use Permit in order to locate in the Commercial Overlay District.

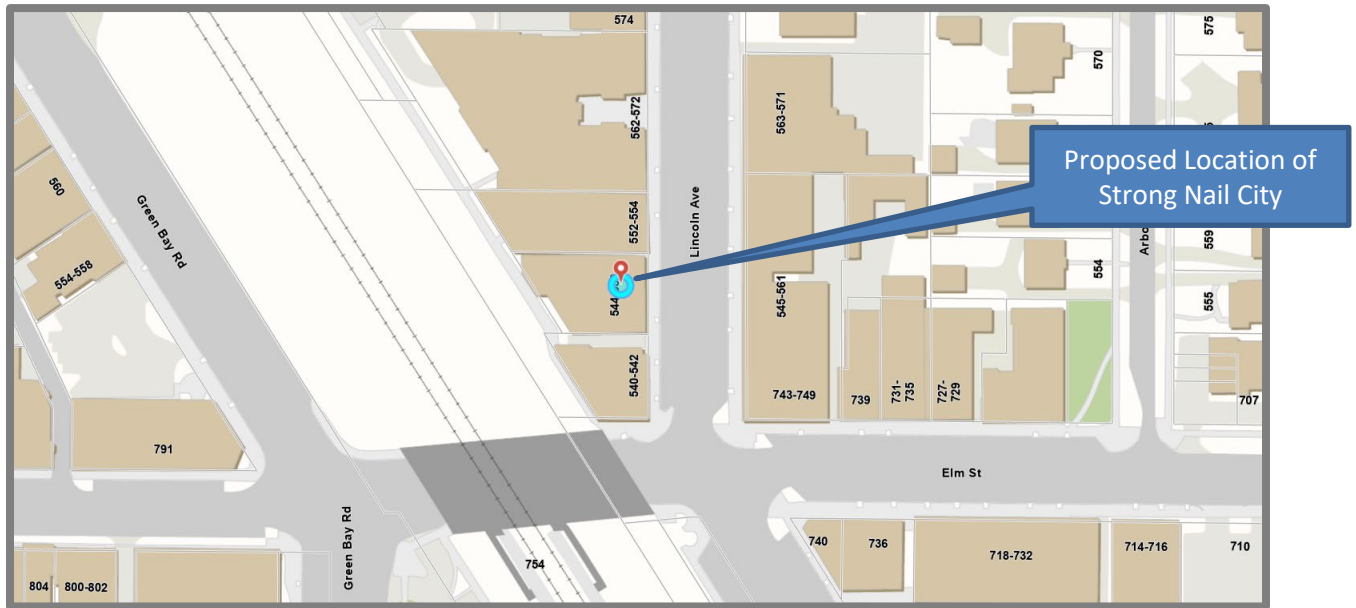


Figure 1 – Subject Property – 548 Lincoln Avenue



Figure 2 – Subject Property – Proposed Location of Strong Nail City



Figure 3 – Neighboring Businesses (Bake Homemade Pizza, Fitness Together, Stretch Xperience, Oui, Madame!)

COMMERCIAL OVERLAY DISTRICT BACKGROUND

The Overlay District was established in 1987 out of concern about the viability of the business districts as a whole if non-retail occupancies were allowed to proliferate and occupy significant areas within retail shopping districts. At the time of adoption there was a concern about the possible proliferation of real estate offices and financial institutions.

The Village Zoning Ordinance describes the purpose of the Overlay District and its restrictions on non-retail uses as being:

“to encourage retailing of comparison shopping goods and personal services compatible with such retailing on ground floor in order to encourage a clustering of such uses, to provide for a wide variety of retail shops and expose such shops to maximum foot traffic, while keeping such traffic in concentrated (yet well distinguished) channels throughout the district.”

Since its adoption in 1987, the Overlay District has been revised on more than one occasion to alter district boundaries, or to modify the types of uses which are permitted within each district. The most recent amendment occurred on April 4, 2019 when the Village Council adopted MC-01-2019, amending the Zoning Ordinance regarding uses and regulations in the three commercial districts, including amendments to the Overlay District and the standards used to evaluate a special use. The amendments went into effect on July 4, 2019 and changed a nail salon from being a permitted use to requiring special use approval.

The previous tenant of the Subject Property, *Spa Nail City*, began operating in 2008 and was a permitted use at that time and therefore did not require approval of a special use permit. Any new tenant that would like to locate in the Subject Property would need to comply with the current zoning regulations. **That means another nail salon wanting to locate at 548 Lincoln Avenue needs to go through the special use permit process and receive Village Council approval prior to locating in the space.**

ELM STREET BUSINESS DISTRICT OVERLAY BOUNDARIES

A map depicting the zoning classifications of the Elm Street Business District is included below as Figure 4. The Subject Property is highlighted yellow.

Gray areas indicate the underlying C-2 General Retail Commercial zoning, which permits by right a relatively broad array of uses, including various retail uses, along with a number of non-retail uses such as professional offices, financial service firms, medical offices and the like.

Red crosshatch areas represent those areas subject to the restrictions of the Commercial Overlay District. The boundaries of the Overlay District are established along certain public streets and extend for a depth of 50 feet from the front property line.



Figure 4 – Elm Street Business District

DESCRIPTION OF REQUEST

The Applicant is proposing to open a nail salon in the Subject Property, which consists of approximately 786 square feet on the first floor. The space has approximately 16 feet of street frontage. The Applicant has provided a floor plan representing the proposed layout of the space (Figure 5). The main entrance to the space would remain in its current location, along with the existing secondary entrance at the rear of the space. The space would consist of a reception area, five (5) nail tables, five (5) spa chairs, a hand sink, one restroom, and a storage room.

Based upon the information submitted by the Applicant, the hours of the nail salon would be 9:00am to 7:00pm, Monday through Saturday. On average, three nail technicians would be working at the location on a daily basis. The Applicant estimates that the average time a client spends in the salon is 20 to 40 minutes, depending on the service.

Regarding parking, the Applicant states that employees will secure employee parking passes to park in municipal parking lots designated for employees. Parking spaces for employees are located in the municipal lot located just south of the Community House and in the Elm Street lot located just to the west

of the Hadley Institute. On-street parking is available on Lincoln Avenue, Elm Street, and the public parking lot south of the Community House for clientele. Due to the low amount of client parking demand generated by the use, the applicant provided a narrative regarding its parking demand rather than a parking and traffic study.

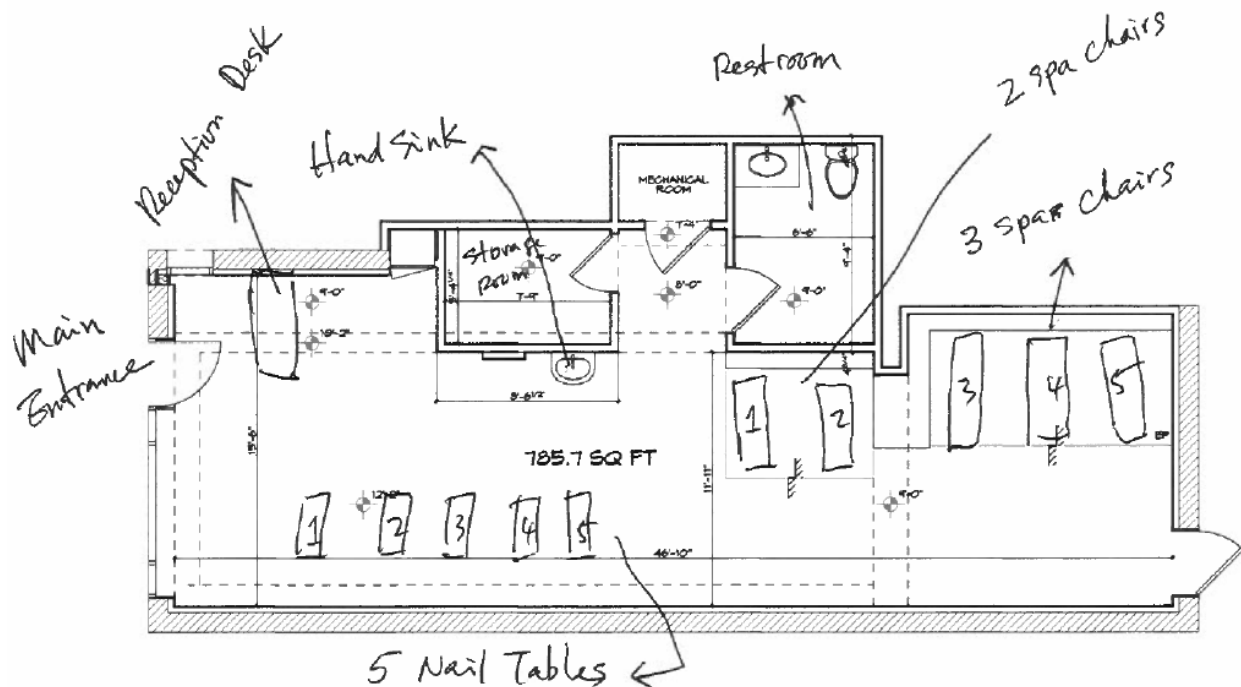


Figure 5 – Excerpt of Proposed First Floor Plan

DESIGN REVIEW BOARD REVIEW

Any changes to the exterior of the commercial space or the addition of permanent signs or awnings to the front of the proposed space will require approval of a certificate of appropriateness by the Design Review Board. The Applicant has yet to submit such applications.

STANDARDS FOR REVIEW / FINDINGS

The “Purpose” section of Chapter 17.56, Special Uses, states the following regarding special uses:

It is recognized that there are special types of uses which because of their specific characteristics in relationship to uses permitted by right in a particular district, or the services which they provide, cannot be properly permitted by right in a particular district without consideration, in each case, of the impact of such uses upon neighboring land, or of the public need for such uses at a particular location.

A land use classified as a special use is an allowed land use as long as the Applicant can demonstrate that the proposed use in its proposed specific location meets the applicable standards for granting special use approval.

Section 17.44 of the Zoning Ordinance provides a series of twelve (12) standards for the evaluation of Special Use applications within the Commercial Overlay District, which provides a framework for evaluation by the Plan Commission. The Applicant has supplied as part of their application materials a narrative addressing how this proposal complies with the twelve (12) standards.

Following conclusion of public comment and Commission discussion, a Commission member may choose to make the following motion:

I make the motion that:

The Plan Commission recommends **approval [denial]** of the requested special use to allow the Applicant, Tracy Ho, d/b/a Strong Nail City, to operate a nail salon at 548 Lincoln Avenue within the C-2 Commercial Overlay District, based on the following findings of fact:

“The proposed nail salon (the “Special Use”) is [is not] consistent with the Standards for granting of Special Use Permits in the Commercial Overlay District, which are as follows:

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 or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. The establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. 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. Adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;
6. 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 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 maintain 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.”

The Commission's recommendation is subject to **no conditions [the following conditions]:**

1. [Insert conditions...]

As noted above, the Commission may also wish to consider if there are conditions it may want to place on the facility's operation.

This request is subject to final approval by the Village Council.

ATTACHMENTS

Attachment A: Application Materials

ATTACHMENT A

Village of Winnetka
SPECIAL USE PERMIT - C2 COMMERCIAL OVERLAY APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY

Case No. 21-17-SU

Property Information

Site Address: 548 Lincoln Ave

Proposed type of occupancy: Nail Salon

permit
SU2021-308

Applicant Information

Name: TRACY HO

Address: [REDACTED]

City, State, ZIP: SKOKIE IL 60076

Applicant Signature: [REDACTED]

Primary Contact: TRACY HO

Phone No. [REDACTED]

Email: [REDACTED]

Date: 04-13-2021

Attorney Information

Name: S H Law, LTD

Primary Contact: Seungwoon Hong

Address: 401 S. Milwaukee Ave

City, State, ZIP: Wheeling, IL 60090

Phone No. 224-249-4300

Email: Sam@shlawus.com

Architect Information

Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Property Owner Acknowledgment

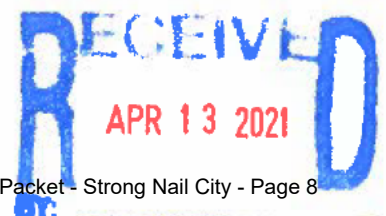
I hereby certify that I am the owner of the property located at 544-550 Lincoln Avenue, LLC and have provided the attached proof of ownership.
(address)

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

Property Owner Signature: [REDACTED]

Date: 4/13/21

Printed Name: JERRILYN HOFFMANN



Special Use Permit Application for a Nail Salon at 548 Lincoln Avenue

Dear Village,

There is an existing Nail Salon called Spa Nails City had going out of business locate at 548 Lincoln Ave. I would like to take over this opportunity and start Nail business there. I contacted the landlord and working out lease agreement. This is a 785.7 SQ FT fully built existing Nail Salon and I don't need to build anything there. All I need to do is clean this place up nicely and install new spa chairs and nail service tables. There will be 5 nail tables and spa chairs and it will open up 5 job opportunities. Employees will park their vehicles at designate parking zone and customers will use 90 minute parking areas.

I am very graceful discovering this golden opportunity for doing business in Winnetka and I am looking forward to working with zoning committee and Village council.

Sincerely,

Tracy Ho

Special Use Permit Standards C-2 Commercial Overlay

Hi Ann,

My name is Tracy Ho and I would like to propose the addition of an existing old Nail Salon called Spa Nail City located at 548 Lincoln Ave in the east Elm street business district. It's a fully built nail salon from previous owner just closed out business. I would to take this golden opportunity to start a nail salon business there. I will name this salon "Strong Nail City".

- My business will use same services from previous one. We provide manicure and pedicure service for all men, women and children. People like to have nails well-trimmed, polish when going to the party, and attend special events. Maintain massage your feet when doing pedicure will help blood movement in your body.

- My business is not causing any safety health nor does any harm to the public surrounding areas.

- My business will not cause any distortion to the use and enjoyment to the surrounding areas.

- My business is used within the interior area spaces that are not encroach at the exterior of the building.

- My business will follow regulations and other village ordinances and codes.

- There will be two entry point into the space, the main entrance off Lincoln Ave and a back entrance which connects to the walkway behind the buildings on the west side of Lincoln leading to the parking lot.

- The Salon will have a small footprint of 785 square feet and employ an average three nail technicians at a time. The service time spend is about 20 minute to 40 minute depending on services. Employee will park their vehicles at Zone designate area and customer will use 90 minute parking spaces.

- Our business is not with multi-use areas and our service only use inside the premise.

- We are not doing retail and won't sell anything.

- This is an existing nail salon from previous user and is already fully built. We clean it up, install new furniture and ready for business.

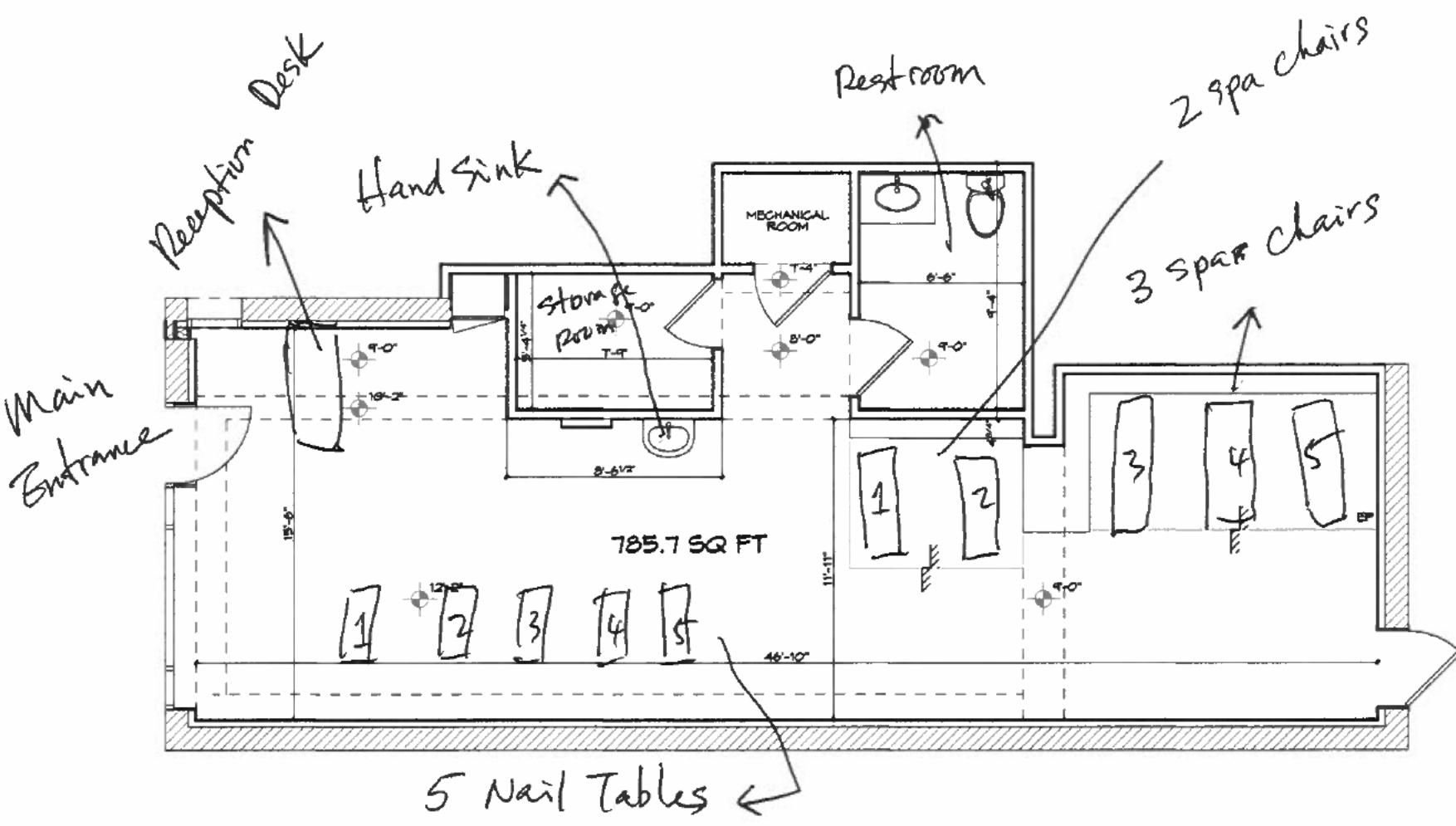
- The products we use are highest quality and FDA approve. The most of materials we use is disposable one-time used item and use high heated to sanitize the equipment.

- We will adhere to all codes when it comes to signage and window displays.

Sincerely,

Tracy Ho





1 FIRST FLOOR PLAN
SCALE 1/4" = 1'-0"