

**WINNETKA PLAN COMMISSION MEETING MINUTES
OCTOBER 22, 2025**

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Members Present: Layla Danley, Chairperson
Matthew Bradley
Mamie Case
Chris Enck
King Poor
Cyrus Subawalla
Kate Van Vlack

Members Absent: Jonathan Alt
Christopher Blum

Non-Voting Members Present: Bridget Orsic

Village Staff: Scott Mangum, Community Development Director
Ann Klaassen, Assistant Director of Community
Development
Christopher Marx, Associate Planner

Call to Order & Roll Call:
The meeting was called to order by Chairperson Danley at 7:03 p.m. Ms. Klaassen took roll call of the Commission Members present.

Public Comment:
No comments were made at this time.

Community Development Report:
Mr. Mangum provided the Commission Members with an update on the Sit Still Kids special use application and the Post Office site.

New Applications:
b. **Case No. 25-21-SU: 564 Lincoln Avenue - Corley North Shore LLC Real Estate Office: An application seeking approval of a Special Use Permit submitted by Corley North Shore LLC, as the prospective lessee of the commercial space located at 564 Lincoln Avenue to allow a real estate office in the C-2 General Retail Commercial Overlay District. The property is currently owned by 562-72 Lincoln Avenue, LLC. The Village Council has final jurisdiction on this request.**

Chairperson Danley stated the applicant, Corley North Shore LLC, asked for a continuance of this matter and asked for the agenda to be taken out of order. Mr. Enck made a motion to take the agenda out of order. Mr. Bradley seconded the motion, which passed unanimously, 7 to 0. Chairperson Danley then asked for public comment on this item. No comments were made at this time. Chairperson Danley then asked for a motion to continue the Corley North Shore LLC matter to the next meeting. Ms. Case made a motion to continue the matter to the November 19, 2025, meeting. Mr. Subawalla seconded the motion. A vote was taken and the motion unanimously passed, 7 to 0:

AYES: Bradley, Case, Danley, Enck, Poor, Subawalla, Van Vlack
NAYS: None
NON-VOTING: Orsic

1 The Commission Members discussed their availability for the November 19, 2025, meeting.

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3 **New Applications:**

4 a. **Case No. 25-20-SU: 730 Elm Street, Suite 130 - Winnetka Aesthetic Studio: An application**
5 **seeking approval of a Special Use Permit submitted by Paul Phelps of Winnetka Aesthetic Studio, as the**
6 **prospective lessee of the commercial space located at 730 Elm Street to allow a medical office in the C-**
7 **2 General Retail Commercial Overlay District. The property is currently owned by MDG Winnetka One,**
8 **LP. The Village Council has final jurisdiction on this request.**

9 Mr. Marx identified the applicant who is seeking a special use to open a Winnetka location for their
10 existing cosmetic surgery practice and identified the space in the One Winnetka building currently under
11 construction. He identified the property's location and the proposed space to be occupied on Elm Street,
12 as well as its zoning classification with a portion of the space being located in the Overlay District. Mr.
13 Marx noted Charles Schwab would also occupy space in the building and identified the Overlay District in
14 a map for the Commission as well as the proposed space's shared entrance location. He also summarized
15 the special use standards and Overlay District standards. Mr. Marx referred to the applicant's floor plan
16 and noted any signage would have to be approved by the DRB. He also summarized the proposed medical
17 office's floor plan, use, and hours of operation.

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19 Mr. Marx then summarized the parking requirements and the applicant's proposed parking plan. He also
20 summarized the approved ordinance relating to One Winnetka and that the proposed use complied with
21 the special use standards. Mr. Marx referred to the applicant's responses to the remaining standards
22 identified on page nos. 9 and 10 and stated the Commission is to review whether the request is consistent
23 with the remaining standards. He stated following the applicant's presentation, public comment, and
24 Commission discussion, a Commission Member may make a motion to continue the hearing to a date
25 certain to provide the applicant time to answer any questions or consider a motion recommending
26 approval or denial of the special use permit. Mr. Marx then asked if there were any questions.

27
28 Chairperson Danley referred to the ground floor plan and asked for clarification with regard to the
29 windows and the tenant's visibility which Mr. Marx explained to the Commission. Mr. Bradley questioned
30 a specific standard relating to the northwest corner's occupancy. Mr. Marx provided clarification to the
31 Commission and referred to Attachment B on page 26. He confirmed the proposed tenant and Charles
32 Schwab are the first two tenants for the building. Ms. Van Vlack asked if it is typical for the first two typical
33 tenants to be special use requests. Ms. Klaassen responded it is not common to have a new commercial
34 building constructed in Winnetka, so this isn't a common occurrence, and referred to the size of the
35 building being constructed and explained how the applicant went through the planned development
36 process in connection with the special use requests.

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38 Chairperson Danley swore in those speaking to the matter. Paul Phelps stated he had nothing to add to
39 Mr. Marx's presentation. Chairperson Danley then asked if there were any questions from the
40 Commission.

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42 Mr. Subawalla asked for clarification with regard to the OR. Mr. Phelps explained the different standards
43 for different operating procedures and how the operation rooms are used in other locations and the
44 procedures they perform. Ms. Van Vlack questioned anesthetic equipment and how it would be safely
45 stored so as not to affect the other tenants. Mr. Phelps explained how the setup would be similar to that
46 used in their Lincoln Park location in terms of storage and ventilation requirements. He also stated he
47 could provide the architect's information who could provide additional information as well as how
48 equipment would be delivered and their delivery schedule. Mr. Phelps then explained how the minimal

1 amount of surgical waste would be disposed. Mr. Poor questioned how signage would be displayed. Mr.
2 Phelps explained where the signage would be located and that there would be no window frontage.

3
4 Chairperson Danley stated the space would accommodate more patients than his existing satellite office
5 and asked if this location would operate significantly different than the satellite office. Mr. Phelps
6 explained the consultation and post-operative services they would provide and the minimal surgical waste
7 produced. Chairperson Danley referred to the ground floor plan illustration and commented on the small
8 space sizes. Mr. Phelps referred to the discussion of possible tenants for those spaces. He added there
9 would be revenue generated by their use. Trustee Orsic described the request as a good use of the medical
10 office space and referred to the amount of traffic the use would generate compared to other medical
11 uses. Mr. Phelps confirmed the Lincoln Park location would remain open and provided his schedule to the
12 Commission. No additional questions were raised at this time.

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14 Chairperson Danley stated there is no one in the audience to comment and called the matter in for
15 discussion. She identified the standards the Commission is tasked to consider. Mr. Bradley stated he would
16 be fully in support of the request with the anticipation of special use requests of this type as a result of
17 planned development process. He stated the request conformed in all other respects. Trustee Orsic
18 agreed it is a great plan. Ms. Case agreed with the comments made and that the request would bring in
19 more traffic. She described the plan as well thought through. Ms. Van Vlack agreed the plan is great and
20 the applicant would be a good tenant for the space with her only concern being patient privacy. She
21 referred to the limited amount of space in the back for vehicles parked there in terms of patient pick up.
22 Ms. Van Vlack concluded the applicant would be a wonderful tenant for the space. Mr. Poor stated he is
23 comforted by the fact that these would be the only two special uses on the ground floor which respected
24 the purpose of the Overlay District. He stated he is also satisfied that the requirements were met and it
25 would be a good fit for One Winnetka. Mr. Enck stated the request made sense for the space designed
26 since it would be set back with commercial spaces on either side having more street frontages. He stated
27 he had no issues with regard to the request. Chairperson Danley stated she had no concerns with regard
28 to the request and described it as a good use for the space. She stated they need to be deliberate in
29 connection with the spaces which would flank the use on either side and agreed the use of the space met
30 the standards.

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32 Chairperson Danley asked for a motion. A motion was made by Ms. Case to recommend approval of the
33 requested space use of the applicant to operate a medical office at 730 Elm Street, Suite 130, within the
34 C-2 Commercial Overlay District, based on the findings of fact and citing standard nos. 4, 5, 6, 8, 9, 10, 11
35 and 12. Mr. Bradley seconded the motion. A vote was taken and the motion unanimously passed, 7 to 0:

36 AYES: Bradley, Case, Danley, Enck, Poor, Subawalla, Van Vlack

37 NAYS: None

38 NON-VOTING: Orsic

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40 **New Business.**

- 41 a. November 19, 2025, Meeting – Quorum Check.

42 The Commission Members previously discussed their availability.

43
44 **Adjournment:**

45 Chairperson Danley asked for a motion to adjourn. A motion to adjourn was made by Mr. Bradley. The
46 motion was seconded by Mr. Poor. A vote was taken and the motion unanimously passed, 7 to 0:

47 AYES: Bradley, Case, Danley, Enck, Poor, Subawalla, Van Vlack

48 NAYS: None

1 NON-VOTING: Orsic
2 The meeting was adjourned at 7:52 p.m.
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4 Respectfully submitted,
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6 Antionette Johnson
7 Recording Secretary