



# Village of Winnetka

## Village Council Regular Meeting

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June 2, 2026 at 7:00 PM  
Village Hall  
510 Green Bay Road

### **AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Quorum**
  - a. June 9, 2026 Special Meeting
  - b. June 16, 2026 Regular Meeting
  - c. July 7, 2026 Regular Meeting
- 4. Presentations**
  - a. National Charity League Winnetka Community Beautification Project — Mural Preliminary Design (Council Direction)
- 5. Public Comments**
- 6. Reports**
- 7. Establishment of Consent Agenda**
- 8. Approval of Consent Agenda**
  - a. Approval of Village Council Minutes
    - i. May 5, 2026 Regular Meeting
  - b. Approval of Warrant List Dated May 15, 2026 - May 28, 2026
  - c. Resolution No. R-47-2026: Approving a Contract with Maple Cable Construction Inc. for Directional Boring Services (Adoption)
  - d. Resolution No. R-49-2026 Approving a Contract with Garland/DBS, Inc. for Yards Roof Replacement Project (Adoption)
- 9. Ordinances and Resolutions**
  - a. Ordinance No. MC-01-2026: Amending Section 8.16.140 of the Village Code Regarding the Location of Garbage and Refuse Receptacles (Introduction/Adoption)
  - b. Ordinance No. M-09-2026: Granting a Variation from the Winnetka Zoning Ordinance to Allow the Construction of an Expanded Driveway Within the R-5 Single Family Residential District (1412 Scott Avenue) (Introduction/Adoption)

### **NOTICE**

Village Council meetings are video recorded. All agenda materials are available at [villageofwinnetka.org](http://villageofwinnetka.org) (Governance > Agendas & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2<sup>nd</sup> floor). 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, 847-716-3543; T.D.D. 847-501-6041.

- c. Ordinance No. M-10-2026: Granting an Amendment to a Special Use Permit to Allow a Childcare Center in the Winnetka Congregational Church in the R-2 Single Family Residential District (725 Pine) (Introduction/Adoption)

**10. Old Business**

- a. Village Hall Improvement Overview Presentation

**11. New Business**

**12. Appointments**

**13. Closed Session**

**14. Adjournment**



## Agenda Item Executive Summary

**TITLE:** National Charity League Winnetka Community Beautification Project — Mural Preliminary Design (Council Direction)

**PRESENTER:** Hannah Lipman

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**AGENDA DATE:** June 2, 2026

**CONSENT:** No

**ITEM TYPE:** Presentation

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### ITEM HISTORY:

January 20, 2026 - The National Charity League Winnetka presented a concept for a community beautification project for painting a mural on an overpass along the Green Bay Trail.

### EXECUTIVE SUMMARY:

National Charity League (NCL) Winnetka is a group of 215 mothers and daughters in grades 7th through 12th residing in the Village of Winnetka who have come together in a commitment to community service, leadership development and cultural experiences. The nearly 2-year-old chapter fosters the mother-daughter relationship by serving the Winnetka community, working with 25 philanthropy partners, ranging from local partners such as Friends of the Green Bay Trail, Winnetka Park District and New Trier Food Pantry, Chicagoland partners such as The Grace Network, Meals on Wheels, and Cradles to Crayons and national partners such as the Alzheimer's Association and the American Red Cross. During our 2024-2025 year, the chapter served the community for over 3,400 hours working with these philanthropy partners.

NCL Winnetka is seeking an opportunity to partner with the Village of Winnetka on a community beautification project. Through their work with Friends of the Green Bay Trail, they believe that a mural project at an overpass along the trail presents a perfect opportunity to bring art to Winnetka. The NCL chapter will fund and paint the mural with the guidance of an artist. This project requires approval from Union Pacific, and approval of the Design Review Board and the Village Council.

At the January 20, 2026 Village Council meeting, the Village Council provided direction to the NCL to proceed with the next steps in the mural concept, with the understanding that the final mural design would be presented to Council for initial feedback, submitted to the Design Review Board, and return to the Council for approval before the application for final approval is submitted to Union Pacific.

Several of the student members will present the mural design concept to the Village Council and request that the Council provide feedback. The mural design concept will be considered by the Design

Review Board at a special meeting on June 4, 2026. Council will consider approval of the final mural design at its June 15, 2026 meeting.

**RECOMMENDATION:**

Council is asked to provide feedback about the National Charity League Winnetka community beautification project mural design.

**ATTACHMENTS:**

1. NCL Winnetka Mural Presentation



June 2, 2026

NCL Winnetka Presents

# A Mural for Our Village

# Mural Development Process

## Artist Selection

- RFP sent to 4 artists
- 3 provided proposals
- Village Committee selected Shayne Taylor

## Input Design Meeting

- Determined expectations of detail and design with Village Committee and Shayne
- Agreed to Oak St location
- FGBT provided native species list

## Rough Pencil Sketch

- Shayne provided 2 design options
- Village Committee provided feedback and selected design
- Feedback session with NCL Winnetka
- NCL Winnetka voted on design options

## Rough Color

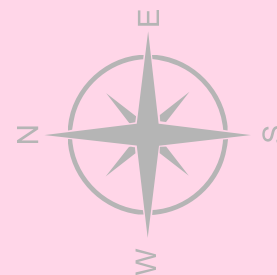
- Combined elements of both designs based on feedback
- Village Committee approved color design

Village Committee: Bob Dearborn - Winnetka Village President, Kirk Albinson - Winnetka Village Trustee, Maggie Meiners - local artist and former Design Review Board member, Katie Moor - Winnetka Design Review Board Chair, Steve Huels - Friends of the Green Bay Trail, Kristin Kazenas - Village Manager, Ann Klaassen - Village, Deirdre Campbell - NCL Winnetka President

# Final Mural Design - East Wall



MATERIALS:  
 Primer- PPG SPEEDHIDE® Interior/Exterior Masonry Latex Block Filler  
 Paint- Exterior Acrylic Latex Paint (flat)  
 Protection- Mural Guard (satin)



ENLARGED SIGNATURE

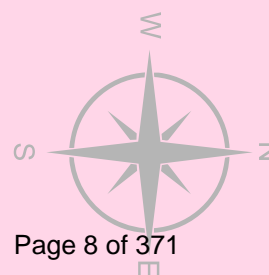
**Shayne Taylor**  
 ShayneArt.com

In Collaboration with the  
 National Charity League Winnetka

# Final Mural Design - West Wall



MATERIALS:  
Primer- PPG SPEEDHIDE® Interior/Exterior Masonry Latex Block Filler  
Paint- Exterior Acrylic Latex Paint (flat)  
Protection- Mural Guard (satin)



# Next Steps

## Approval

- Village Council feedback on mural design June 2, 2026
- Design Review Board approval of mural design June 4, 2026
- Village Council approval of mural June 15, 2026

## Union Pacific Submission

- Submit required package to Union Pacific on June 16, 2026
- Included letter of support from Village of Winnetka

## Site Preparation

- Following Union Pacific approval, professional powerwashing
- Primer applied

## Paint

- Fall 2026
- NCL Winnetka Chapter to assist Shayne Taylor in painting mural
- MuralGuard applied
- Ribbon cutting event

Fundraising continues until \$45,000 goal is achieved

# Volunteer Process



Example of  
volunteer group  
painting process  
and finished  
product



# Final product vs rendering

Finished Mural  
(River Park Chicago)



Example of final product vs rendering to demonstrate the color accuracy

Digital Color Mockup



# MuralGuard

- Outstanding Protection of Painted Murals and other Public Art projects
- Warranted to sustain repeated graffiti removals to 15 years
- Easy to Clean Graffiti
- Over 160 graffiti cleaning cycles without damage to this tough, 2 part coating
- Easiest graffiti removal is wiping with acetone solvent and no water rinse required
- UV Resistant Will Not Yellow



# Thank You



# Donate

- **Give online:** Scan the QR code to donate online. When prompted, write "Mural Project" in the Notes field to direct your gift to this project.
- **Give through a Donor Advised Fund:** Select National Charity League Winnetka IL Chapter (EIN 99-1371447) and include attention to "Mural Project."
- **Give by check:** Checks may be made payable to National Charity League Winnetka IL and sent to 1001 Green Bay Rd # 189, Winnetka IL 60093-1721, United States. Include "Mural Project" in the memo.

100% of your donation is tax-deductible and will support the Mural Project. For questions, please contact Deirdre Campbell at [deirdrecampbell@gmail.com](mailto:deirdrecampbell@gmail.com).



**MINUTES**  
**WINNETKA VILLAGE COUNCIL**  
**REGULAR MEETING**  
**May 5, 2026**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held at Council Chambers on Tuesday, May 5, 2026, at 7:00 PM.

- 1) Call to Order. President Dearborn called the meeting to order at 7:00 PM. Village Manager Kristin Kazenas called the roll. Present: Trustees Kirk Albinson, Rob Apatoff, Tina Dalman, Kim Handler, Scott Myers and Bridget Orsic. Absent: None. Also present: Deputy Village Manager Hannah Lipman, Deputy Village Clerk Berina Gradjan, Village Attorney Peter Friedman, Community Development Director Scott Mangum, and approximately 4 people in the audience.
- 2) Pledge of Allegiance. President Dearborn led the group in the Pledge of Allegiance.
- 3) Village Clerk's Report: Election Results  
Village Manager Kristin Kazenas reported the results of the March 17, 2026 Primary Election: Robert Apatoff, Kristina Dalman, and Kimberly Handler, were elected Village Trustees.
- 4) Village Clerk to Administer Oath of Office to Trustee Robert Apatoff, Trustee Kristina Dalman, and Trustee Kimberly Handler  
Village Manager Kazenas administered the Oath of Office to the newly elected Village officials.
- 5) Quorum.
  - a) May 12, 2026 Special Study Session All of the Council members present said they expect to attend with the exception of Trustee Apatoff due to work obligations.
  - b) May 19, 2026 Regular Meeting All of the Council members present said they expect to attend.
  - c) June 2, 2026 Regular Meeting All of the Council members present said they expect to attend with the exception of President Dearborn.
- 6) Presentation
  - a) Presentation by New Trier Township Supervisor Gail Eisenberg  
New Trier Township Supervisor Gail Eisenberg addresses Council regarding the implementation of a new strategic plan, community services provided, various initiatives, policy updates, and fiscal transparency.
- 7) Public Comment: None.
- 8) Reports:
  - a) Trustees.
    - i. Trustee Myers advises Council regarding Signup Genius, a platform for Council to sign up for the Farmers' Market in an effort to engage with the community.

- b) Village Attorney. No report.
- c) Village Manager. No report.
- d) Village President.
  - i. President Dearborn attended the Cook County Forest Preserve environmental presentation, Northshore Counsel Mayors meetings, Chase Bank ribbon cutting event, and the spring town hall caucus meeting.

Additionally, President Dearborn noted that an anonymous email was recently received criticizing the Village, leadership of the Council, and staff. President Dearborn refuted the contents of the email and assures members of the public that the Village Council works diligently and is committed to enhancing the Village through continued growth and success.

9) Establishment of the Consent Agenda

Trustee Dalman, seconded by Trustee Handler, moved to approve the Establishment of the Consent Agenda. By voice vote, the motion carried.

10) Approval of the Consent Agenda

- a) Approval of Village Council Minutes
  - i. April 7, 2026 Regular Meeting
  - ii. April 14, 2026 Special Study Session
- b) Approval of Warrant List Dated April 17, 2026 – April 30, 2026 in the amount of \$1,430,526.10.
- c) Ordinance No. M-06-2026: Waive Introduction and Adopt a Final Plat of Subdivision and Granting Variations from the Winnetka Zoning Ordinance (829 and 833 Foxdale Avenue) (Introduction/Adoption)
- d) Resolution No. R-42-2026: Approving Reimbursement to the Village of Kenilworth for Green Bay Road Streetscape Design Services for Phase I Engineering Study (Adoption)
- e) Resolution No. R-48-2026: Approving a License Agreement with Level 3 Communications, LLC for Installation of Fiber Optic Cable in Village Rights of Way (Adoption)

Trustee Apatoff seconded by Trustee Orsic, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Albinson, Apatoff, Dalman, Handler, Myers and Orsic. Nays: None. Absent: None.

11) Ordinances and Resolutions.

- a. Ordinance No. M-07-2026: Granting a Special Use Permit for the Operation of an Audiology Medical Office Within the C-2 Commercial Overlay District of the Village (730 Elm Street, Suite 120) (Introduction/Adoption)

At the April 21st Council meeting, Council provided direction requesting that an ordinance approving the special use permit be prepared for an audiology clinic relocating from their existing Northfield location.

Trustee Orsic, seconded by Trustee Dalman, moved to waive introduction of Ordinance

No. M-07-2026.

Trustee Albinson, seconded by Trustee Dalman, moved to adopt Ordinance No. M-07-2026. By roll call vote, the motion carried. Ayes: Trustees Albinson, Apatoff, Dalman, Handler, Myers, and Orsic. Nays: None. Absent: None. Abstain: None.

b. Resolution No. R-46-2026: A Resolution of the Village of Winnetka in Support of the Illinois America250 Commemoration (Adoption)

Deputy Village Manager Hannah Lipman advises Council that in partnership with the Park District, New Trier Township, Winnetka Northfield Public Library, Historical Society, New Trier District 36 and the Chamber of Commerce, community events have been planned throughout the summer that are America250 themed encouraging civic engagement.

Additionally, Council is advised that on July 3<sup>rd</sup>, the Village will host the opening of the time capsule, however, details will be provided in the near future.

Council welcomed the Village’s new Economic Development Manager, Lauren Parisi, who shared an overview of her experience and conveyed her enthusiasm for serving the community in her new role.

Trustee Albinson, seconded by Trustee Myers, moved to adopt Resolution No. R-46-2026. By roll call vote, the motion carried. Ayes: Trustees Albinson, Apatoff, Dalman, Handler, Myers, and Orsic. Nays: None. Absent: None. Abstain: None.

12) New Business. None.

13) Old Business. None.

14) Appointments:

a) Approval of Council Organizational Assignments for 2026 – 2027.

President Dearborn announces the Council Organizational Assignments for 2026 – 2027.

<b>Assignment</b>	<b>2026-2027</b>
President Pro Tem	Rob Apatoff
<b>Council Committees</b>	
<i>Warrants</i>	Scott Myers
<i>Chamber of Commerce</i>	Tina Dalman
<b>Committees by Code</b>	
<i>EFSC</i>	Kim Handler
<i>PC</i>	Bridget Orsic
<i>SWANCC (1)</i>	Bob Dearborn/Designee
<i>SWANCC (2)</i>	Kristin Kazenas/Designee

<b>Other Committees/Assignments</b>	
<i>NWMC (1)</i>	Bob Dearborn
<i>NWMC (2)</i>	Kristin Kazenas
<i>RED Center</i>	Scott Myers
<i>Stormwater Liaisons</i>	Bob Dearborn/Kristin Kazenas
<i>Hubbard Woods Liaisons</i>	Tina Dalman/Rob Apatoff
<i>HPC Liaison</i>	Scott Myers
<i>Post Office Liaisons</i>	Bob Dearborn/Kirk Albinson
<i>WPD Lakefront Liaisons</i>	Rob Apatoff/Bridget Orsic
<i>Community Outreach Liaison</i>	Scott Myers

15) Closed Session for the Purpose of Discussing Acquisition of Property Pursuant to 2(c)(5) of the Open Meetings Act.

Trustee Orsic, seconded by Trustee Myers, moved to adjourn to Closed Session for the purpose of discussing acquisition of property pursuant to 2(c)(5) of the Open Meetings Act and to adjourn the Open Meeting automatically and immediately upon the conclusion of the Closed Session without the conduct of any further business or comments. By roll call vote, the motion carried. Ayes: Trustees Albinson, Apatoff, Dalman, Handler, Myers and Orsic. Nays: None. Absent: None.

The Council adjourned into Closed Session at 7:40 p.m.

16) Adjournment. The Closed Session meeting ended at 8:26 p.m.

\_\_\_\_\_  
Recording Secretary



### **Agenda Item Executive Summary**

**TITLE:** Approval of Warrant List Dated May 15, 2026 - May 28, 2026

**PRESENTER:** Kristin Kazenas

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**AGENDA DATE:** June 2, 2026

**CONSENT:** Yes

**ITEM TYPE:** Consent Agenda

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**ITEM HISTORY:**

None.

**EXECUTIVE SUMMARY:**

The Warrant List Dated May 15, 2026 - May 28, 2026

**RECOMMENDATION:**

Consider Approving the Warrant List Dated May 15, 2026 - May 28, 2026

**ATTACHMENTS:**

None



## Agenda Item Executive Summary

**TITLE:** Resolution No. R-47-2026: Approving a Contract with Maple Cable Construction Inc. for Directional Boring Services (Adoption)

**PRESENTER:** Nicholas Narhi

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**AGENDA DATE:** June 2, 2026

**CONSENT:** Yes

**ITEM TYPE:** Consent Agenda

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### ITEM HISTORY:

Existing directional boring contract (Resolution No. R-51-2023) with Maple Cable Construction, Inc. expired on May 31, 2026.

### EXECUTIVE SUMMARY:

The Water & Electric Department issued Request for Bid No. 026-008 for directional boring services which includes the installation of conduit and equipment pads for electrical distribution system. Similar to prior contracts, the bid was structured with fixed prices for various units of work. The bid evaluation is based on estimated quantities of work for a one year period. The estimated quantities in the bid evaluation are an average of the last three years. The actual scope of work to be performed by the contractor is on an as-needed basis. As such, it is anticipated that the estimated quantities and actual quantities used will vary over the course of the year.

Contractors were asked to provide fixed prices for units of work performed during the next three years; Year 1 (June 1, 2026 - May 31, 2027), Year 2 (June 1, 2027 - May 31, 2028) and Year 3 (June 1, 2028 - May 31, 2029). Acceptance of Year 2 and Year 3 pricing is at the Village's sole discretion.

Bid notices were sent to fourteen firms and posted to the on-line bidding service Demand Star. Bids were opened on April 30, 2026, with three vendors submitting bids. The bid evaluation is shown below. Individual bids for the unit pricing have been included as Exhibit #1.

RFB #026-008 DIRECTIONAL BORING CONTRACT

	Year 1	Year 2	Year 3	Total
Maple Construction Inc.	\$969,00.23	\$1,027,350.33	\$1,131,300.43	\$3,127,651.00
Archon Construcion	\$1,022,891.41	\$1,074,754.92	\$1,128,672.20	\$3,226,318.53
Siebert & Sons LLC	\$1,610,374.10	\$2,317,267.81	\$3,623,320.07	\$7,550,961.98

For a single-year contract award, Archon Construction had the lowest bid evaluation. If the bid evaluation is based on utilizing the same contractor over multiple years, the lowest responsible bidder over a three-year period is Maple Cable Construction, Inc. (doing business as Maple Construction, Inc.) with a bid evaluation of \$3,127,651.00 for the life of the contract.

The Village has experience with both contractors. Archon Construction has been awarded the contract in past years (pre-2011). Maple Construction is the incumbent contractor for directional boring work. The management and operating staff of Maple Construction (previously B-Max) have performed directional boring work for the electric utility since 2011. Staff is recommending an award to Maple Construction based on the multi-year evaluation, the contractor's satisfactory performance of prior directional boring work and the continuity of the work.

Resolution No. R-47-2026, prepared by the Village Attorney, authorizes the Village President and Village Clerk to execute and attest, a contract with Maple Cable Construction, Inc.

The 2026 Electric Fund Budget contains \$1,288,585 for directional boring services. Of this funding, \$272,000 (account #500.42.31-660) is allocated for system reinforcement and \$1,015,709 (account 500.42.37-660) is allocated for new business projects initiated by customer requests.

The Village Council has previously authorized \$645,000 for directional boring work performed during the period from January 1 through May 31, 2026 (Reference Resolution No. R-75-2025; Approving Change Order No. 4 To The Contract With Maple Cable Construction Inc. For Electric Distribution System Work). Through the end of May 2026, staff will have expended \$240,538.30 of the authorized funding.

With the Council's consideration of a new contract award to Maple Cable Construction Inc. for work to be performed from June 1, 2026, through May 31, 2027, staff is requesting a funding authorization in the amount of \$1,048,046 for the remainder of 2026 and \$618,918 for the period of Jan 1, 2027 through May 31, 2027, for a total spend request of \$1,666,964. The 2027 funding will be included in the FY2027 Budget.

**RECOMMENDATION:**

Consider adoption of Resolution No. R-47-2026, approving a contract with Maple Cable Construction Company, Inc. for directional boring work.

**ATTACHMENTS:**

1. Attachment 1 - Resolution No. R-47-2026: Approving a Contract with Maple Cable Construction, Inc. for Directional Boring Services
2. Attachment 2 - Village of Winnetka Request for Contract Proposals and Contract RFB #026-008
3. Attachment 3 - RFB-026-008 - Directional Boring

RESOLUTION NO. R-47-2026

**A RESOLUTION APPROVING A CONTRACT WITH MAPLE CABLE CONSTRUCTION, INC. FOR DIRECTIONAL BORING SERVICES**

**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**, on April 17, 2026, the Village issued Bid #026-008 (“**Request for Bids**”) for directional boring services, which includes the installation of conduit and equipment pads for the Village’s electrical distribution system (“**Services**”); and

**WHEREAS**, the Village received three bids (“**Bids**”) to provide the Services; and

**WHEREAS**, pursuant to Chapter 4.12 of the Village Code and the Village’s purchasing manual, the Village Council has determined that Maple Cable Construction, Inc., d/b/a Maple Construction, Inc. (“**Contractor**”), is the lowest responsible bidder to provide the Services; and

**WHEREAS**, the Village Council desires to enter into a contract with Contractor for the provision of the Services from Contractor in an amount not to exceed \$1,666,964 (“**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 Contractor;

**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 substantially the form attached as **Exhibit A**, and in a final form approved by the Village Attorney.

**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 after receipt by the Village Manager of two executed copies of the final Contract from Contractor; provided, however, that if the Village Manager does not receive two executed copies of the final Contract from Contractor within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the final Contract will, at the option of the Village Council, be null and void.

**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 2<sup>nd</sup> day of June, 2026, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Signed

\_\_\_\_\_  
Village President

Countersigned:

\_\_\_\_\_  
Village Clerk

**ATTACHMENT 2**  
**VILLAGE OF WINNETKA**

**REQUEST FOR CONTRACT PROPOSALS  
AND CONTRACT  
RFB #026-008**

**OWNER:**

Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

Owner will receive sealed proposals for the Work generally described as follows: *Directional Boring Contract*

TO BE SUBMITTED TO: Village of Winnetka, 510 Green Bay Road, Winnetka, Illinois 60093  
Attention: Deputy CFO, no later than **11:00 AM** (local time), **Thursday, May 21st, 2026**

INSTRUCTIONS TO BIDDERS

Pre-Bid Conference

Optional Pre-Bid meeting will be held on **April 30<sup>th</sup> at 08:30 a.m.** at the Water & Electric Yards, 1390 Willow Rd, Winnetka, IL 60093.

Inspection and Examination

Each bidder shall, before submitting its contract proposal, carefully examine the Contract form attached to this Request. Each bidder also shall inspect in detail the Work Site described in the Contract form and the surrounding area and shall familiarize itself with all conditions under which the Work is to be performed; with the obstacles, unusual conditions, or difficulties that may be encountered, whether or not referred to in the Contract; and with all other relevant matters concerning the Work Site and the surrounding area, including subsurface, underground, and other concealed conditions. The bidder whose contract proposal is accepted will be responsible for all errors in its contract proposal, including those resulting from its failure or neglect to make a thorough examination and investigation of the Contract form or the conditions of the Work Site and the surrounding area.

Preparation of Contract Proposals

All contract proposals for the Work shall be made only on the Contract form attached to this Request for Proposals and shall be complete with a price for each and every item named in the Schedule of Prices section of the Contract form. All contract proposals must be dated and must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

Owner reserves the right to make clarifications, corrections, or changes in this Request for Contract Proposals at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes. If any prospective bidder has questions about this Request for Bids, contact **Dell Duckworth, Deputy CFO** via email only at [dduckworth@winnetka.org](mailto:dduckworth@winnetka.org) or [bids@winnetka.org](mailto:bids@winnetka.org) no later than **May 8, 2026**.

Delivery of Proposals

Each proposal shall be submitted in a sealed envelope plainly marked with the title of the contract and bidder's full legal name and shall be addressed and delivered to the place and before the time set forth above. Contract proposals may be delivered

by mail or in person. Contract proposals received after the time specified above will be returned unopened.

Opening of Contract Proposals

Bids will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

Withdrawal of Contract Proposals

No contract proposal shall be withdrawn for a period of 45 days after the opening of any proposal.

Rejection of Contract Proposals

Contract proposals that are not submitted on the Contract form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, Owner may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

Acceptance of Contract Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

Owner may accept the proposal that is, in its judgment, the best and most favorable to the interests of Owner and to the public; reject the low price proposal; accept any item of any proposal; reject any and all proposals; or waive irregularities and informalities in any proposal submitted or in the request for proposal process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely on, or anticipate, any waivers in submitting their contract proposals.

On acceptance of the successful Bidder's contract proposal by Owner, the successful Bidder's proposal, together with Owner's notification of acceptance, shall become the Contract for the Work.

DATED: April 17, 2026  
Village of Winnetka

By: Dell Duckworth  
Title: Deputy CFO

**EXHIBIT A**  
**VILLAGE OF WINNETKA**

**RFB #026-008**

**CONTRACT FOR**

Directional Boring Contract

Full Name of Bidder	Maple Cable Construction, Inc.	("Bidder")
Principal Office Address	PO Box 245 Ringwood, IL 60072	
Local Office Address	_____	
Contact Person	Gary Brand	Telephone Number 815-236-8300

TO: Village of Winnetka ("Owner")  
510 Green Bay Road  
Winnetka, IL 60093  
Attention: Deputy CFO

*Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. \_\_\_\_\_ [if none, write "NONE"], which are securely stapled to the end of this Contract.*

**1. Work Proposal**

A. Contract and Work. If this Contract is accepted, Bidder proposes and agrees that Bidder shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract and Owner's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Work":

1. Labor, Equipment, Materials and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract/Proposal, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for the **Directional Boring Contract**.
2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;
3. Bonds and Insurance. Procure and furnish all bonds and all insurance certificates specified in this Contract;
4. Taxes. Pay all applicable federal, state, and local taxes;
5. Miscellaneous. Do all other things required of Bidder by this Contract; and
6. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full compliance with, and as required by or pursuant to, this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Performance Standards. If this Contract is accepted, Bidder proposes and agrees that all Work shall be fully provided,

performed, and completed in accordance with the **specifications and special conditions attached hereto and by this reference made a part of this Contract (Attachments A and B)**. No provision of any referenced standard, specification, manual or code shall change the duties and responsibilities of Owner or Bidder from those set forth in this Contract. Whenever any equipment, materials, or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function, and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by Owner in its sole and absolute discretion.

C. Responsibility for Damage or Loss. If this Contract is accepted, Bidder proposes and agrees that Bidder shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, damage done to, and any loss or injury suffered by, Owner, the Work, the Work Site, or other property or persons as a result of the Work.

D. Inspection/Testing/Rejection. Owner shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in Owner's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract and Owner, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this Contract. Work so rejected may be returned or held at Bidder's expense and risk.

**2. Contract Price Proposal**

If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth below.

# EXHIBIT A

A. Schedule of Prices. For providing, performing, and completing all Work, including performance bond procurement, the **Village will not pay more than the line item prices as outlined in Attachment A.**

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

1. All prices stated in the Schedule of Prices are firm and shall not be subject to escalation or change;
2. Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices: *and*
4. Any items of Work not specifically listed or referred to in the Schedule of Prices, or not specifically included for payment under any Unit Price Item, shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Bidder, its superintendents, or its office and engineering staff.

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

### ***Invoice to Village upon Work completion. Payment upon acceptance by Village.***

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

### **3. Contract Time**

If this Contract is accepted, Bidder proposes and agrees that Bidder shall commence the Work within 10 days after Owner's acceptance of the Contract provided Bidder shall have furnished to Owner all bonds and all insurance certificates specified in this Contract (the "Commencement Date"). If this Contract is accepted, Bidder proposes and agrees that Bidder shall perform the Work diligently and continuously and shall complete the Work by **May 31, 2027**. The Village of Winnetka reserves the right to extend the contract from **June 1, 2027 to May 31, 2028** at the "Unit Price B" column if work progress completed in the first year is acceptable to the Director of Water & Electric. For the third year, the Village of Winnetka reserves the right to extend the contract from **June 1, 2028 to May 31, 2029** at the "Unit Price C" column if work progress completed in the second year is acceptable to the Director of Water & Electric.

### **4. Financial Assurance**

A. Bonds. Each Bidder's Proposal shall be accompanied by a security deposit of at least 10 percent of the Bidder's Price Proposal in the form of (1) a Cashier's Check or Certified Check drawn on a solvent bank insured by the Federal Deposit Insurance Corporation and payable without condition to Owner

or (2) a Bid Bond in a form satisfactory to Owner from a surety company licensed to do business in the State of Illinois with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide. Furthermore, the awarded bidder must furnish performance and payment bonds totaling 100% of the contract amount no less than fourteen (14) days prior to the Contract start date.

B. Insurance. If this Contract is accepted, Bidder proposes and agrees that Bidder shall provide certificates of insurance evidencing the minimum insurance coverage and limits set forth below within 10 days after Owner's acceptance of this Contract. Such insurance shall be in form, and from companies, acceptable to Owner and shall name Owner, including its Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives, as an Additional Insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and limits and shall not be construed in any way as a limitation on Bidder's duty to carry adequate insurance or on Bidder's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained at all times while providing, performing, or completing the Work are as follows:

#### 1. Workers' Compensation and Employer's Liability

Limits shall not be less than:

Worker's Compensation: Statutory

Employer's Liability: \$500,000 each accident-injury; \$500,000 each employee-disease; \$500,000 disease-policy.

Such insurance shall evidence that coverage applies to the State of Illinois and provide a waiver of subrogation in favor of Owner.

#### 2. Commercial Motor Vehicle Liability

Limits for vehicles owned, non-owned or rented shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit

#### 3. Commercial General Liability

Limits shall not be less than:

\$5,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.  
Coverage to include:

- Premises Operations
- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

## EXHIBIT A

C. Indemnification. If this Contract is accepted, Bidder proposes and agrees that Bidder shall indemnify, save harmless, and defend Owner against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Work or any part thereof, or any failure to meet the representations and warranties set forth in Section 6 of this Contract.

D. Penalties. If this Contract is accepted, Bidder proposes and agrees that Bidder shall 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, the Work or any part thereof.

### 5. Firm Contract

All prices and other terms stated in this Contract are firm and shall not be subject to withdrawal, escalation, or change provided Owner accepts this Contract within 45 days after the date the bidder's contract proposal is opened.

### 6. Bidder's Representations and Warranties

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

A. The Work. The Work, and all of its components, (1) shall be of merchantable quality; (2) shall be free from any latent or patent defects and flaws in workmanship, materials, and design; (3) shall strictly conform to the requirements of this Contract, including without limitation the performance standards set forth in Section 1B of this Contract; and (4) shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner. Bidder, promptly and without charge, shall correct any failure to fulfill the above warranty at any time within **two** years after final payment or such longer period as may be prescribed in the performance standards set forth in Section 1B of this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Bidder's obligation to correct Work shall be extended for a period of two years from the date of such repair or replacement. The time period established in this Section 6A relates only to the specific obligation of Bidder to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Bidder has under this Contract.

B. Compliance with Laws. The Work, and all of its components, shall be provided, performed, and completed in compliance 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, including without limitation the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. and any other prevailing wage laws; any statutes requiring preference to laborers of specified classes; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Work.

C. Prevailing Wage Act. All work activities shall comply with the Prevailing Wage Act.

D. 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 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 (ii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001. Bidder is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and Bidder is not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity or nation.

E. Qualified. Bidder has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time set forth above.

### 7. Acknowledgements

In submitting this Contract, Bidder acknowledges and agrees that:

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

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

C. Acceptance. If this Contract is accepted, Bidder shall be bound by each and every term, condition, or provision contained in this Contract 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 shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract.

E. Time. Time is of the essence for this Contract and, except where stated otherwise, references in this Contract to days shall 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; nor any information or data supplied by Owner, whether before or after Owner's acceptance of this Contract; 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 the Work by Owner; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract; nor any other act or

## EXHIBIT A

omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Work, 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; or of any remedy, power, or right of Owner.

G. Severability. The provisions of this Contract/ Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

H. Amendments. No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Bidder, except that Owner has the right, by written order executed by Owner, to make changes in the Work ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, then an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Work caused by any Change Order shall entitle Bidder to make any claim for damages, anticipated profits, or other compensation.

I. Assignment. Neither this Contract, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Bidder except upon the prior written consent of Owner.

J. Governing Law. This Contract, and the rights of the parties under this Contract shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois. Every provision of law required by law to be inserted into this Contract/Proposal shall be deemed to be inserted herein.

EXHIBIT A

Dated: May 20th, 2026.

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

Bidder's Name:

Maple Cable Construction, Inc.

Doing Business As (if different):

Maple Construction, Inc.

Signature:



(corporate seal)  
(if corporation)

Printed Name: Gary Brand

Title/Position: President

Bidder's Business Address:

PO Box 245

Ringwood, IL 60072

Bidder's Business Telephone: 

Facsimile: \_\_\_\_\_

If a corporation or partnership, list all officers or partners:

NAME	TITLE	ADDRESS
Gary Brand	President	4525 W Lakeshore Dr, McHenry, IL
Jason Brand	Secretary	5026 Garden Ct, McHenry IL
Dan Brand	Treasure	N1510 Wooddale, Lake Geneva, WI

# EXHIBIT A

## SECTION 3.1: SCOPE OF PROJECT

The Village of Winnetka is accepting bids for the Annual Directional Boring Contract. The work under this contract shall consist of the directional boring, equipment pad installation, splice box installation, and conduit installation to support the Village's electric distribution system.

The Contractor shall furnish all labor, supervision, supplies, tools, equipment, conduit, and other means necessary or proper for performing the work, described herein. The work will be issued to Contractor on an as-needed basis. The majority of the projects are associated with new electric service and/or service revisions to existing properties in Winnetka. As such, the timing of the work is associated with customer requests. Some of the work will be associated with system improvements to the electric distribution system.

The following specifications supplement each job assigned by the Director of Water and Electric or his designee. In case of conflict with any parts of said documents, these specifications shall take precedence and shall govern.

## SECTION 3.2: UTILITIES

The Contractor shall be solely responsible for the location and protection of all existing utilities within the project(s) limits. Any damage thereto due to their construction operations, and/or resultant repairs, shall remain their responsibility.

The homeowner owns the sanitary and storm sewers exiting their property to the mains located in the streets. These sewers are not owned or located by the Village nor is the homeowner responsible for location. It is the contractors responsibility to protect these sewers and if damaged will be responsible for repair or the repair costs.

Should any conflict with utilities arise that require adjustment/relocation of said utilities, the Contractor may be required to change their schedule of work and/or suspend operations. In this event, no additional compensation will be allowed.

## SECTION 3.3: PROJECT COMPLETION SCHEDULE & CONSTRUCTION OPERATIONS

Contractors are requested to provide Unit Prices for three years. This contract will be in effect from **June 1, 2026 to May 31, 2027** at the first year "Unit Price A" provided by the Contractor. The Village of Winnetka reserves the right to extend the contract from **June 1, 2027 to May 31, 2028** at the second year pricing "Unit Price B", if work progress completed in the first year is acceptable to the Director of Water & Electric. For the third year, the Village of Winnetka, under mutual agreement with the Contractor, reserves the right to extend the contract from **June 1, 2028 to May 31, 2029** at the "Unit Price C" listed if work progress completed in the second year is acceptable to the Director of Water & Electric.

The contractor shall proceed with the assigned work as shown below after notification by, email, phone, fax, or person to person contact from the Director of Water and Electric or his designee.

TYPE OF WORK	START TIME
Conduit Installation	Within ten working days

The contractor will continue to work until released by the Director of Water and Electric or all assigned work has been completed. The Village Water and Electric Department has the right to add work to the assigned jobs during the contractor's presence in the Village. Failure to comply with the requirement will be cause for default of the contract.

Work on this Contract shall be subject to the following conditions and time frames for this project under the scope of this Contract. Failure to meet the completion date for this project may cause to invoke the provisions of Special Conditions Section 10. Principal activities are listed for each street. The Contractor shall coordinate his work in a manner that will cause as little inconvenience to traffic as possible. The Contractor shall work closely with Village Officials, Fire and Police Departments in coordinating interruption to normal traffic and parking facilities, access to homes and businesses, and inconveniences to the public.

## EXHIBIT A

The Contractor shall notify the Village of Winnetka, Director of Water and Electric or his designee 48 hours prior to commencement of all items of work.

### CONSTRUCTION OPERATIONS

In order to minimize the effect of construction noise during the improvement, the Contractor and his subcontractors shall comply with the following requirements. Any changes to the schedule will not be accepted unless approved by the Director of Water and Electric or his designee.

- All engines and engine driven equipment used for hauling or construction shall be equipped with an adequate muffler in constant operation and properly maintained to prevent excessive unusual noises. Any machine or device or part thereof which is regulated by or becomes regulated by Federal or State of Illinois noise standards shall conform to those standards.
- Construction operations including the startup of heavy equipment shall not begin before 7:00 AM Monday through Friday and 9:00 AM on Saturday. Construction operations including site cleanup, shall be completed before 7:00 PM Monday through Friday and 5:00PM on Saturday. No work of any kind shall be done on Sundays or holidays observed in Illinois. These time restrictions shall not apply to maintenance or operation of safety and traffic control devices such as barricades, signs and/or lighting, or construction of an emergency nature. If the Contractor requires additional time to complete a portion of the work on any given day or if he foresees the need to work extended hours for a number of days to comply with the construction schedule, he must receive approval of the Engineer.
- The Contractor shall schedule and conduct his operations so that the closure time of an existing driveway along the route of improvements is kept to a minimum. All homeowners shall be given a minimum 24-hour notice to initial removal of their driveway apron.

### SECTION 3.4: GENERAL CONDITIONS

It is the Contractor's responsibility to ascertain existing field conditions prior to bidding on this project. No compensation will be allowed for failure to verify existing dimensions or conditions. Although exact directional boring locations are unknown at this time, a view of the general topography throughout the Village will give the contractor an insight on the local environment.

During construction operations, any loose material deposited into the flow line of ditches, gutters or drainage structures, that obstructs the natural flow of water shall be removed at the close of each working day. At the conclusion of construction operations all drainage structures shall be free from dirt and debris. This work shall not be paid for directly but shall be considered as incidental to the contract.

The Contractor shall limit his construction activities to the work areas designated on the plans. Any damage to areas outside of these limits, or past existing right-of-way limits, shall be repaired by the Contractor, at his own expense, to the satisfaction of the Director of Water and Electric.

#### a) SITE RESTORATION

After all underground work (i.e. conduit, splice boxes, equipment pads) has been completed, all necessary lawn repair shall be done, such as supplying black dirt, grading, reseeding or sodding. This work shall be considered incidental to the Contract unit price for the item being constructed. Repairs of shrubbery, lawns and all other existing features shall be incidental to the contract. No concrete or other related construction debris shall be left on the lawns, parkways, sidewalks or streets.

#### b) CLEANING

The Contractor and his subcontractors by the end of each working day shall remove from the premises equipment, (excavator, drill, etc.) rubbish, waste material and accumulations and shall keep the premises clean. **The Contractor shall keep the premises clean during construction to the satisfaction of the Director of Water and Electric.** This work shall be considered as incidental to the cost of the Contract.

## EXHIBIT A

### c) UTILITY LOCATIONS

The Contractor must exercise extreme caution while working around existing utilities. The Contractor shall notify JULIE (1-800-892-0123), a minimum of 72 hours commencing construction for utility locations within the scope of the project. It is the responsibility of the Contractor to contact agencies who may or may not be part of the JULIE system to obtain the horizontal and vertical field locations of their facilities within the limits of the proposed improvements.

The Contractor shall be solely responsible for the location and protection of all existing utilities within the project(s) limits. Any damage thereto due to his construction operations, and/or resultant repairs, shall remain his responsibility.

No extra compensation will be allowed to the Contractor for any expenses incurred by complying with these requirements or because delay, inconvenience or interruption in his work resulting from the failure of any utility company.

### d) PUBLIC NOTIFICATION

The Contractor shall be responsible for delivery of notification letters (supplied by the Village) to all residents affected by construction (underground utility work; driveway removal; splice box installation) at least 48 hours, but not more than 72 hours, prior to commencement of work. This work shall be considered as incidental to the cost of the Contract.

### e) LOCATING STORM SEWER, SANITARY SEWER, WATER MAIN OR OTHER COMPONENTS OF VILLAGE UTILITIES

To prevent damage and facilitate work by others, the Village will promptly respond to calls requesting the location of Village owned storm sewer, sanitary sewer, water main, or other components of Village utilities. Water and Electric forces will locate Village owned underground utilities or any other components, one time for each individual system, per project or contract, as requested by the general contractor of the construction project.

### f) USE OF FIRE HYDRANTS

The Contractor shall contact the Village of Winnetka Director of Water and Electric or his designee to obtain water from the Village's bulk water station located at the south end of the Village Yards, located at 1390 Willow Road, Winnetka. The Contractor may not take water from any hydrant within the Village of Winnetka. The Contractor shall be issued a unique Account Number and PIN for station access and will be billed each quarterly.

### g) SAW-CUTTING PAVEMENT, DRIVEWAY PAVEMENT, SIDEWALK, AND CURB

This work shall be performed at locations as directed by the Water and Electric Director.

The Contractor shall saw-cut the joint between the portion of pavement, driveway, sidewalk and/or curb to be removed and that to be left in place with a sawing machine to prevent spalling. This work shall be done in a manner that a straight and perpendicular joint will be secure. All saw cutting should be the full depth of the pavement, driveway, and sidewalk or curb to be removed.

It is the Contractor's responsibility to determine the thickness of the existing pavement and whether or not it contains reinforcement. No additional compensation will be allowed for sawing reinforcement.

### h) CONCRETE BREAKERS

When removing pavement, curb and gutter, shoulder, and/or other structures, the use of any type of concrete breakers, which might damage underground public or private utilities, will not be permitted. Under no circumstances will the use of a frost ball be permitted.

## EXHIBIT A

The Contractor is prohibited from breaking up concrete by dropping it on the pavement or in any other manner, which in the opinion of the Engineer may damage existing or proposed pavements or other roadway appurtenances.

### i) PORTLAND CEMENT CONCRETE (PCC) MIX DESIGN

Portland Cement Concrete for street pavement patching and driveways shall conform to IDOT Class PV; Portland Cement Concrete for combination curb and gutter, and sidewalks shall conform to IDOT Class SI, and both shall have the parameters meeting Section 1020 of the Standard Specifications, and as noted below;

Portland Cement, Type 1:	5.2 bags
CA-7 or CA-11 (IDOT) Crushed Limestone:	1900 + 50 lbs.
Sand: FA-1 or FA-2 (IDOT):	1200 + 50 lbs.
Water: Amount Required to Produce:	2" Min to 4" Max.
Air-Entrainment:	5 to 8%
Mortar Factor:	0.78 to 0.88
Cement Factor:	6.55 cwt/cubic yard
Compressive Strength:	3500 psi at 14 days

For PCC PAVEMENT PATCHING, only High Early Strength Concrete shall be utilized, unless otherwise permitted by the Engineer. The use of High Early Strength Concrete shall be incidental to the related pay item. High-Early strength Portland Cement Concrete shall conform to this section where applicable and the applicable portions of Section 420 of the "Standard Specifications for Road and Bridge Construction", latest edition. All high-early strength Portland cement shall be air-entrained.

### SECTION 3.6: CONSTRUCTION REQUIREMENTS

All primary conduit shall be placed at a minimum of 30 inches below finished grade, preferably 36 inches deep. Conduit on residential property containing only cables supplying the residence with secondary voltages shall be placed at a minimum of 24 inches below finished grade. The Distribution Engineer shall review any changes in these dimensions.

All conduits shall be free of debris, mud, and water, shall not be kinked and will have a pulling line installed. The contractor shall be responsible to clean conduit at his expense if the Village Water & Electric Department or the designated cable installation contractor cannot install cable. The Village reserves the right to have its crew clean conduit and deduct the cost from the contractors next payment. If a properly sized mandrel cannot pass through the conduit, the conduit will be rejected and the contractor shall repair/replace the conduit at its expense.

All couplings and/or connections of conduit will require a visual inspection by the Distribution Engineer or his designate.

All conduit is required to have pulling line installed by the contractor and will be paid at the unit price.

Contractor will be required to core drill manhole walls for inserting additional conduits. The initial price to include digging the pit, connecting the one conduit, and restoring the pit. Additional conduits at the same location will be at a lesser rate per conduit.

When required contractor shall excavate for a pre-cast transformer pad and/or a pre-cast splice box. Transformer pad excavation shall be 5' wide by 5' long by 20" deep. Splice boxes come in two sizes, 24 inches by 36 inches by 24 inches deep and 36 inches by 48 inches by 16 inches deep. Excavation for the splice boxes will be increased 4 inches in length, width, and 6" in depth. All conduits entering a transformer location shall be through a 90-degree bend. The Distribution Engineer will provide a drawing detail for conduit location. Six inches of 1-1/2" stone shall be placed on the bottom prior to installing the pad or splice box.

## EXHIBIT A

Contractor will install communication conduit as required by the Distribution Engineer or his designate. Communication conduit is typically 1¼" ID, orange colored, with pulling tape installed.

Contractor is responsible for the replacement of all grass, ground cover, shrubs, and trees that were damaged during construction. All clay and bentonite shall be removed and replaced with topsoil to a depth of 6 inches.

Contractor shall repair all street, alley, driveway, and sidewalk openings with the appropriate material listed in Sections 3.4 and 3.13. During the winter months when asphalt plants are closed, cold patch can be used but the contractor will be responsible to maintain the area once each week until permanent repairs are complete.

Contractor will provide 'as built' drawings for all work completed on public rights-of-way. Distance from the centerline of the road shall be marked every 100 feet or more frequently if installation varies. Road crossings shall be noted by distance from the centerline of the nearest cross street. Distances between splice boxes and/or transformers shall also be noted along with number and color of conduits in each bore. Depth of all conduits shall be shown on the 'as built' drawings. As built drawings will accompany the request for payment.

Contractor's employees working in the 'Supply Space' as defined by NESC, shall be qualified to work within the 'Supply Space' for the installation of conduit.

Contractor's employees entering manholes shall be qualified to work within a confined space. If the manhole has existing energized conductors, the Contractor's employees should be qualified for work around energized conductors. All personal protective equipment required for the Contractor's employees is considered incidental to the work and furnished by the Contractor.

### **SECTION 3.7: EQUIPMENT PROTECTION:**

Traffic bollards shall consist of a 4" diameter galvanized steel pipe eight feet long, buried four feet into the ground and filled with concrete. Bollards shall be required around electric equipment susceptible to damage from vehicular traffic. The installed bollard shall be painted Safety Yellow. Location of bollards to be determined by the Distribution Engineer or his designee.

### **SECTION 3.8: CONTRACTOR SUPPLIED MATERIAL**

All materials used in the work shall meet the requirements of these specifications and no material shall be used until the Village Water and Electric Department has approved it.

1. All sizes of conduit shall have a Strength Diameter Ratio (SDR) of 13.5.
2. Black shall be the color for secondary voltage conduit and residential services. Red stripe on black, or gray, will be used for primary voltage conduits.
3. Steel pipe in 10 foot lengths and 90 degree elbows shall be hot dipped Galvanized, Schedule 40. Sweep size dependent on job requirements.
4. All sizes of plastic conduit and elbows to be Schedule 40.
5. Couplings and splices for plastic to plastic or plastic to steel shall be E-Loc or approved equivalent.

### **SECTION 3.9: TREE AND SHRUB PROTECTION**

All trees shall be protected and cared for during the construction in accordance with the applicable Articles of Section 201 of the Illinois Department of Transportation, Standard Specifications and this Special Provision, with the following revisions. If construction is to occur within the root zone of existing plant

## EXHIBIT A

material, root pruning will be required where directed by the Director of Water and Electric and/or Village Forester and shall be done so in the presence of the Director of Water and Electric or Forester or qualified Arborist (hired by the Contractor), prior to digging. The root zone shall be considered as the area around a plant or tree extending at least as far from the base as the longest horizontal branches. No additional compensation will be allowed for root pruning.

Every effort should be made by the Contractor when working near trees and shrubs to preserve same from harm. No trees or shrubs shall be removed unless authorized in the field by the Director of Water and Electric. The Contractor shall provide the Director of Water and Electric notification ten (10) working days prior to the removal of any tree or shrub. The Contractor shall be responsible for damage to or loss of any tree or shrub not specifically designated to be removed.

Damage to tree limbs shall be held to a minimum. Shrubs and tree limbs shall be tied back wherever necessary to prevent their loss or damage. Wherever damage by construction equipment to limbs and branches is unavoidable, they should be pruned before starting work in accordance with Articles 201.06 of the Standard Specifications.

Small trees (less than 4 inches in diameter) and shrubs not indicated for removal which are removed or severely damaged during construction shall be replaced in kind and size by the Contractor at no additional cost to the Village, Engineer, or Resident. All planting shall be done in accordance with Section 1081 of the Standard Specifications.

Damages at the rate of three hundred dollars (\$300.00) per inch of trunk diameter shall be charges against the Contractor for unauthorized removal or destruction of any tree four (4) inches in diameter or larger. No additional compensation will be allowed for root pruning.

### **SECTION 3.10: EXCAVATION SPOILS**

For all spoils resulting from mechanical excavation by the Contractor for work performed under this contract, the Contractor will be allowed to dispose of the spoils at the Village Yards (1390 Willow Road, Winnetka, IL). Any spoils created by hydro-excavation will be disposed of by the Contractor. At the Contractor's request, the Village will create a small "holding area" for temporary site to hold the hydro excavated spoils. Disposal of these spoils is considered incidental to the contract.

It will be the Contractor's responsibility to locate the appropriate dumpsite for the proper disposal of all hydro- excavated materials from this project. The Contractor will be responsible for obtaining and certifying all necessary testing, documentation and professional engineering certification, as outlined in the Illinois Environmental Protection Agency's (IEPA) Public Act 96-1416, relating to CCDD and uncontaminated soil fill operations, as well as all associated costs for such work.

### **SECTION 3.11: SIDEWALK REMOVAL & REPLACEMENT**

No sidewalk shall be removed without the permission of the Director of Water and Electric. All sidewalk removal limits shall be saw cut full depth. No sidewalk shall be completely closed unless the sidewalk does not provide access to a store or business and pedestrian traffic has been properly directed to an acceptable crosswalk or alternate route.

## EXHIBIT A

### SECTION 3.12: RESTORATION OF PARKWAY & YARDS

The Contractor is responsible for restoration. This work is considered incidental to the contract. The contractor should attempt to re-utilize any sod removed from excavation to restore areas around equipment pads, splice boxes, and push/pull pits. Any remaining sites less than 2 square feet, can be restored with topsoil and seed. At the discretion of the Distribution Engineer, larger areas may require restoration with sod. The Contractor is responsible to take the appropriate steps to insure that settling does not occur. The Contractor will be responsible for the restoration for one full year (i.e. if site settles, contractor will re-landscape).

Topsoil shall be pulverized black dirt. Dirt shall be relatively free of debris, roots, stones, and the like. The minimum thickness of prepared topsoil shall be 3".

### SECTION 3.13: REPAIRS OF STREETS, ROADS, ALLEYS, and DRIVEWAYS:

All repairs to vehicle designed surfaces will utilize the following specifications. This item of work shall consist of constructing bituminous concrete binder and surface courses. The thickness of each item shall consist of those specified by the Distribution Engineer. All work shall be performed in accordance with Sections 406, 407 and related sections of the "Standard Specifications for Road and Bridge Construction", latest edition, and as directed by the Engineer.

All bituminous mixtures shall conform to the applicable portions of the current requirements of the "Standard Specifications for Road and Bridge Construction", latest edition, of the Illinois Department of Transportation. All such mixtures shall be manufactured in Illinois-based plants within the tolerance limits of the mixing formula provided by the Illinois Department of Transportation to the given plant for the given mixture except as provided for herein. Bituminous mixtures for binder and surface construction shall meet the requirements stated herein.

Bituminous Concrete Binder Course. The Bituminous Concrete Binder Course mixture shall meet the requirements either Bituminous Concrete Binder Course, Class I, Type 2, Mixture B, with a Marshall Stability of not less than 1700, and shall utilize an AC-10 asphalt cement.

Bituminous Concrete Surface Course. The Bituminous Concrete Surface Course Mixture shall be a modified Class I, Mixture C, having a minimum Marshall Stability of 2000, utilizing AC-10 asphalt cement and meeting the following requirements.

The asphalt content shall be in the range of 6.0% - 6.4% as determined by the Director of Public Works.

The ingredients of the bituminous mixture shall be combined in such proportions as to produce an aggregate mixture conforming to the following composition limits by weight:

Passing 1/2" Sieve	100%
Passing #4 Sieve	67-77%
Passing #8 Sieve	47-57%
Passing #50 Sieve	12-20%
Passing #200 Sieve	5-8%

The use of uncrushed gravel will not be allowed in making the bituminous mixture. The final mixture shall contain a minimum of 25% of stone sand of the Aggregate component(s). Air voids (total) shall be 2.5-3.5%.

## EXHIBIT A

In the event the fine aggregate components have insufficient minus #200 material to meet the mixture requirements, mineral filler shall replace a portion of the FA-2 in an amount necessary to meet the gradation requirements.

CA-16	45%
FA-02	30%
FA-21	<u>25%</u> (Stone Sand)
Total Aggregates:	100%

At the Contractor's option, RAP may be utilized in the binder mixture but the amount shall not exceed 15%. No RAP may be used in the surface mixture.

All bituminous mixtures shall be placed with a self-propelled paver having a vibrating or tamping screed.

Two rollers shall be provided to function as a breakdown roller and a finish roller. On all surface mixtures, the breakdown roller may be a tandem or three-wheel steel roller in the 10–15-ton weight range, or a pneumatic-tired roller meeting the requirements Sec. 801.01 of the IDOT Standard Specifications. The finish roller shall be a tandem drum roller in the 5–10-ton weight range. A vibratory roller of equivalent compactive effort may be used as a finish roller.

Bituminous mixtures shall be placed in a workmanlike manner under weather conditions favorable to achievement of a quality pavement. Successive layers of bituminous materials shall not be placed unless the supporting layer is free of water, dirt, mud and other undesirable debris. Longitudinal joints shall be staggered 2 to 6 inches between successive lifts of bituminous concrete mixtures. The temperature of the mixture and the rolling pattern shall be such that tight, well-knit longitudinal joints between passes are achieved. The compactive effort shall be such that it produces a dense, durable mat. The minimum density shall be 93% of the maximum theoretical density.

The final surface course shall be placed so that subsequent to compaction, it is from 0 to 1/4 inch above the gutter flag unless otherwise shown on the plans. The final surface shall be neat, dense, and uniform in appearance.

All pavement openings made during the winter season shall be maintained with cold patch until the weather provides the opportunity to permanently repair with bituminous mixtures. Cold patch or torch heated bag mixtures are not an acceptable permanent repair.

### **SECTION 3.14: TRAFFIC CONTROL AND PROTECTION STANDARDS**

Traffic control shall be in accordance with applicable portions of Sections 701, 702, and 703 of the Standard Specifications, the Supplemental Specifications, Manual on Uniform Traffic Control Devices for Streets and Highways, any special details and Highway Standards contained in the Contract Documents and the Special Provisions contained herein, except as modified herein.

This work shall be to protect persons from injury and to avoid property damage, proper barricades, construction signs, warning lights, and flag persons, as required, shall be furnished, installed and maintained by the Contractor during the progress of construction work and until such time as it is safe for traffic to use the street. Temporary tripod signing may be used for daily operations as well as the moving operations. The Contractor is responsible for any temporary "No Parking" signs. The Contractor shall furnish, install, maintain, relocate and subsequently remove all signs, signals, markings, traffic cones, barricades, warning lights, flagmen and other devices that are to be used for the purpose of controlling the traffic.

Construction operations shall be conducted in a manner such that streets will be open to emergency traffic and accessible as required to local traffic. Advanced notice shall be provided to residents, police, fire, school districts and trash haulers when access to any street will be temporarily closed. The work shall be accomplished such that the streets will be left open to local traffic at the end of each working day.

## EXHIBIT A

Access shall be provided nightly to each resident, whenever possible. The Contractor is responsible for notifying each resident, in advance, when their driveway will not be accessible. All traffic control measures and protection are considered incidental to the work.

### SECTION 3.15 PAYROLLS

The Contractor shall submit certified payrolls along with any invoices to the Village of Winnetka Finance Department within (10) days of the end of project assigned. No progress payment shall be made unless said submittals are current.

### SECTION 3.16 PAYMENTS

Progress payments may be made on the first or third Tuesday of each month. In order to be paid, the invoice must be received 14 days in advance of the above payment dates. Final payment (less any penalties) shall not be made until such time as all work is completed to the satisfaction of the Engineer and lien waivers are received for all labor, materials, and subcontractors.

### SECTION 3.17: RESTORATION / CLEAN-UP PENALTIES

The contractor will submit an email address to receive locations of required restoration/clean-up. When the Water & Electric Department receives a phone call from a resident, an email will be sent to the contractor's office and the contractor will have two business days to attend to the problem. If repairs are not made, not only will the payment for the bill be delayed but a charge of \$75.00 per day will be deducted from the bill.

### SECTION 3.18 ADMINISTRATION OF LIQUIDATED DAMAGES.

It is agreed that time is of the essence on this contract, and that a failure on the part of the Contractor to complete the Work under this contract within the time specified will result in loss and damage to the Village and that on account of the peculiar nature of such loss or damage, it is difficult, if not impossible, to accurately ascertain and definitely determine the amount thereof.

The contractor agrees to proceed with the assigned work within **the working day commitment as specified in Section 3.3** after notification by phone or fax from the Director of Water and Electric or his designee. The contractor will continue to work until released by the Director of Water and Electric or all assigned work has been completed. The Village Water and Electric Department has the right to add work to the assigned jobs during a contractor's presence in the Village. The contractor shall be responsible to provide a second crew and machine when requested or if the work is such that the contractor is not meeting the **working day** commitment as specified in Section 3.2. Lack of personnel and/or machine shall not constitute an acceptable excuse.

It is therefore agreed that if the contractor does not proceed with assigned work by the specified workday after notification, the Director of Water and Electric will:

Notify the Surety Company of failure to perform and

1. The contractor will be assessed \$250.00 a day starting on the following work day until contractor starts working in the Village on assigned work, or
2. The Contractor will be assessed the difference between the charges incurred by the Village utilizing another contractor and the original contractors' charges for the work.

The above conditions are hereby agreed upon, fixed and determined by the parties hereto as the liquidated damages which the Village will suffer by reason of such defaults, and not by way of a penalty.

In case the Contractor does not proceed to initiate the Work covered by this Contract on or before the time specified, the Director of Water and Electric shall determine the number of days the Contractor is in default, and the decision of the Director of Water and Electric shall be final and binding upon both parties hereto. It is further agreed that if the Village shall accept any Work or make progress payments under this contract after any such default, such acceptance, payment or payments shall not in any respect constitute a waiver or modification of any of the provisions hereof, and particularly the provisions in regard to Liquidated Damages for delays.

# EXHIBIT A

## SECTION 3.19 ADDITIONAL CLARIFICATIONS

This section addresses questions or issues identified during prior contract periods or bid meetings.

- a) The Village will provide all splice boxes, equipment pads and gravel. The Contractor will pick these items up from the Village Yards at 1390 Willow Road, Winnetka, IL.
- b) The Contractor will be allowed to store material and equipment outdoors at the Village Yards. No equipment can be stored on job sites and/or public right-of-way.
- c) The bid award will be based on evaluation of the Contractor's unit prices to the projected quantity of units for a year.
- d) In the event that work required is not a unit price, hourly labor rates for labor and equipment will be utilized. Any additional material items required and secured by the Contractor will be invoiced at the contractor's cost.
- e) The size of conduit specified on jobs is dependent on the required cable sizes and future plans. The majority of directional boring work is associated with new and/or revised electric services. The Village reserves the right to specify the size of conduit required for each job. In general, single phase, 200 amp secondary cable is installed in 2 inch conduit, 400 amp secondary cable is installed in 4 inch conduit. Single phase primary cable is installed in 2 inch conduit. Three phase primary URD cable is installed in 4" conduit.
- f) The workload may vary from year-to-year. The Village does not guarantee a specific amount of directional boring through the award of this Contract. All work is performed on an As-Needed Basis. Historical information is summarized as follows:

YEAR	2023	2024	2025
Total dollars expended	\$ 579,939.90	\$ 718,838.50	\$1,173,593.50
Number of jobs	54	47	53
Total amount of conduit installed (FEET)	21,411.00	19,915.00	23,635.00
Total amount of directional boring (FEET)	12,628.00	9,151.00	11,672.00
Number of splice boxes installed	12	17	16
Number of Transformer pads installed	5	12	9

- g) Contractor may obtain water for boring machinery from the Village Yards located at 1390 Willow Road, no Village hydrants may be used. Water consumption will be logged by the Village.
- h) Contactor will be paid on unit bases, no separate units for landscaping, traffic control, frost excavation.

# EXHIBIT A

## SECTION 3.20 SCHEDULE OF PRICES

Unit prices are requested for three (3) one-year periods. This contract will be in effect from **JUNE 1, 2026** to **MAY 31, 2027** at the "Unit Price A" Column. The Village of Winnetka reserves the right to extend the contract from **June 1, 2027 to May 31, 2028** at the "Unit Price B" column if work progress completed in the first year is acceptable to the Director of Water & Electric. For the third year, the Village of Winnetka reserves the right, under mutual agreement with the Contractor, to extend the contract from **June 1, 2028 to May 31, 2029** at the "Unit Price C" column if work progress completed in the second year is acceptable to the Director of Water & Electric.

**EXHIBIT A**

<b>WORK PROCESS (PAGE 1)</b>	<b>UNIT PRICE "A"</b>	<b>UNIT PRICE "B"</b>	<b>UNIT PRICE "C"</b>
Start or End Pit: For 2" conduit	475.00	500.00	525.00
Start or End Pit: For 4" conduit	500.00	525.00	550.00
Start or End Pit: For 5" conduit	525.00	550.00	575.00
Start or End Pit: For 6" conduit	575.00	600.00	625.00
Test Holes In: Concrete	525.00	550.00	575.00
Test Holes In: Asphalt	525.00	550.00	575.00
Test Holes In: Parkway	310.00	320.00	330.00
Excavation for: Xfmr Pad 5'X5'X20"	220.00	230.00	240.00
Excavation for: Xfmr Pad 8'X8'X20"	250.00	260.00	270.00
Excavation for and Installation of: Xfmr Pad 5'X5'X20"	1200.00	1300.00	1400.00
Excavation for and Installation of: Xfmr Pad 8'X8'X20"	1250.00	1350.00	1450.00
Excavation for: Splice Box 28"X40"X30"	220.00	230.00	240.00
Excavation for: Splice Box 40"X50"X22"	230.00	240.00	250.00
Excavation for and Installation of: Splice Box 28"X40"X30"	550.00	600.00	650.00
Excavation for and Installation of: Splice Box 40"X50"X22"	650.00	700.00	750.00
Conduit/ft. (Material and Installation) 1 1/4" (Orange) w/ pull line	10.00	11.00	12.00
Conduit/ft. (Material and Installation) 2"	20.00	22.00	24.00
Conduit/ft. (Material and Installation) 4"	35.00	40.00	45.00
Conduit/ft. (Material and Installation) 5"	34.00	36.00	38.00
Conduit/ft. (Material and Installation) 6"	42.00	48.00	54.00
Bore/Ream Size/ft. 3"	12.00	13.00	14.00
Bore/Ream Size/ft. 4"	15.00	16.00	17.00
Bore/Ream Size/ft. 6"	17.50	18.50	19.50
Bore/Ream Size/ft. 8"	19.00	20.00	21.00
Bore/Ream Size/ft. 10"	28.00	30.00	32.00
Bore/Ream Size/ft. 12"	30.00	32.00	34.00
Bore/Ream Size/ft. 14"	36.00	38.00	40.00
Bore/Ream Size/ft. 18"	52.00	56.00	60.00
Tie into Existing Manhole First Conduit	1900.00	2000.00	2100.00
Tie into Existing Manhole Additional Conduits	600.00	700.00	800.00
Tie into Existing Splice Box First Conduit	475.00	500.00	525.00
Tie into Existing Splice Box Additional Conduits	60.00	70.00	80.00

**EXHIBIT A**

<b>WORK PROCESS (PAGE 2)</b>	<b>UNIT PRICE "A"</b>	<b>UNIT PRICE "B"</b>	<b>UNIT PRICE "C"</b>
E-Loc Couplings or Approved Equivalent (Material and Labor): 1 1/4"	16.00	18.00	20.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 2"	20.00	22.00	24.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 4"	36.00	38.00	40.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 5"	38.00	40.00	42.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 6"	42.00	44.00	46.00

Fusion Butt Splice (Material and Labor): 2"	275.00	300.00	325.00
Fusion Butt Splice (Material and Labor): 4"	325.00	350.00	375.00
Fusion Butt Splice (Material and Labor): 5"	375.00	400.00	425.00
Fusion Butt Splice (Material and Labor): 6"	425.00	450.00	475.00
2" – 18" Sweep 90° Bends (Material Only, Steel)	65.00	70.00	75.00
2" – 18" Sweep 90° Bends (Material Only, PVC)	28.00	30.00	32.00
2" – 18" Sweep 90° Bends (Installation Only)	30.00	32.00	34.00
2" – 24" Sweep 90° Bends (Material Only, Steel)	75.00	80.00	85.00
2" – 24" Sweep 90° Bends (Material Only, PVC)	35.00	40.00	45.00
2" – 24" Sweep 90° Bends (Installation Only)	55.00	60.00	65.00
2" 10' Steel Conduit w/coupling (Material Only)	170.00	180.00	190.00
2" 10' Steel Conduit w/coupling (Installation Only)	55.00	60.00	65.00
2" 10' PVC Conduit w/coupling (Material Only)	45.00	50.00	55.00
2" 10' PVC Conduit w/coupling (Installation Only)	45.00	50.00	55.00
4" – 24" Sweep 90° Bends (Material Only, Steel)	190.00	200.00	210.00
4" – 24" Sweep 90° Bends (Material Only, PVC)	60.00	65.00	70.00
4" – 24" Sweep 90° Bends (Installation Only)	55.00	60.00	65.00
4" – 36" Sweep 90° Bends (Material Only, Steel)	260.00	280.00	300.00
4" – 36" Sweep 90° Bends (Material Only, PVC)	75.00	80.00	85.00
4" – 36" Sweep 90° Bends (Installation Only)	95.00	100.00	105.00
4" 10' Steel Conduit w/coupling (Material Only)	340.00	360.00	380.00
4" 10' Steel Conduit w/coupling (Installation Only)	60.00	65.00	70.00
4" 10' PVC Conduit w/coupling (Material Only)	150.00	160.00	170.00
4" 10' PVC Conduit w/coupling (Installation Only)	40.00	45.00	50.00

**EXHIBIT A**

<b>WORK PROCESS (PAGE 3)</b>	<b>UNIT PRICE "A"</b>	<b>UNIT PRICE "B"</b>	<b>UNIT PRICE "C"</b>
5" – 36" Sweep 90° Bends (Material Only, Steel)	775.00	800.00	825.00
5" – 36" Sweep 90° Bends (Material Only, PVC)	180.00	190.00	200.00
5" – 36" Sweep 90° Bends (Installation Only)	50.00	60.00	70.00
5" – 48" Sweep 90° Bends (Material Only, Steel)	950.00	1000.00	1050.00
5" – 48" Sweep 90° Bends (Material Only, PVC)	230.00	240.00	250.00
5" – 48" Sweep 90° Bends (Installation Only)	50.00	60.00	70.00
5" 10' Steel Conduit w/coupling (Material Only)	550.00	575.00	600.00
5" 10' Steel Conduit w/coupling (Installation Only)	50.00	60.00	70.00
5" 10' PVC Conduit w/coupling (Material Only)	170.00	180.00	190.00
5" 10' PVC Conduit w/coupling (Installation Only)	50.00	60.00	70.00

6" – 48" Sweep 90° Bends (Material Only, Steel)	860.00	880.00	900.00
6" – 48" Sweep 90° Bends (Material Only, PVC)	280.00	300.00	320.00
6" – 48" Sweep 90° Bends (Installation Only)	50.00	60.00	70.00
6" – 60" Sweep 90° Bends (Material Only, Steel)	1500.00	1600.00	1700.00
6" – 60" Sweep 90° Bends (Material Only, PVC)	240.00	260.00	280.00
6" – 60" Sweep 90° Bends (Installation Only)	50.00	60.00	70.00
6" 10' Steel Conduit w/coupling (Material Only)	650.00	675.00	700.00
6" 10' Steel Conduit w/coupling (Installation Only)	50.00	60.00	70.00
6" 10' PVC Conduit w/coupling (Material Only)	250.00	275.00	300.00
6" 10' PVC Conduit w/coupling (Installation Only)	50.00	60.00	70.00

2" Color Coded (Markup for red color or striped conduits, cost per foot)	1.90	2.00	2.10
4" Color Coded (Markup for red color or striped conduits, cost per foot)	1.90	2.00	2.10
5" Color Coded (Markup for red color or striped conduits, cost per foot)	1.90	2.00	2.10
6" Color Coded (Markup for red color or striped conduits, cost per foot)	1.90	2.00	2.10

Foreman Hourly Labor Rates:	175.00	185.00	195.00
Laborer Hourly Labor Rates:	135.00	140.00	145.00
Pickup Truck Hourly Equipment Rates:	55.00	60.00	65.00
Dump Truck Hourly Equipment Rates:	85.00	90.00	95.00
Mini Excavator w/trailer Hourly Equipment Rates:	75.00	80.00	85.00
Air Compressor Hourly Equipment Rates:	45.00	50.00	55.00
Install 4" steel pipe filled with concrete Traffic Bollards	750.00	800.00	850.00

**EXHIBIT A**

**ACCEPTANCE**

The Contract attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of the Village of Winnetka ("Owner") as of \_\_\_\_\_, 20\_\_\_\_.

This Acceptance, together with the Contract attached hereto, constitutes the entire and only agreement between the parties relating to the accomplishment of the Work and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Owner without further notice of objection and shall be of no effect nor in any circumstances binding upon Owner unless accepted by Owner in a written document plainly labeled "Amendment to Contract." Acceptance or rejection by Owner of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

**VILLAGE OF WINNETKA**

Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTACHMENT 3**

<b>RFB-026-008 - Directional Boring</b>				
<b>Vendor</b>	<b>UNIT PRICE A</b>	<b>UNIT PRICE B</b>	<b>UNIT PRICE C</b>	<b>Total</b>
<b>MAPLE</b>	\$ 969,000.23	\$ 1,027,350.33	\$ 1,131,300.43	\$ 3,127,651.00
<b>ARCHON CONST.</b>	\$ 1,022,891.41	\$ 1,074,754.92	\$ 1,128,672.20	\$ 3,226,318.53
<b>SIEBERT &amp; SON</b>	\$ 1,610,374.10	\$ 2,317,267.81	\$ 3,623,320.07	\$ 7,550,961.98

**EXHIBIT 1**

YEAR 1 - UNIT PRICES	Maple Cable Construction Co		Archon		Siebert & Sons		
	3 YEAR AVERAGE	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A
Start or End Pit: For 2" conduit	140	\$ 475.00	\$ 54,466.67	\$ 960.00	\$110,080.00	\$ 300.00	\$ 34,400.00
Start or End Pit: For 4" conduit	112	\$ 500.00	\$ 54,000.00	\$ 980.00	\$105,840.00	\$ 300.00	\$ 32,400.00
Start or End Pit: For 5" conduit	0	\$ 525.00	\$ 700.00	\$ 100.00	\$ 133.33	\$ 400.00	\$ 533.33
Start or End Pit: For 6" conduit	0	\$ 575.00	\$ -	\$ 1,018.00	\$ -	\$ 500.00	\$ -
Test Holes In: Concrete	1	\$ 525.00	\$ 175.00	\$ 2,125.00	\$ 708.33	\$ 450.00	\$ 150.00
Test Holes In: Asphalt	10	\$ 525.00	\$ 1,925.00	\$ 2,075.00	\$ 7,608.33	\$ 400.00	\$ 1,466.67
Test Holes In: Parkway	226	\$ 310.00	\$ 61,690.00	\$ 495.00	\$ 98,505.00	\$ 350.00	\$ 69,650.00
Excavation for: Xfmr Pad 5'X5'X20"	1	\$ 220.00	\$ -	\$ 3,170.00	\$ -	\$ 300.00	\$ -
Excavation for: Xfmr Pad 8'X8'X20"	0	\$ 250.00	\$ -	\$ 6,305.00	\$ -	\$ 450.00	\$ -
Excavation for and Installation of: Xfmr Pad 5'X5'X20"	4	\$1,200.00	\$ 4,800.00	\$ 5,280.00	\$ 21,120.00	\$ 550.00	\$ 2,200.00
Excavation for and Installation of: Xfmr Pad 8'X8'X20"	2	\$1,250.00	\$ 3,750.00	\$ 10,508.00	\$ 31,524.00	\$ 650.00	\$ 1,950.00
Excavation for: Splice Box 28"X40"X30"	0	\$ 220.00	\$ -	\$ 1,270.00	\$ -	\$ 650.00	\$ -
Excavation for: Splice Box 40"X50"X22"	1	\$ 230.00	\$ -	\$ 1,685.00	\$ -	\$ 850.00	\$ -
Excavation for and Installation of: Splice Box 28"X40"X30"	12	\$ 550.00	\$ 6,050.00	\$ 3,167.00	\$ 34,837.00	\$ 950.00	\$ 10,450.00
Excavation for and Installation of: Splice Box 40"X50"X22"	6	\$ 650.00	\$ 2,600.00	\$ 4,213.00	\$ 16,852.00	\$ 1,250.00	\$ 5,000.00
Conduit/ft. (Material and Installation) 1 1/4" (Orange) w/ pull line	9362	\$ 10.00	\$ 89,873.33	\$ 0.78	\$ 7,010.12	\$ 25.50	\$229,177.00
Conduit/ft. (Material and Installation) 2"	5879	\$ 20.00	\$ 68,226.67	\$ 1.37	\$ 4,673.53	\$ 35.50	\$121,102.33
Conduit/ft. (Material and Installation) 4"	6572	\$ 35.00	\$229,005.00	\$ 4.38	\$ 28,658.34	\$ 45.50	\$297,706.50
Conduit/ft. (Material and Installation) 5"	0	\$ 34.00	\$ 2,380.00	\$ 8.48	\$ 593.60	\$ 45.50	\$ 3,185.00
Conduit/ft. (Material and Installation) 6"	0	\$ 42.00	\$ -	\$ 11.96	\$ -	\$ 55.50	\$ -
Bore/Ream Size/ft. 3"	0	\$ 12.00	\$ -	\$ 19.79	\$ -	\$ 45.00	\$ -
Bore/Ream Size/ft. 4"	1644	\$ 15.00	\$ 49,100.00	\$ 24.11	\$ 78,920.07	\$ 45.00	\$147,300.00
Bore/Ream Size/ft. 6"	4157	\$ 17.50	\$ 61,710.83	\$ 27.71	\$ 97,714.70	\$ 55.00	\$193,948.33
Bore/Ream Size/ft. 8"	4036	\$ 19.00	\$ 24,149.00	\$ 31.87	\$ 40,506.77	\$ 65.00	\$ 82,615.00
Bore/Ream Size/ft. 10"	1135	\$ 28.00	\$ 30,501.33	\$ 36.70	\$ 39,978.53	\$ 65.00	\$ 70,806.67
Bore/Ream Size/ft. 12"	204	\$ 30.00	\$ 25,480.00	\$ 42.22	\$ 35,858.85	\$ 85.00	\$ 72,193.33
Bore/Ream Size/ft. 14"	116	\$ 36.00	\$ -	\$ 48.57	\$ -	\$ 105.00	\$ -
Bore/Ream Size/ft. 18"	93	\$ 52.00	\$ -	\$ 55.88	\$ -	\$ 145.00	\$ -
Tie into Existing Manhole First Conduit	14	\$1,900.00	\$ 24,066.67	\$ 4,212.00	\$ 53,352.00	\$ 1,250.00	\$ 15,833.33
Tie into Existing Manhole Additional Conduits	14	\$ 600.00	\$ 5,800.00	\$ 457.00	\$ 4,417.67	\$ 1,100.00	\$ 10,633.33
Tie into Existing Splice Box First Conduit	26	\$ 475.00	\$ 11,400.00	\$ 1,584.00	\$ 38,016.00	\$ 500.00	\$ 12,000.00
Tie into Existing Splice Box Additional Conduits	0	\$ 60.00	\$ 20.00	\$ 224.00	\$ 74.67	\$ 400.00	\$ 133.33
E-Loc Couplings or Approved Equivalent (Material and Labor): 1 1/4"	26	\$ 16.00	\$ 362.67	\$ 7.23	\$ 163.88	\$ 7.50	\$ 170.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 2"	17	\$ 20.00	\$ 300.00	\$ 13.47	\$ 202.05	\$ 11.00	\$ 165.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 4"	64	\$ 36.00	\$ 2,244.00	\$ 29.08	\$ 1,812.65	\$ 30.00	\$ 1,870.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 5"	0	\$ 38.00	\$ 63.33	\$ 52.49	\$ 87.48	\$ 45.00	\$ 75.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 6"	0	\$ 42.00	\$ 28.00	\$ 68.09	\$ 45.39	\$ 65.00	\$ 43.33
Fusion Butt Splice (Material and Labor): 2"	0	\$ 275.00	\$ -	\$ 546.22	\$ -	\$ 16.00	\$ -
Fusion Butt Splice (Material and Labor): 4"	0	\$ 325.00	\$ 108.33	\$ 841.23	\$ 280.41	\$ 40.00	\$ 13.33

Fusion Butt Splice (Material and Labor): 5"	0	\$ 375.00	\$ -	\$ 1,154.97	\$ -	\$ 75.00	\$ -
Fusion Butt Splice (Material and Labor): 6"	0	\$ 425.00	\$ -	\$ 1,704.04	\$ -	\$ 95.00	\$ -
2" – 18" Sweep 90° Bends (Material Only, Steel)	4	\$ 65.00	\$ 260.00	\$ 170.26	\$ 681.04	\$ 129.00	\$ 516.00
2" – 18" Sweep 90° Bends (Material Only, PVC)	3	\$ 28.00	\$ 37.33	\$ 45.53	\$ 60.71	\$ 25.00	\$ 33.33
2" – 18" Sweep 90° Bends (Installation Only)	6	\$ 30.00	\$ 160.00	\$ 395.85	\$ 2,111.20	\$ 50.00	\$ 266.67
2" – 24" Sweep 90° Bends (Material Only, Steel)	0	\$ 75.00	\$ -	\$ 208.66	\$ -	\$ 155.00	\$ -
2" – 24" Sweep 90° Bends (Material Only, PVC)	1	\$ 35.00	\$ 105.00	\$ 51.32	\$ 153.96	\$ 23.00	\$ 69.00
2" – 24" Sweep 90° Bends (Installation Only)	2	\$ 55.00	\$ 128.33	\$ 395.85	\$ 923.65	\$ 60.00	\$ 140.00
2" 10' Steel Conduit w/coupling (Material Only)	5	\$ 170.00	\$ 736.67	\$ 148.09	\$ 641.72	\$ 135.00	\$ 585.00
2" 10' Steel Conduit w/coupling (Installation Only)	5	\$ 55.00	\$ 220.00	\$ 395.85	\$ 1,583.40	\$ 24.00	\$ 96.00
2" 10' PVC Conduit w/coupling (Material Only)	1	\$ 45.00	\$ 90.00	\$ 16.64	\$ 33.28	\$ 15.00	\$ 30.00
2" 10' PVC Conduit w/coupling (Installation Only)	1	\$ 45.00	\$ 75.00	\$ 263.90	\$ 439.83	\$ 13.00	\$ 21.67
4" – 24" Sweep 90° Bends (Material Only, Steel)	5	\$ 190.00	\$ 1,583.33	\$ 527.37	\$ 4,394.75	\$ 340.00	\$ 2,833.33
4" – 24" Sweep 90° Bends (Material Only, PVC)	28	\$ 60.00	\$ 1,720.00	\$ 57.08	\$ 1,636.29	\$ 70.00	\$ 2,006.67
4" – 24" Sweep 90° Bends (Installation Only)	34	\$ 55.00	\$ 2,053.33	\$ 395.85	\$ 14,778.40	\$ 25.00	\$ 933.33
4" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 260.00	\$ 86.67	\$ 499.58	\$ 166.53	\$ 450.00	\$ 150.00
4" – 36" Sweep 90° Bends (Material Only, PVC)	21	\$ 75.00	\$ 650.00	\$ 136.21	\$ 1,180.49	\$ 40.00	\$ 346.67
4" – 36" Sweep 90° Bends (Installation Only)	21	\$ 95.00	\$ 823.33	\$ 395.85	\$ 3,430.70	\$ 40.00	\$ 346.67
4" 10' Steel Conduit w/coupling (Material Only)	12	\$ 340.00	\$ 2,833.33	\$ 438.18	\$ 3,651.50	\$ 360.00	\$ 3,000.00
4" 10' Steel Conduit w/coupling (Installation Only)	12	\$ 60.00	\$ 500.00	\$ 395.85	\$ 3,298.75	\$ 75.00	\$ 625.00
4" 10' PVC Conduit w/coupling (Material Only)	23	\$ 150.00	\$ 2,700.00	\$ 45.68	\$ 822.24	\$ 38.00	\$ 684.00
4" 10' PVC Conduit w/coupling (Installation Only)	23	\$ 40.00	\$ 693.33	\$ 263.90	\$ 4,574.27	\$ 30.00	\$ 520.00
5" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 775.00	\$ -	\$ 842.45	\$ -	\$ 760.00	\$ -
5" – 36" Sweep 90° Bends (Material Only, PVC)	0	\$ 180.00	\$ -	\$ 194.49	\$ -	\$ 135.00	\$ -
5" – 36" Sweep 90° Bends (Installation Only)	0	\$ 50.00	\$ -	\$ 1,055.60	\$ -	\$ 55.00	\$ -
5" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$ 950.00	\$ 316.67	\$ 889.24	\$ 296.41	\$ 1,000.00	\$ 333.33
5" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 230.00	\$ -	\$ 243.04	\$ -	\$ 240.00	\$ -
5" – 48" Sweep 90° Bends (Installation Only)	0	\$ 50.00	\$ 16.67	\$ 1,055.60	\$ 351.87	\$ 65.00	\$ 21.67
5" 10' Steel Conduit w/coupling (Material Only)	0	\$ 550.00	\$ -	\$ 823.37	\$ -	\$ 740.00	\$ -
5" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 50.00	\$ -	\$ 527.80	\$ -	\$ 85.00	\$ -
5" 10' PVC Conduit w/coupling (Material Only)	0	\$ 170.00	\$ -	\$ 34.35	\$ -	\$ 170.00	\$ -
5" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 50.00	\$ -	\$ 395.85	\$ -	\$ 85.00	\$ -
6" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$ 860.00	\$ -	\$ 1,138.52	\$ -	\$ 930.00	\$ -
6" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 280.00	\$ -	\$ 264.97	\$ -	\$ 70.00	\$ -
6" – 48" Sweep 90° Bends (Installation Only)	0	\$ 50.00	\$ -	\$ 1,319.50	\$ -	\$ 85.00	\$ -
6" – 60" Sweep 90° Bends (Material Only, Steel)	0	\$1,500.00	\$ -	\$ 1,202.96	\$ -	\$ 1,100.00	\$ -

6" – 60" Sweep 90° Bends (Material Only, PVC)	0	\$ 240.00	\$ -	\$ 289.65	\$ -	\$ 170.00	\$ -
6" – 60" Sweep 90° Bends (Installation Only)	0	\$ 50.00	\$ -	\$ 1,319.50	\$ -	\$ 105.00	\$ -
6" 10' Steel Conduit w/coupling (Material Only)	0	\$ 650.00	\$ -	\$ 1,074.07	\$ -	\$ 1,000.00	\$ -
6" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 50.00	\$ -	\$ 1,319.50	\$ -	\$ 115.00	\$ -
6" 10' PVC Conduit w/coupling (Material Only)	0	\$ 250.00	\$ -	\$ 84.35	\$ -	\$ 95.00	\$ -
6" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 50.00	\$ -	\$ 461.83	\$ -	\$ 105.00	\$ -
2" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 1.90	\$ -	\$ 0.96	\$ -	\$ 0.90	\$ -
4" Color Coded (Markup for red color or striped conduits, cost per foot)	324	\$ 1.90	\$ 2,532.07	\$ 5.32	\$ 7,089.79	\$ 3.85	\$ 5,130.77
5" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 1.90	\$ -	\$ 6.36	\$ -	\$ 4.90	\$ -
6" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 1.90	\$ -	\$ 12.04	\$ -	\$ 7.50	\$ -
Foreman Hourly Labor Rates:	187	\$ 175.00	\$ 30,012.50	\$ 138.55	\$ 23,761.33	\$ 225.00	\$ 38,587.50
Laborer Hourly Labor Rates:	547	\$ 135.00	\$ 72,697.50	\$ 133.22	\$ 71,738.97	\$ 200.00	\$ 107,700.00
Pickup Truck Hourly Equipment Rates:	350	\$ 55.00	\$ 19,543.33	\$ 27.71	\$ 9,846.29	\$ 25.00	\$ 8,883.33
Dump Truck Hourly Equipment Rates:	0	\$ 85.00	\$ 1,275.00	\$ 31.97	\$ 479.55	\$ 45.00	\$ 675.00
Mini Excavator w/trailer Hourly Equipment Rates:	172	\$ 75.00	\$ 12,175.00	\$ 31.97	\$ 5,189.80	\$ 115.00	\$ 18,668.33
Air Compressor Hourly Equipment Rates:	21	\$ 45.00	\$ -	\$ 58.62	\$ -	\$ 120.00	\$ -
Install 4" steel pipe filled with concrete Traffic Ballards	0	\$ 750.00	\$ -	\$ 1,886.38	\$ -	\$ 550.00	\$ -
		<b>\$ 969,000.23</b>		<b>\$ 1,022,891.41</b>		<b>\$ 1,610,374.10</b>	

**EXHIBIT 2**

YEAR 2 - UNIT PRICES	Maple Cable Construction Co			Archon		Siebert & Sons	
	3 YEAR AVERAGE	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A
Start or End Pit: For 2" conduit	140	\$ 500.00	\$ 57,333.33	\$ 1,008.00	\$115,584.00	\$ 450.00	\$ 51,600.00
Start or End Pit: For 4" conduit	112	\$ 525.00	\$ 56,700.00	\$ 1,029.00	\$111,132.00	\$ 450.00	\$ 48,600.00
Start or End Pit: For 5" conduit	0	\$ 550.00	\$ 733.33	\$ 1,050.00	\$ 1,400.00	\$ 600.00	\$ 800.00
Start or End Pit: For 6" conduit	0	\$ 600.00	\$ -	\$ 1,070.00	\$ -	\$ 750.00	\$ -
Test Holes In: Concrete	1	\$ 550.00	\$ 183.33	\$ 2,232.00	\$ 744.00	\$ 675.00	\$ 225.00
Test Holes In: Asphalt	10	\$ 550.00	\$ 2,016.67	\$ 2,180.00	\$ 7,993.33	\$ 600.00	\$ 2,200.00
Test Holes In: Parkway	226	\$ 320.00	\$ 63,680.00	\$ 517.00	\$102,883.00	\$ 525.00	\$104,475.00
Excavation for: Xfmr Pad 5'X5'X20"	1	\$ 230.00	\$ -	\$ 3,330.00	\$ -	\$ 450.00	\$ -
Excavation for: Xfmr Pad 8'X8'X20"	0	\$ 260.00	\$ -	\$ 6,620.00	\$ -	\$ 675.00	\$ -
Excavation for and Installation of: Xfmr Pad 5'X5'X20"	4	\$1,300.00	\$ 5,200.00	\$ 5,544.00	\$ 22,176.00	\$ 825.00	\$ 3,300.00
Excavation for and Installation of: Xfmr Pad 8'X8'X20"	2	\$1,350.00	\$ 4,050.00	\$ 11,034.00	\$ 33,102.00	\$ 975.00	\$ 2,925.00
Excavation for: Splice Box 28"X40"X30"	0	\$ 230.00	\$ -	\$ 1,333.00	\$ -	\$ 975.00	\$ -
Excavation for: Splice Box 40"X50"X22"	1	\$ 240.00	\$ -	\$ 1,770.00	\$ -	\$ 1,275.00	\$ -
Excavation for and Installation of: Splice Box 28"X40"X30"	12	\$ 600.00	\$ 6,600.00	\$ 3,325.00	\$ 36,575.00	\$ 1,425.00	\$ 15,675.00
Excavation for and Installation of: Splice Box 40"X50"X22"	6	\$ 700.00	\$ 2,800.00	\$ 4,423.00	\$ 17,692.00	\$ 1,875.00	\$ 7,500.00
Conduit/ft. (Material and Installation) 1 1/4" (Orange) w/ pull line	9362	\$ 11.00	\$ 98,860.67	\$ 0.82	\$ 7,369.61	\$ 38.25	\$343,765.50
Conduit/ft. (Material and Installation) 2"	5879	\$ 22.00	\$ 75,049.33	\$ 1.44	\$ 4,912.32	\$ 53.25	\$181,653.50
Conduit/ft. (Material and Installation) 4"	6572	\$ 40.00	\$261,720.00	\$ 4.60	\$ 30,097.80	\$ 68.25	\$446,559.75
Conduit/ft. (Material and Installation) 5"	0	\$ 36.00	\$ 2,520.00	\$ 8.90	\$ 623.00	\$ 68.25	\$ 4,777.50
Conduit/ft. (Material and Installation) 6"	0	\$ 48.00	\$ -	\$ 12.55	\$ -	\$ 83.25	\$ -
Bore/Ream Size/ft. 3"	0	\$ 13.00	\$ -	\$ 20.78	\$ -	\$ 37.50	\$ -
Bore/Ream Size/ft. 4"	1644	\$ 16.00	\$ 52,373.33	\$ 25.31	\$ 82,848.07	\$ 37.50	\$122,750.00
Bore/Ream Size/ft. 6"	4157	\$ 18.50	\$ 65,237.17	\$ 29.09	\$102,581.04	\$ 82.50	\$290,922.50
Bore/Ream Size/ft. 8"	4036	\$ 20.00	\$ 25,420.00	\$ 33.46	\$ 42,527.66	\$ 97.50	\$123,922.50
Bore/Ream Size/ft. 10"	1135	\$ 30.00	\$ 32,680.00	\$ 38.53	\$ 41,972.01	\$ 97.50	\$106,210.00
Bore/Ream Size/ft. 12"	204	\$ 32.00	\$ 27,178.67	\$ 44.34	\$ 37,659.44	\$ 127.50	\$108,290.00
Bore/Ream Size/ft. 14"	116	\$ 38.00	\$ -	\$ 51.00	\$ -	\$ 157.50	\$ -
Bore/Ream Size/ft. 18"	93	\$ 56.00	\$ -	\$ 58.67	\$ -	\$ 217.50	\$ -
Tie into Existing Manhole First Conduit	14	\$ 200.00	\$ 2,533.33	\$ 4,423.00	\$ 56,024.67	\$ 1,875.00	\$ 23,750.00
Tie into Existing Manhole Additional Conduits	14	\$ 700.00	\$ 6,766.67	\$ 480.00	\$ 4,640.00	\$ 1,650.00	\$ 15,950.00
Tie into Existing Splice Box First Conduit	26	\$ 500.00	\$ 12,000.00	\$ 1,663.00	\$ 39,912.00	\$ 750.00	\$ 18,000.00
Tie into Existing Splice Box Additional Conduits	0	\$ 70.00	\$ 23.33	\$ 235.00	\$ 78.33	\$ 600.00	\$ 200.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 1 1/4"	26	\$ 18.00	\$ 408.00	\$ 7.59	\$ 172.04	\$ 11.25	\$ 255.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 2"	17	\$ 22.00	\$ 330.00	\$ 15.28	\$ 229.20	\$ 16.50	\$ 247.50
E-Loc Couplings or Approved Equivalent (Material and Labor): 4"	64	\$ 38.00	\$ 2,368.67	\$ 30.53	\$ 1,903.04	\$ 45.00	\$ 2,805.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 5"	0	\$ 40.00	\$ 66.67	\$ 55.11	\$ 91.85	\$ 67.50	\$ 112.50
E-Loc Couplings or Approved Equivalent (Material and Labor): 6"	0	\$ 44.00	\$ 29.33	\$ 71.49	\$ 47.66	\$ 97.50	\$ 65.00
Fusion Butt Splice (Material and Labor): 2"	0	\$ 300.00	\$ -	\$ 573.53	\$ -	\$ 24.00	\$ -
Fusion Butt Splice (Material and Labor): 4"	0	\$ 350.00	\$ 116.67	\$ 883.29	\$ 294.43	\$ 60.00	\$ 20.00

Fusion Butt Splice (Material and Labor): 5"	0	\$ 400.00	\$ -	\$ 1,212.72	\$ -	\$ 112.50	\$ -
Fusion Butt Splice (Material and Labor): 6"	0	\$ 450.00	\$ -	\$ 1,729.60	\$ -	\$ 142.50	\$ -
2" – 18" Sweep 90° Bends (Material Only, Steel)	4	\$ 70.00	\$ 280.00	\$ 178.77	\$ 715.08	\$ 193.50	\$ 774.00
2" – 18" Sweep 90° Bends (Material Only, PVC)	3	\$ 30.00	\$ 40.00	\$ 47.81	\$ 63.75	\$ 37.50	\$ 50.00
2" – 18" Sweep 90° Bends (Installation Only)	6	\$ 32.00	\$ 170.67	\$ 415.65	\$ 2,216.80	\$ 75.00	\$ 400.00
2" – 24" Sweep 90° Bends (Material Only, Steel)	0	\$ 80.00	\$ -	\$ 219.09	\$ -	\$ 232.50	\$ -
2" – 24" Sweep 90° Bends (Material Only, PVC)	1	\$ 40.00	\$ 120.00	\$ 53.89	\$ 161.67	\$ 34.50	\$ 103.50
2" – 24" Sweep 90° Bends (Installation Only)	2	\$ 60.00	\$ 140.00	\$ 415.64	\$ 969.83	\$ 90.00	\$ 210.00
2" 10' Steel Conduit w/coupling (Material Only)	5	\$ 180.00	\$ 780.00	\$ 155.49	\$ 673.79	\$ 202.50	\$ 877.50
2" 10' Steel Conduit w/coupling (Installation Only)	5	\$ 60.00	\$ 240.00	\$ 415.64	\$ 1,662.56	\$ 36.00	\$ 144.00
2" 10' PVC Conduit w/coupling (Material Only)	1	\$ 50.00	\$ 100.00	\$ 17.47	\$ 34.94	\$ 22.50	\$ 45.00
2" 10' PVC Conduit w/coupling (Installation Only)	1	\$ 50.00	\$ 83.33	\$ 277.10	\$ 461.83	\$ 19.50	\$ 32.50
4" – 24" Sweep 90° Bends (Material Only, Steel)	5	\$ 200.00	\$ 1,666.67	\$ 553.74	\$ 4,614.50	\$ 510.00	\$ 4,250.00
4" – 24" Sweep 90° Bends (Material Only, PVC)	28	\$ 65.00	\$ 1,863.33	\$ 59.93	\$ 1,717.99	\$ 105.00	\$ 3,010.00
4" – 24" Sweep 90° Bends (Installation Only)	34	\$ 60.00	\$ 2,240.00	\$ 415.64	\$ 15,517.23	\$ 37.50	\$ 1,400.00
4" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 280.00	\$ 93.33	\$ 524.56	\$ 174.85	\$ 375.00	\$ 125.00
4" – 36" Sweep 90° Bends (Material Only, PVC)	21	\$ 80.00	\$ 693.33	\$ 143.02	\$ 1,239.51	\$ 60.00	\$ 520.00
4" – 36" Sweep 90° Bends (Installation Only)	21	\$ 100.00	\$ 866.67	\$ 415.64	\$ 3,602.21	\$ 60.00	\$ 520.00
4" 10' Steel Conduit w/coupling (Material Only)	12	\$ 360.00	\$ 3,000.00	\$ 460.09	\$ 3,834.08	\$ 540.00	\$ 4,500.00
4" 10' Steel Conduit w/coupling (Installation Only)	12	\$ 65.00	\$ 541.67	\$ 415.64	\$ 3,463.67	\$ 112.50	\$ 937.50
4" 10' PVC Conduit w/coupling (Material Only)	23	\$ 160.00	\$ 2,880.00	\$ 47.96	\$ 863.28	\$ 57.00	\$ 1,026.00
4" 10' PVC Conduit w/coupling (Installation Only)	23	\$ 45.00	\$ 780.00	\$ 277.10	\$ 4,803.07	\$ 45.00	\$ 780.00
5" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 800.00	\$ -	\$ 884.57	\$ -	\$ 1,140.00	\$ -
5" – 36" Sweep 90° Bends (Material Only, PVC)	0	\$ 190.00	\$ -	\$ 204.21	\$ -	\$ 202.50	\$ -
5" – 36" Sweep 90° Bends (Installation Only)	0	\$ 60.00	\$ -	\$ 1,108.38	\$ -	\$ 82.50	\$ -
5" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$1,000.00	\$ 333.33	\$ 933.70	\$ 311.23	\$ 1,500.00	\$ 500.00
5" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 240.00	\$ -	\$ 255.19	\$ -	\$ 360.00	\$ -
5" – 48" Sweep 90° Bends (Installation Only)	0	\$ 60.00	\$ 20.00	\$ 1,108.38	\$ 369.46	\$ 97.50	\$ 32.50
5" 10' Steel Conduit w/coupling (Material Only)	0	\$ 575.00	\$ -	\$ 864.54	\$ -	\$ 1,110.00	\$ -
5" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 60.00	\$ -	\$ 554.19	\$ -	\$ 127.50	\$ -
5" 10' PVC Conduit w/coupling (Material Only)	0	\$ 180.00	\$ -	\$ 37.57	\$ -	\$ 255.00	\$ -
5" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 60.00	\$ -	\$ 415.64	\$ -	\$ 127.50	\$ -
6" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$ 880.00	\$ -	\$ 1,195.45	\$ -	\$ 1,395.00	\$ -
6" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 300.00	\$ -	\$ 278.22	\$ -	\$ 105.00	\$ -
6" – 48" Sweep 90° Bends (Installation Only)	0	\$ 60.00	\$ -	\$ 1,385.48	\$ -	\$ 127.50	\$ -
6" – 60" Sweep 90° Bends (Material Only, Steel)	0	\$1,600.00	\$ -	\$ 1,263.11	\$ -	\$ 1,650.00	\$ -

6" – 60" Sweep 90° Bends (Material Only, PVC)	0	\$ 260.00	\$ -	\$ 304.13	\$ -	\$ 55.00	\$ -
6" – 60" Sweep 90° Bends (Installation Only)	0	\$ 60.00	\$ -	\$ 1,385.48	\$ -	\$ 157.00	\$ -
6" 10' Steel Conduit w/coupling (Material Only)	0	\$ 675.00	\$ -	\$ 1,127.77	\$ -	\$ 1,500.00	\$ -
6" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 60.00	\$ -	\$ 1,385.48	\$ -	\$ 172.50	\$ -
6" 10' PVC Conduit w/coupling (Material Only)	0	\$ 275.00	\$ -	\$ 88.57	\$ -	\$ 142.50	\$ -
6" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 60.00	\$ -	\$ 484.92	\$ -	\$ 157.50	\$ -
2" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.00	\$ -	\$ 1.01	\$ -	\$ 1.35	\$ -
4" Color Coded (Markup for red color or striped conduits, cost per foot)	324	\$ 2.00	\$ 2,665.33	\$ 5.59	\$ 7,449.61	\$ 5.78	\$ 7,702.81
5" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.00	\$ -	\$ 6.68	\$ -	\$ 7.35	\$ -
6" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.00	\$ -	\$ 12.64	\$ -	\$ 11.25	\$ -
Foreman Hourly Labor Rates:	187	\$ 185.00	\$ 31,727.50	\$ 145.48	\$ 24,949.82	\$ 337.50	\$ 57,881.25
Laborer Hourly Labor Rates:	547	\$ 140.00	\$ 75,390.00	\$ 139.88	\$ 75,325.38	\$ 300.00	\$ 161,550.00
Pickup Truck Hourly Equipment Rates:	350	\$ 60.00	\$ 21,320.00	\$ 29.10	\$ 10,340.20	\$ 37.50	\$ 13,325.00
Dump Truck Hourly Equipment Rates:	0	\$ 90.00	\$ 1,350.00	\$ 33.57	\$ 503.55	\$ 67.50	\$ 1,012.50
Mini Excavator w/trailer Hourly Equipment Rates:	172	\$ 80.00	\$ 12,986.67	\$ 33.57	\$ 5,449.53	\$ 172.50	\$ 28,002.50
Air Compressor Hourly Equipment Rates:	21	\$ 50.00	\$ -	\$ 61.55	\$ -	\$ 180.00	\$ -
Install 4" steel pipe filled with concrete Traffic Ballards	0	\$ 800.00	\$ -	\$ 1,980.70	\$ -	\$ 825.00	\$ -
		<b>\$ 1,027,350.33</b>		<b>\$ 1,074,754.92</b>		<b>\$ 2,317,267.81</b>	

**EXHIBIT 3**

YEAR 3 - UNIT PRICES	Maple Cable Construction Co		Archon		Siebert & Sons		
	3 YEAR AVERAGE	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A	UNIT PRICE "A"	Ext Price A
Start or End Pit: For 2" conduit	140	\$ 525.00	\$ 60,200.00	\$ 1,059.00	\$121,432.00	\$ 675.00	\$ 77,400.00
Start or End Pit: For 4" conduit	112	\$ 550.00	\$ 59,400.00	\$ 1,081.00	\$116,748.00	\$ 675.00	\$ 72,900.00
Start or End Pit: For 5" conduit	0	\$ 575.00	\$ 766.67	\$ 1,103.00	\$ 1,470.67	\$ 900.00	\$ 1,200.00
Start or End Pit: For 6" conduit	0	\$ 625.00	\$ -	\$ 1,123.00	\$ -	\$ 1,125.00	\$ -
Test Holes In: Concrete	1	\$ 575.00	\$ 191.67	\$ 2,345.00	\$ 781.67	\$ 1,012.50	\$ 337.50
Test Holes In: Asphalt	10	\$ 575.00	\$ 2,108.33	\$ 2,290.00	\$ 8,396.67	\$ 900.00	\$ 3,300.00
Test Holes In: Parkway	226	\$ 330.00	\$ 65,670.00	\$ 543.00	\$108,057.00	\$ 787.50	\$156,712.50
Excavation for: Xfmr Pad 5'X5'X20"	1	\$ 240.00	\$ -	\$ 3,495.00	\$ -	\$ 675.00	\$ -
Excavation for: Xfmr Pad 8'X8'X20"	0	\$ 270.00	\$ -	\$ 6,952.00	\$ -	\$ 1,012.50	\$ -
Excavation for and Installation of: Xfmr Pad 5'X5'X20"	4	\$1,400.00	\$ 5,600.00	\$ 5,822.00	\$ 23,288.00	\$ 1,237.50	\$ 4,950.00
Excavation for and Installation of: Xfmr Pad 8'X8'X20"	2	\$1,450.00	\$ 4,350.00	\$ 11,585.00	\$ 34,755.00	\$ 1,462.00	\$ 4,386.00
Excavation for: Splice Box 28"X40"X30"	0	\$ 240.00	\$ -	\$ 1,400.00	\$ -	\$ 1,462.50	\$ -
Excavation for: Splice Box 40"X50"X22"	1	\$ 250.00	\$ -	\$ 1,858.00	\$ -	\$ 1,912.50	\$ -
Excavation for and Installation of: Splice Box 28"X40"X30"	12	\$ 650.00	\$ 7,150.00	\$ 3,492.00	\$ 38,412.00	\$ 2,137.50	\$ 23,512.50
Excavation for and Installation of: Splice Box 40"X50"X22"	6	\$ 750.00	\$ 3,000.00	\$ 4,644.00	\$ 18,576.00	\$ 2,812.50	\$ 11,250.00
Conduit/ft. (Material and Installation) 1 1/4" (Orange) w/ pull line	9362	\$ 12.00	\$107,848.00	\$ 0.86	\$ 7,729.11	\$ 57.38	\$515,693.19
Conduit/ft. (Material and Installation) 2"	5879	\$ 24.00	\$ 81,872.00	\$ 1.51	\$ 5,151.11	\$ 79.88	\$272,497.31
Conduit/ft. (Material and Installation) 4"	6572	\$ 45.00	\$294,435.00	\$ 4.83	\$ 31,602.69	\$ 102.38	\$669,872.34
Conduit/ft. (Material and Installation) 5"	0	\$ 38.00	\$ 2,660.00	\$ 9.34	\$ 653.80	\$ 102.38	\$ 7,166.60
Conduit/ft. (Material and Installation) 6"	0	\$ 54.00	\$ -	\$ 13.18	\$ -	\$ 124.88	\$ -
Bore/Ream Size/ft. 3"	0	\$ 14.00	\$ -	\$ 21.82	\$ -	\$ 101.25	\$ -
Bore/Ream Size/ft. 4"	1644	\$ 17.00	\$ 55,646.67	\$ 26.58	\$ 87,005.20	\$ 101.25	\$331,425.00
Bore/Ream Size/ft. 6"	4157	\$ 19.50	\$ 68,763.50	\$ 30.55	\$107,729.48	\$ 123.75	\$436,383.75
Bore/Ream Size/ft. 8"	4036	\$ 21.00	\$ 26,691.00	\$ 35.14	\$ 44,662.94	\$ 146.25	\$185,883.75
Bore/Ream Size/ft. 10"	1135	\$ 32.00	\$ 34,858.67	\$ 40.45	\$ 44,063.53	\$ 146.25	\$159,315.00
Bore/Ream Size/ft. 12"	204	\$ 34.00	\$ 28,877.33	\$ 46.55	\$ 39,536.47	\$ 191.25	\$162,435.00
Bore/Ream Size/ft. 14"	116	\$ 40.00	\$ -	\$ 53.55	\$ -	\$ 236.25	\$ -
Bore/Ream Size/ft. 18"	93	\$ 60.00	\$ -	\$ 61.60	\$ -	\$ 326.25	\$ -
Tie into Existing Manhole First Conduit	14	\$2,100.00	\$ 26,600.00	\$ 4,644.00	\$ 58,824.00	\$ 2,812.50	\$ 35,625.00
Tie into Existing Manhole Additional Conduits	14	\$ 800.00	\$ 7,733.33	\$ 504.00	\$ 4,872.00	\$ 2,475.00	\$ 23,925.00
Tie into Existing Splice Box First Conduit	26	\$ 525.00	\$ 12,600.00	\$ 1,746.00	\$ 41,904.00	\$ 1,125.00	\$ 27,000.00
Tie into Existing Splice Box Additional Conduits	0	\$ 80.00	\$ 26.67	\$ 246.00	\$ 82.00	\$ 900.00	\$ 300.00
E-Loc Couplings or Approved Equivalent (Material and Labor): 1 1/4"	26	\$ 20.00	\$ 453.33	\$ 7.97	\$ 180.65	\$ 16.88	\$ 382.61
E-Loc Couplings or Approved Equivalent (Material and Labor): 2"	17	\$ 24.00	\$ 360.00	\$ 16.04	\$ 240.60	\$ 24.75	\$ 371.25
E-Loc Couplings or Approved Equivalent (Material and Labor): 4"	64	\$ 40.00	\$ 2,493.33	\$ 32.06	\$ 1,998.41	\$ 67.50	\$ 4,207.50
E-Loc Couplings or Approved Equivalent (Material and Labor): 5"	0	\$ 42.00	\$ 70.00	\$ 57.87	\$ 96.45	\$ 101.25	\$ 168.75
E-Loc Couplings or Approved Equivalent (Material and Labor): 6"	0	\$ 46.00	\$ 30.67	\$ 75.06	\$ 50.04	\$ 146.25	\$ 97.50
Fusion Butt Splice (Material and Labor): 2"	0	\$ 325.00	\$ -	\$ 602.21	\$ -	\$ 36.00	\$ -
Fusion Butt Splice (Material and Labor): 4"	0	\$ 375.00	\$ 125.00	\$ 927.45	\$ 309.15	\$ 90.00	\$ 30.00

Fusion Butt Splice (Material and Labor): 5"	0	\$ 425.00	\$ -	\$ 1,273.36	\$ -	\$ 168.75	\$ -
Fusion Butt Splice (Material and Labor): 6"	0	\$ 475.00	\$ -	\$ 1,816.08	\$ -	\$ 213.75	\$ -
2" – 18" Sweep 90° Bends (Material Only, Steel)	4	\$ 75.00	\$ 300.00	\$ 187.71	\$ 750.84	\$ 290.25	\$ 1,161.00
2" – 18" Sweep 90° Bends (Material Only, PVC)	3	\$ 32.00	\$ 42.67	\$ 50.20	\$ 66.93	\$ 56.25	\$ 75.00
2" – 18" Sweep 90° Bends (Installation Only)	6	\$ 34.00	\$ 181.33	\$ 436.42	\$ 2,327.57	\$ 112.50	\$ 600.00
2" – 24" Sweep 90° Bends (Material Only, Steel)	0	\$ 85.00	\$ -	\$ 230.04	\$ -	\$ 348.75	\$ -
2" – 24" Sweep 90° Bends (Material Only, PVC)	1	\$ 45.00	\$ 135.00	\$ 56.58	\$ 169.74	\$ 51.75	\$ 155.25
2" – 24" Sweep 90° Bends (Installation Only)	2	\$ 65.00	\$ 151.67	\$ 436.42	\$ 1,018.31	\$ 135.00	\$ 315.00
2" 10' Steel Conduit w/coupling (Material Only)	5	\$ 190.00	\$ 823.33	\$ 163.26	\$ 707.46	\$ 303.75	\$ 1,316.25
2" 10' Steel Conduit w/coupling (Installation Only)	5	\$ 65.00	\$ 260.00	\$ 436.42	\$ 1,745.68	\$ 54.00	\$ 216.00
2" 10' PVC Conduit w/coupling (Material Only)	1	\$ 55.00	\$ 110.00	\$ 18.34	\$ 36.68	\$ 33.75	\$ 67.50
2" 10' PVC Conduit w/coupling (Installation Only)	1	\$ 55.00	\$ 91.67	\$ 290.85	\$ 484.75	\$ 29.25	\$ 48.75
4" – 24" Sweep 90° Bends (Material Only, Steel)	5	\$ 210.00	\$ 1,750.00	\$ 581.43	\$ 4,845.25	\$ 765.00	\$ 6,375.00
4" – 24" Sweep 90° Bends (Material Only, PVC)	28	\$ 70.00	\$ 2,006.67	\$ 62.93	\$ 1,803.99	\$ 157.50	\$ 4,515.00
4" – 24" Sweep 90° Bends (Installation Only)	34	\$ 65.00	\$ 2,426.67	\$ 436.42	\$ 16,293.01	\$ 53.25	\$ 1,988.00
4" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 300.00	\$ 100.00	\$ 550.79	\$ 183.60	\$ 1,012.50	\$ 337.50
4" – 36" Sweep 90° Bends (Material Only, PVC)	21	\$ 85.00	\$ 736.67	\$ 150.17	\$ 1,301.47	\$ 90.00	\$ 780.00
4" – 36" Sweep 90° Bends (Installation Only)	21	\$ 105.00	\$ 910.00	\$ 436.42	\$ 3,782.31	\$ 90.00	\$ 780.00
4" 10' Steel Conduit w/coupling (Material Only)	12	\$ 380.00	\$ 3,166.67	\$ 483.09	\$ 4,025.75	\$ 810.00	\$ 6,750.00
4" 10' Steel Conduit w/coupling (Installation Only)	12	\$ 70.00	\$ 583.33	\$ 436.42	\$ 3,636.83	\$ 168.75	\$ 1,406.25
4" 10' PVC Conduit w/coupling (Material Only)	23	\$ 170.00	\$ 3,060.00	\$ 50.36	\$ 906.48	\$ 85.50	\$ 1,539.00
4" 10' PVC Conduit w/coupling (Installation Only)	23	\$ 50.00	\$ 866.67	\$ 290.96	\$ 5,043.31	\$ 67.50	\$ 1,170.00
5" – 36" Sweep 90° Bends (Material Only, Steel)	0	\$ 825.00	\$ -	\$ 928.80	\$ -	\$ 1,710.00	\$ -
5" – 36" Sweep 90° Bends (Material Only, PVC)	0	\$ 200.00	\$ -	\$ 214.42	\$ -	\$ 303.75	\$ -
5" – 36" Sweep 90° Bends (Installation Only)	0	\$ 70.00	\$ -	\$ 1,163.80	\$ -	\$ 213.75	\$ -
5" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$ 1,050.00	\$ 350.00	\$ 980.39	\$ 326.80	\$ 2,250.00	\$ 750.00
5" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 250.00	\$ -	\$ 267.95	\$ -	\$ 540.00	\$ -
5" – 48" Sweep 90° Bends (Installation Only)	0	\$ 70.00	\$ 23.33	\$ 1,163.80	\$ 387.93	\$ 146.25	\$ 48.75
5" 10' Steel Conduit w/coupling (Material Only)	0	\$ 600.00	\$ -	\$ 907.77	\$ -	\$ 1,665.00	\$ -
5" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 70.00	\$ -	\$ 581.90	\$ -	\$ 191.25	\$ -
5" 10' PVC Conduit w/coupling (Material Only)	0	\$ 190.00	\$ -	\$ 70.95	\$ -	\$ 382.50	\$ -
5" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 70.00	\$ -	\$ 436.42	\$ -	\$ 191.25	\$ -
6" – 48" Sweep 90° Bends (Material Only, Steel)	0	\$ 900.00	\$ -	\$ 1,255.22	\$ -	\$ 2,092.50	\$ -
6" – 48" Sweep 90° Bends (Material Only, PVC)	0	\$ 320.00	\$ -	\$ 292.13	\$ -	\$ 157.50	\$ -
6" – 48" Sweep 90° Bends (Installation Only)	0	\$ 70.00	\$ -	\$ 1,454.75	\$ -	\$ 191.25	\$ -
6" – 60" Sweep 90° Bends (Material Only, Steel)	0	\$ 1,700.00	\$ -	\$ 1,326.27	\$ -	\$ 2,475.00	\$ -

6" – 60" Sweep 90° Bends (Material Only, PVC)	0	\$ 280.00	\$ -	\$ 319.34	\$ -	\$ 382.50	\$ -
6" – 60" Sweep 90° Bends (Installation Only)	0	\$ 70.00	\$ -	\$ 1,454.75	\$ -	\$ 236.25	\$ -
6" 10' Steel Conduit w/coupling (Material Only)	0	\$ 700.00	\$ -	\$ 1,184.16	\$ -	\$ 2,250.00	\$ -
6" 10' Steel Conduit w/coupling (Installation Only)	0	\$ 70.00	\$ -	\$ 1,454.75	\$ -	\$ 258.75	\$ -
6" 10' PVC Conduit w/coupling (Material Only)	0	\$ 300.00	\$ -	\$ 93.00	\$ -	\$ 213.75	\$ -
6" 10' PVC Conduit w/coupling (Installation Only)	0	\$ 70.00	\$ -	\$ 509.17	\$ -	\$ 236.25	\$ -
2" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.10	\$ -	\$ 1.06	\$ -	\$ 2.03	\$ -
4" Color Coded (Markup for red color or striped conduits, cost per foot)	324	\$ 2.10	\$ 2,798.60	\$ 5.87	\$ 7,822.75	\$ 8.66	\$ 11,540.89
5" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.10	\$ -	\$ 7.01	\$ -	\$ 11.03	\$ -
6" Color Coded (Markup for red color or striped conduits, cost per foot)	0	\$ 2.10	\$ -	\$ 13.27	\$ -	\$ 16.88	\$ -
Foreman Hourly Labor Rates:	187	\$ 195.00	\$ 33,442.50	\$ 152.75	\$ 26,196.63	\$ 506.25	\$ 86,821.88
Laborer Hourly Labor Rates:	547	\$ 145.00	\$ 78,082.50	\$ 146.87	\$ 79,089.50	\$ 450.00	\$ 242,325.00
Pickup Truck Hourly Equipment Rates:	350	\$ 65.00	\$ 23,096.67	\$ 30.56	\$ 10,858.99	\$ 56.25	\$ 19,987.50
Dump Truck Hourly Equipment Rates:	0	\$ 95.00	\$ 1,425.00	\$ 35.25	\$ 528.75	\$ 101.25	\$ 1,518.75
Mini Excavator w/trailer Hourly Equipment Rates:	172	\$ 85.00	\$ 13,798.33	\$ 35.25	\$ 5,722.25	\$ 258.75	\$ 42,003.75
Air Compressor Hourly Equipment Rates:	21	\$ 55.00	\$ -	\$ 64.63	\$ -	\$ 270.00	\$ -
Install 4" steel pipe filled with concrete Traffic Ballards	0	\$ 850.00	\$ -	\$ 2,079.74	\$ -	\$ 1,237.50	\$ -
		\$	<b>1,131,300.43</b>	\$	<b>1,128,672.20</b>	\$	<b>3,623,320.07</b>



## Agenda Item Executive Summary

**TITLE:** Resolution No. R-49-2026 Approving a Contract with Garland/DBS, Inc. for Yards Roof Replacement Project (Adoption)

**PRESENTER:** Tom Powers

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**AGENDA DATE:** June 2, 2026

**CONSENT:** Yes

**ITEM TYPE:** Consent Agenda

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### ITEM HISTORY:

None.

### EXECUTIVE SUMMARY:

As part of the upcoming solar project at the yards, a portion of the solar panels will need to be installed where we currently have EPDM (ethylene propylene diene monomer) roofs. The existing EPDM roofs are over 20 years old and out of warranty. While the roofs may have some residual life left in them, they are not appropriate for solar installations. Therefore, the Village evaluated the existing EPDM and determined they should be converted to standing seam metal roofs to support the solar project.

Since the solar project is on an expedited timeline (solar panels have already been received) to ensure the receipt of tax credits, staff evaluated expedited project delivery options for the roof replacement. We were able to identify a Joint Purchasing contract under the Omnia Partners program to accelerate project delivery. The Omnia Program is compliant with the competitive procurement requirements of the Governmental Joint Purchasing Act 30 ILCS 525/0.01.

Through the Omnia program, staff reached out to Garland DBS to get a quote for the roof replacement. Garland DBS obtained quotes from roof contractors to provide the labor to install the new standing seam metal roofs. They also provided a quote to seal the remaining existing roof to help ensure this portion of the roof lasts as long as the solar system.

As part of the approved Omnia process, Garland administered an informal competitive process for obtaining quotes for the project. The scope was split into two main categories and the bid results for those categories were as follows:

1. Fluid Applied Restoration of the existing roofing to remain
  - Alloy Architectural \$113,643

- Riddiford Roofing \$119,822
  - Knickerbocker Roofing \$140,803
2. Replacement of existing EPDM roofing with new metal standing seam
- Alloy Architectural \$850,210
  - Riddiford Roofing \$1,078,408
  - Knickerbocker Roofing \$1,321,012

The total project cost, including architectural drawings for permit, record and contingency allowance is \$1,068,853.00. As with all contingency allowances, if it is not needed or used, the amount will be deducted from the final contract amount. Potential contingency items include: additional insulation, wet existing insulation, replacement of deteriorated wood nailers, among other items. These items are unknowable until the existing roof deck is opened up.

This project was planned for the FY2027 Budget; however, the Village has the financial capacity to move forward this year. The updated timeline for the Willow Road project creates \$1.3 million in General Fund budget capacity in 2026, and staff proposes to utilize a portion of that capacity to fund this project.

**RECOMMENDATION:**

Consider adopting Resolution No. R-49- 2026, awarding a contract to Garland/DBS, Inc. for the Yards Roof Replacement Project in the amount of \$1,068,853.00

**ATTACHMENTS:**

1. Attachment 1 - Resolution No. R-49-2026: Approving a Contract with Garland/DBS, Inc. for Yards Roof Replacement Project
2. Attachment 2 - Garland/DBS, Inc. Roofing Material and Services Proposal
3. Attachment 3 - Project Manual: 2026 Public Works - Roof Project

**RESOLUTION NO. R-49-2026**

**A RESOLUTION APPROVING A CONTRACT WITH GARLAND/DBS, INC.  
FOR YARDS ROOF REPLACEMENT PROJECT**

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

**WHEREAS**, the Village has identified the need to replace certain roofing at the Yards Solar Project to support the installation of solar equipment and preserve the Village's eligibility for available tax-credit benefits ("**Roof Replacement**"); and

**WHEREAS**, the Village is eligible to participate in Omnia Partners ("**Omnia**") purchasing cooperative, which permits local governments to purchase and lease commodities and services according to contracts negotiated by Omnia, resulting in significant savings for the Village; and

**WHEREAS**, Omnia sought bids for the award of contract for the Roof Replacement ("**Contract**"); and

**WHEREAS**, Omnia identified Garland/DBS, Inc. ("**Vendor**"), as the low responsible bidder for the Contract; 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 approve the procurement of the Roof Replacement from the Vendor, in accordance with the 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 CONTRACT.** The Village Council hereby approves the Contract between the Village and the Vendor in substantially the same form as attached as **Exhibit A** and in a final form approved by the Village Attorney.

**SECTION 3. EXECUTION OF CONTRACT.** 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, the final Contract approved by the Village Attorney in accordance with Section 2 of this Resolution.

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

[SIGNATURE PAGE FOLLOWS]

**ADOPTED** this 2nd day of June, 2026, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Signed

\_\_\_\_\_  
Village President

Countersigned:

\_\_\_\_\_  
Village Clerk

**EXHIBIT A**  
**CONTRACT**

25.14.260379

**CONTRACT BETWEEN  
VILLAGE OF WINNETKA  
AND  
GARLAND/DBS, INC.  
FOR ROOF REPLACEMENT PROJECT**

**CONTRACT BETWEEN  
VILLAGE OF WINNETKA  
AND  
GARLAND/DBS, INC.  
FOR ROOF REPLACEMENT PROJECT**

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**CONTRACTOR'S CERTIFICATION**

**ATTACHMENT A** – Supplemental Schedule of Contract Terms

**ATTACHMENT B** – Scope of Services

**ATTACHMENT C** - Garland Project Manual

**ATTACHMENT D** – Garland Bid Summary dated \_\_\_\_\_

**APPENDIX 1** - Prevailing Wage Ordinance

**PERFORMANCE BOND**

**LABOR AND MATERIAL PAYMENT BOND**

**CONTRACT BETWEEN  
VILLAGE OF WINNETKA  
AND  
GARLAND/DBS, INC.  
FOR ROOF REPLACEMENT PROJECT**

In consideration of the mutual promises set forth below, the Village of Winnetka, 510 Green Bay Road, Winnetka, Illinois 60093, a home rule municipal corporation ("Owner"), and GARLAND/DBS, INC. located 3800 East 91st Street, Cleveland, Ohio 44105, a corporation ("Contractor"), make this Contract as of the \_\_\_ day of \_\_\_\_\_, 2026, and hereby agree as follows:

**ARTICLE I  
THE WORK**

**1.1 Performance of the Work**

Contractor shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Work":

1. Design Services. Perform, perform and complete, in the manner described and specified in this Contract, all necessary work, labor, and services necessary to design ("Design Services") the Project for the Work Site, as defined in Attachment A, in accordance with the terms of this Contract, the Scope of Services attached hereto as Attachment B; Project Manual, Roofing Material & Services Proposal attached as Attachment C1 through C3; and the Special Project Requirements attached hereto as Attachment D.

2. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and other means and items necessary to accomplish the Project at the Work Site, in accordance with the Scope of Services and the Special Project Requirements.

3. Permits. Except as otherwise provided in Attachment A, procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith.

4. Bonds and Insurance. Procure and furnish all Bonds and all certificates and policies of insurance specified in this Contract.

5. Taxes. Pay all applicable federal, state, and local taxes.

6. Miscellaneous. Do all other things required of Contractor by this Contract, including, without limitation, arranging for utility and other services needed for the Work and for testing, including the installation of temporary utility lines, wiring, switches, fixtures, hoses, connections,

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and meters, and providing sufficient sanitary conveniences and shelters to accommodate all workers and all personnel of Owner engaged in the Work.

7. Quality. Provide, perform and complete all of the foregoing in a proper, professional, and workmanlike manner, consistent with the highest standards of professional and construction practices and in full compliance with, and as required by or pursuant to, this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged and first quality equipment, materials and supplies.

**1.2 Commencement and Completion Dates**

A. Commencement and Completion Dates. Contractor shall commence the Work not later than the "Commencement Date" set forth in Attachment A and shall diligently and continuously prosecute the Work at such a rate as will allow the Work to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date," and all Interim Dates set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

B. Construction Commencement Date. Notwithstanding anything to the contrary in Subsection 1.2A of this Contract, Contractor shall not commence construction of the Project until Owner has approved all required submittals.

**1.3 Required Submittals**

A. Submittals Required. Contractor shall submit to Owner all documents, data, and information specifically required to be submitted by Contractor under this Contract and shall, in addition, submit to Owner all such drawings, specifications, descriptive information, and engineering documents, data, and information as may be required, or as may be requested by Owner, to show the details of the Work, including a complete description of all equipment, materials, and supplies to be provided under this Contract ("Required Submittals"). Such details shall include, but shall not be limited to, design data, structural and operating features, principal dimensions, space required or provided, clearances required or provided, type and brand of finish, and all similar matters, for all components of the Work.

B. Signature and Seal. All submittals provided by Contractor to Owner pursuant to the Scope of Services, including without limitation, all drawings, calculations, specifications, certifications, shop drawings and other submittals, shall contain the signature and seal of the licensed design professional preparing them. Submittals related to the Work designed or certified by the licensed design professionals, if prepared by others, shall bear the licensed design professional's written approval. The Owner and its consultants, agents, and assigns shall be entitled to rely upon the adequacy, accuracy and completeness of the Work, certifications and approvals performed by such design professionals.

C. Deviations. All submittals that contain deviations from this Contract shall be accompanied with a report identifying such deviations and an explanation for each deviation. No deviations shall be deemed accepted by Owner unless explicitly accepted by Owner in a Change Order.

D. Number and Format. Contractor shall provide three complete sets for each Required Submittal. All Required Submittals, except drawings, shall be prepared on white 8-1/2 inch by 11-inch paper. Three 11" x 17" prints of each drawing shall be provided. All drawings shall be clearly

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marked in the lower right-hand corner with the project name and names of Owner and Contractor and latest revision date.

E. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in this Contract for their submission or, if no time for submission is specified, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of the part of the Work to which they relate and prior to the purchase of any equipment, materials, or supplies that they describe. Owner shall have the right to require such corrections as may be necessary to make such submittals conform to this Contract. All such submittals shall, after final processing and review with no exception noted by Owner, become a part of this Contract. No Work related to any submittal shall be performed by Contractor until Owner has completed review of such submittal with no exception noted. Owner's review and stamping of any Required Submittal shall be for the sole purpose of examining the general management, design, and details of the proposed Work, shall not relieve Contractor of the entire responsibility for the performance of the Work in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

F. Responsibility for Delay. Contractor shall be responsible for any delay in the Work due to delay in providing Required Submittals conforming to this Contract.

**1.4 Review and Interpretation of Contract Provisions**

Contractor represents and warrants that it has carefully reviewed this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract. Contractor shall, at no increase in the Contract Price, provide professional services, workmanship, equipment, materials, and supplies that fully conform to this Contract. Whenever any equipment, materials or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function and quality desired.

Contractor shall promptly notify Owner of any discrepancy, error, omission, ambiguity, or conflict among any of the provisions of this Contract before proceeding with any Work affected thereby. If Contractor fails to give such notice to Owner, then the subsequent decision of Owner as to which provision of this Contract shall govern shall be final, and any corrective work required shall not entitle Contractor to any damages, to any compensation in excess of the Contract Price, or to any delay or extension of the Contract Time.

When the equipment, materials, or supplies furnished by Contractor cannot be installed as specified in this Contract, Contractor shall, without any increase in the Contract Price, make all modifications required to properly install the equipment, materials, or supplies. Any such modification shall be subject to the prior review and consent of Owner.

**1.5 Conditions at the Work Site; Record Drawings**

Contractor represents and warrants that it has had a sufficient opportunity to conduct a thorough investigation of the Work Site and the surrounding area and has completed such investigation to its satisfaction. Contractor shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time based upon conditions found at, or in the vicinity of, the Work Site. When information pertaining to subsurface,

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underground or other concealed conditions, soils analysis, borings, test pits, utility locations or conditions, buried structures, condition of existing structures and other investigations is or has been provided by Owner, or is or has been otherwise made available to Contractor by Owner, such information is or has been provided or made available solely for the convenience of Contractor and is not part of this Contract. Owner assumes no responsibility whatever in respect to the sufficiency or accuracy of such information, and there is no guaranty or warranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work or the Work Site, or that the conditions indicated are representative of those existing at any particular location, or that the conditions indicated may not change, or that unanticipated conditions may not be present.

Contractor shall be solely responsible for locating all wet roofing insulation and notifying the Owner prior to the start of work. Contractor shall check all dimensions, elevations, and quantities indicated in this Contract within the same time period as set forth above. Contractor shall lay out the Work in accordance with this Contract and shall establish and maintain such locations, lines and levels. Wherever pre-existing work is encountered, Contractor shall verify and be responsible for dimensions and location of such pre-existing work. Contractor shall notify Owner of any discrepancy between the dimensions, elevations and quantities indicated in this Contract and the conditions of the Work Site or any other errors, omissions or discrepancies which Contractor may discover during such inspections. Full instructions will be furnished by Owner should such error, omission, or discrepancy be discovered, and Contractor shall carry out such instructions as if originally specified and without any increase in Contract Price.

Before Final Acceptance of the Work, Contractor shall submit to Owner two sets of Drawings of Record, unless a greater number is specified elsewhere in this Contract, indicating all field deviations from the Contract.

**1.6 Technical Ability to Perform**

Contractor represents and warrants that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff, to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

**1.7 Financial Ability to Perform**

Contractor represents and warrants that it is financially solvent, and Contractor has the financial resources necessary to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

**1.8 Time**

Contractor represents and warrants that it is ready, willing, able and prepared to begin the Work on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Work in full compliance with, and as required by or pursuant to, this Contract for the Contract Price, all with due regard to all natural and man-made conditions that may affect the Work or the Work Site and all difficulties, hindrances, and delays that may be incident to the Work.

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**1.9 Safety at the Work Site**

Contractor shall be solely and completely responsible for providing and maintaining safe conditions at the Work Site, including the safety of all persons and property during performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

Contractor shall conduct all of its operations without interruption or interference with vehicular and pedestrian traffic on public and private rights-of-way, unless it has obtained permits therefor from the proper authorities. If any public or private right-of-way shall be rendered unsafe by Contractor's operations, Contractor shall make such repairs or provide such temporary ways or guards as shall be acceptable to the proper authorities.

**1.10 Cleanliness of the Work Site and Environs**

Contractor shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.

**1.11 Damage to the Work, the Work Site, and Other Property**

The Work and everything pertaining thereto shall be provided, performed, completed, and maintained at the sole risk and cost of Contractor from the Commencement Date until Final Payment. Contractor shall be fully responsible for the protection of all public and private property and all persons. Without limiting the foregoing, Contractor shall, at its own cost and expense, provide all permanent and temporary shoring, anchoring and bracing required by the nature of the Work in order to make all parts absolutely stable and rigid, even when such shoring, anchoring and bracing is not explicitly specified, and support and protect all buildings, bridges, roadways, conduits, wires, water pipes, gas pipes, sewers, pavements, curbs, sidewalks, fixtures and landscaping of all kinds and all other public or private property that may be encountered or endangered in providing, performing and completing the Work. Contractor shall have no claim against Owner because of any damage or loss to the Work or to Contractor's equipment, materials, or supplies from any cause whatsoever, including damage or loss due to simultaneous work by others. Contractor shall, promptly and without charge to Owner, repair or replace, to the satisfaction of Owner, any damage done to, and any loss suffered by, the Work and any damage done to, and any loss suffered by, the Work Site or other property as a result of the Work. Notwithstanding any other provision of this Contract, Contractor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Contractor, to indemnify, hold harmless, or reimburse Contractor for the cost of any repair or replacement work required by this Section.

**1.12 Subcontractors and Suppliers**

A. Approval and Use of Subcontractors and Suppliers. Contractor shall perform the Work with its own personnel (and approved subcontractors) and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors, suppliers, and subcontracts used by Contractor shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor, supplier, and

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subcontract shall not relieve Contractor of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with, and as required by or pursuant to, this Contract. All Work performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Contractor. Every reference in this Contract to "Contractor" shall be deemed also to refer to all subcontractors and suppliers of Contractor. Every subcontract shall include a provision binding the subcontractor or supplier to all provisions of this Contract.

B. Removal of Subcontractors and Suppliers. If any subcontractor or supplier fails to perform the part of the Work undertaken by it in a manner satisfactory to Owner, Contractor shall immediately upon notice from Owner terminate such subcontractor or supplier. Contractor shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination.

**1.13 Simultaneous Work By Others**

Owner shall have the right to perform or have performed such other work as Owner may desire in, about, or near the Work Site during the performance of the Work by Contractor. Contractor shall make every reasonable effort to perform the Work in such manner as to enable both the Work and such other work to be completed without hindrance or interference from each other. Contractor shall afford Owner and other contractors reasonable opportunity for the execution of such other work and shall properly coordinate the Work with such other work.

**1.14 Occupancy Prior to Final Payment**

Owner shall have the right, at its election, to occupy, use, or place in service any part of the Work prior to Final Payment. Such occupancy, use, or placement in service shall be conducted in such manner as not to damage any of the Work or to unreasonably interfere with the progress of the Work. No such occupancy, use, or placement in service shall be construed as an acceptance of any of the Work or a release or satisfaction of Contractor's duty to insure and protect the Work, nor shall it, unless conducted in an unreasonable manner, be considered as an interference with Contractor's provision, performance, or completion of the Work.

**1.15 Owner's Right to Terminate or Suspend Work for Convenience**

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Work in whole or in part at any time by written notice to Contractor. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Work under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, cancel any outstanding orders or subcontracts that may be cancelled, and take any action necessary to protect any property in its possession in which Owner has or may acquire any interest and to dispose of such property in such manner as may be directed by Owner.

B. Payment for Completed Work. In the event of any termination pursuant to Subsection 1.15A above, Owner shall pay Contractor (1) such direct costs, excluding overhead, as Contractor shall have paid or incurred for all Work done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination together with ten percent of such costs for overhead and profit; and (2) such other costs pertaining to the Work, exclusive of overhead and profit, as Contractor may have reasonably and necessarily incurred as the result of

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such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

**ARTICLE II  
CHANGES AND DELAYS**

**2.1 Changes**

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Work, the Work Site, and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, an equitable adjustment in the Contract Price or Contract Time may be made. All claims by Contractor for an equitable adjustment in either the Contract Price or the Contract Time shall be made within five business days following receipt of such Change Order, and shall, if not made prior to such time, be conclusively deemed to have been waived. No decrease in the amount of the Work caused by any Change Order shall entitle Contractor to make any claim for damages, anticipated profits, or other compensation. Any Change Order that authorizes or necessitates an increase in fifty per cent or more in (a) the original Contract Price or (b) the original prices of any subcontractor under this Contract, shall be subject to bidding in the same manner as the original Contract or subcontract was bid.

**2.2 Delays**

A. Extensions for Unavoidable Delays. For any delay that may result from causes that could not be avoided or controlled by Contractor, Contractor shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Work.

B. No Compensation for Delays. No payment, compensation, damages, or adjustment of any kind, other than the extension of the Contract Time provided in Subsection 2.2A above, shall be made to, or claimed by, Contractor because of hindrances or delays from any cause in the commencement, prosecution, or completion of the Work, whether caused by Owner or any other party and whether avoidable or unavoidable.

**ARTICLE III  
CONTRACTOR'S RESPONSIBILITY FOR DEFECTIVE WORK**

**3.1 Inspection; Testing; Correction of Defects**

A. Inspection. Until Final Payment, all parts of the Work shall be subject to inspection and testing by Owner or its designated representatives. Contractor shall furnish, at its own expense, all reasonable access, assistance, and facilities required by Owner for such inspection and testing.

B. Re-Inspection. Re-inspection and re-testing of any Work may be ordered by Owner at any time, and, if so ordered, any covered or closed Work shall be uncovered or opened by Contractor. If the Work is found to be in full compliance with this Contract, then Owner shall pay the cost of uncovering, opening, re-inspecting, or re-testing, as the case may be. If such Work is not in full compliance with this Contract, then Contractor shall pay such cost.

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C. Correction. Until Final Payment, Contractor shall, promptly and without charge, repair, correct, or replace all or any part of the Work that is defective, damaged, flawed, or unsuitable or that in any way fails to conform strictly to the requirements of this Contract.

**3.2 Warranty of Work**

A. Scope of Warranty for Work. Contractor warrants that the Work, including the Design Services, and all of its components shall be free from defects and flaws in design; shall strictly conform to the requirements of this Contract; shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract; and shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized contractors in performing services of a similar nature in existence at the time of performance of the Work. The warranty herein expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Corrections to Work. Contractor shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Contractor shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Design Services necessary as a result of Contractor's errors, omissions, negligent acts, or failure to meet the warranties in Section 3.2A.

C. Scope of Warranty for Work. Contractor warrants that the Work and all of its components shall be free from defects and flaws in design, workmanship, and materials; shall strictly conform to the requirements of this Contract; and shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract. The warranty herein expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

D. Length of Warranty; Repairs; Extension of Warranty. Contractor shall, promptly and without charge, correct any failure to fulfill the above warranties that may be discovered or develop at any time within one year after Final Payment or such longer period as may be prescribed in Attachment B or Attachment C to this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Contractor's obligation to correct Work shall be extended for a period of one year from the date of such repair or replacement. The time period established in this Subsection 3.2D relates only to the specific obligation of Contractor to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Contractor has under this Contract.

E. Subcontractor and Supplier Warranties. Whenever Attachment B or Attachment C requires a subcontractor or supplier to provide a guaranty or warranty, Contractor shall be solely responsible for obtaining said guaranty or warranty in form satisfactory to Owner and assigning said warranty or guaranty to Owner. Acceptance of any assigned warranties or guaranties by Owner shall be a precondition to Final Payment and shall not relieve Contractor of any of its guaranty or warranty obligations under this Contract.

**3.3 Owner's Right to Correct**

If, within five business days after Owner gives Contractor notice of any defect, damage, flaw, unsuitability, nonconformity, or failure to meet warranty subject to correction by Contractor pursuant to Section 3.1 or Section 3.2 of this Contract, Contractor neglects to make, or undertake

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with due diligence to make, the necessary corrections, then Owner shall be entitled to make, either with its own forces or with contract forces, the corrections and to recover from Contractor all reasonable resulting costs, expenses, losses, or damages, including attorneys' fees and administrative expenses.

**3.4 Risk of Loss.**

The Work and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Contractor. Contractor shall be responsible for any and all damages to property or persons as a result of Contractor's errors, omissions, negligent acts, or failure to meet warranty and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Work as a result of any such errors, omissions, negligent acts or failure to meet warranty. Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.4 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Contractor, to indemnify, hold harmless or reimburse Contractor for such damages, losses or costs.

**ARTICLE IV  
FINANCIAL ASSURANCES**

**4.1 Bonds**

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide a Performance Bond and a Labor and Material Payment Bond, on forms provided by Owner, from a surety company licensed to do business in the State of Illinois with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide, each in the penal sum of the Contract Price ("Bonds"). Contractor shall, at all times while providing, performing, or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the Bonds required hereunder.

**4.2 Insurance**

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide certificates and policies of insurance evidencing the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion, however, the Work may not begin until such policies are submitted. Such policies shall be in a form, and from companies, acceptable to Owner and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner. Contractor shall, at all times while providing, performing, or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the minimum insurance coverages and limits set forth in Attachment A.

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**4.3 Indemnification**

Contractor shall indemnify, save harmless, and defend Owner and all of its elected and appointed officials, officers, employees, attorneys, agents, and representatives against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Contractor, except to the extent caused by the sole negligence of Owner. The provision of insurance as provided in this Contract shall not be a limit on the Contractor's obligation under this Section 4.3.

**ARTICLE V  
PAYMENT**

**5.1 Contract Price**

Owner shall pay to Contractor, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Contractor shall accept in full satisfaction for providing, performing, and completing the Work, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

**5.2 Taxes and Benefits**

Owner is exempt from and shall not be responsible to pay, or reimburse Contractor for, any state or local sales, use, or excise taxes. The Contract Price includes all other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, or premium is hereby waived and released by Contractor.

**5.3 Progress Payments**

A. Payment in Installments. The Contract Price shall be paid in monthly installments in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Contractor shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner a pay request in the form provided by Owner ("Pay Request"). The first Pay Request shall be submitted not sooner than 30 days following commencement of the Work. Owner may, by written notice to Contractor, designate a specific day of each month on or before which Pay Requests must be submitted. Each Pay Request shall include (a) Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and (b) Contractor's certification that all prior Progress Payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

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C. Certified Payroll Records. Contractor shall submit to Owner, on a monthly basis, the certified payroll records required by Section 5 of the Prevailing Wage Act, as amended, 820 ILCS 130/5.

D. Work Entire. This Contract and the Work are entire and the Work as a whole is of the essence of this Contract. Notwithstanding any other provision of this Contract, each and every part of this Contract and of the Work are interdependent and common to one another and to Owner's obligation to pay all or any part of the Contract Price or any other consideration for the Work. Any and all Progress Payments made pursuant to this Article are provided merely for the convenience of Contractor and for no other purpose.

**5.4 Final Acceptance and Final Payment**

A. Notice of Completion. When the Work has been completed and is ready in all respects for acceptance by Owner, Contractor shall notify Owner and request a final inspection ("Notice of Completion"). Contractor's Notice of Completion shall be given sufficiently in advance of the Completion Date to allow for scheduling of the final inspection and for completion or correction before the Completion Date of any items identified by such inspection as being defective, damaged, flawed, unsuitable, nonconforming, incomplete, or otherwise not in full compliance with, or as required by or pursuant to, this Contract ("Punch List Work").

B. Punch List and Final Acceptance. The Work shall be finally accepted when, and only when, the whole and all parts thereof shall have been completed to the satisfaction of Owner in full compliance with, and as required by or pursuant to, this Contract. Upon receipt of Contractor's Notice of Completion, Owner shall make a review of the Work and notify Contractor in writing of all Punch List Work, if any, to be completed or corrected. Following Contractor's completion or correction of all Punch List Work, Owner shall make another review of the Work and prepare and deliver to Contractor either a written notice of additional Punch List Work to be completed or corrected or a written notice of final acceptance of the Work ("Final Acceptance").

C. Final Payment. As soon as practicable after Final Acceptance, Contractor shall submit to Owner a properly completed final Pay Request in the form provided by Owner ("Final Pay Request"). Owner shall pay to Contractor the balance of the Contract Price, after deducting therefrom all charges against Contractor as provided for in this Contract ("Final Payment"). Final Payment shall be made not later than 60 days after Owner approves the Final Pay Request. The acceptance by Contractor of Final Payment shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Work or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Work.

**5.5 Liens**

A. Title. Nothing in this Contract shall be construed as vesting in Contractor any right of property in any equipment, materials, supplies, and other items provided under this Contract after they have been installed in, incorporated into, attached to, or affixed to, the Work or the Work Site. All such equipment, materials, supplies, and other items shall, upon being so installed, incorporated, attached or affixed, become the property of Owner, but such title shall not release Contractor from its duty to insure and protect the Work in accordance with the requirements of this Contract.

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B. Waivers of Lien. Contractor shall, from time to time at Owner's request and in any event prior to Final Payment, furnish to Owner such receipts, releases, affidavits, certificates, and other evidence as may be necessary to establish, to the reasonable satisfaction of Owner, that no lien against the Work or the public funds held by Owner exists in favor of any person whatsoever for or by reason of any equipment, material, supplies, or other item furnished, labor performed, or other thing done in connection with the Work or this Contract ("Lien") and that no right to file any Lien exists in favor of any person whatsoever.

C. Removal of Liens. If at any time any notice of any Lien is filed, then Contractor shall, promptly and without charge, discharge, remove, or otherwise dispose of such Lien. Until such discharge, removal, or disposition, Owner shall have the right to retain from any money payable hereunder an amount that Owner, in its sole judgment, deems necessary to satisfy such Lien and to pay the costs and expenses, including attorneys' fees and administrative expenses, of any actions brought in connection therewith or by reason thereof.

D. Protection of Owner Only. This Section shall not operate to relieve Contractor's surety or sureties from any of their obligations under the Bonds, nor shall it be deemed to vest any right, interest, or entitlement in any subcontractor or supplier. Owner's retention of funds pursuant to this Section shall be deemed solely for the protection of its own interests pending removal of such Liens by Contractor, and Owner shall have no obligation to apply such funds to such removal but may, nevertheless, do so where Owner's interests would thereby be served.

**5.6 Deductions**

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Contractor is liable under this Contract; (3) state or local sales, use, or excise taxes from which Owner is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of subcontractors, suppliers, or other persons regardless of merit; (6) delay in the progress or completion of the Work; (7) inability of Contractor to complete the Work; (8) failure of Contractor to properly complete or document any Pay Request; (9) any other failure of Contractor to perform any of its obligations under this Contract; or (10) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.3 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.6A above until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Contractor under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Contractor under this Contract.

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C.

**ARTICLE VI  
DISPUTES AND REMEDIES**

**6.1 Dispute Resolution Procedure**

A. Notice of Disputes and Objections. If Contractor disputes or objects to any requirement, direction, instruction, interpretation, determination, or decision of Owner, Contractor may notify Owner in writing of its dispute or objection and of the amount of any equitable adjustment to the Contract Price or Contract Time to which Contractor claims it will be entitled as a result thereof; provided, however, that Contractor shall, nevertheless, proceed without delay to perform the Work as required, directed, instructed, interpreted, determined, or decided by Owner, without regard to such dispute or objection. Unless Contractor so notifies Owner within five business days after receipt of such requirement, direction, instruction, interpretation, determination, or decision, Contractor shall be conclusively deemed to have waived all such disputes or objections and all claims based thereon.

B. Negotiation of Disputes and Objections. To avoid and settle without litigation any such dispute or objection, Owner and Contractor agree to engage in good faith negotiations. Within three business days after Owner's receipt of Contractor's written notice of dispute or objection, a conference between Owner and Contractor shall be held to resolve the dispute. Within three business days after the end of the conference, Owner shall render its final decision, in writing, to Contractor. If Contractor objects to the final decision of Owner, then it shall, within three business days, give Owner notice thereof and, in such notice, shall state its final demand for settlement of the dispute. Unless Contractor so notifies Owner, Contractor shall be conclusively deemed (1) to have agreed to and accepted Owner's final decision and (2) to have waived all claims based on such final decision.

**6.2 Contractor's Remedies**

If Owner fails or refuses to satisfy a final demand made by Contractor pursuant to Section 6.1 of this Contract, or to otherwise resolve the dispute which is the subject of such demand to the satisfaction of Contractor, within ten days following receipt of such demand, then Contractor shall be entitled to pursue such remedies, not inconsistent with the provisions of this Contract, as it may have in law or equity.

**6.3 Owner's Remedies**

If it should appear at any time prior to Final Payment that Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract on or before the Completion Date, or has attempted to assign this Contract or Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Contractor's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

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1. Owner may require Contractor, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to remove from the Work Site any such Work; to accelerate all or any part of the Work; and to take any or all other action necessary to bring Contractor and the Work into strict compliance with this Contract.
2. Owner may perform or have performed all Work necessary for the accomplishment of the results stated in Paragraph 1 above and withhold or recover from Contractor all the reasonable cost and expense, including attorneys' fees and administrative costs, incurred by Owner in connection therewith.
3. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction in the Contract Price.
4. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.
5. Owner may, without terminating this Contract, terminate Contractor's rights under this Contract and, for the purpose of completing or correcting the Work, evict Contractor and take possession of all materials, plans, specifications, schedules, manuals, drawings, and other papers relating to the Work, whether at the Work Site or elsewhere, and either complete or correct the Work with its own forces or contracted forces, all at Contractor's expense.
6. Upon any termination of this Contract or of Contractor's rights under this Contract, and at Owner's option exercised in writing, any or all subcontracts and supplier contracts of Contractor shall be deemed to be assigned to Owner without any further action being required, but Owner shall not thereby assume any obligation for payments due under such subcontracts and supplier contracts for any Work provided or performed prior to such assignment.
7. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Contractor, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.
8. Owner may recover any damages suffered by Owner.

**6.4 Owner's Special Remedy for Delay**

If the Work is not completed by Contractor, in full compliance with, and as required by or pursuant to, this Contract, within the Contract Time or in accordance with the Project Schedule, as such times may be extended by Change Order, then Owner may invoke its remedies under Section 6.3 of this Contract or may, in the exercise of its sole and absolute discretion, permit Contractor to complete the Work but charge to Contractor, and deduct from any Progress or Final Payments, whether or not previously approved, administrative expenses and costs for each day completion of the Work is delayed beyond the Completion Date, computed on the basis of the "Per Diem Administrative Charge" set forth in Attachment A, as well as any additional damages caused by such delay.

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**6.5 Terminations and Suspensions Deemed for Convenience**

Any termination or suspension of Contractor's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.15 of this Contract.

**ARTICLE VII  
LEGAL RELATIONSHIPS AND REQUIREMENTS**

**7.1 Binding Effect**

This Contract shall be binding upon Owner and Contractor and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

**7.2 Relationship of the Parties**

Contractor shall act as an independent contractor in providing and performing the Work. Nothing in, nor done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Contractor or (2) except as provided in Paragraph 6.3(6) above, to create any relationship between Owner and any subcontractor or supplier of Contractor.

**7.3 No Collusion/Prohibited Interests**

A. No Collusion. Contractor hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in procuring this Contract, colluded with any other person, firm, or corporation, then Contractor shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

B. Prohibited Interests. Contractor hereby represents and warrants that neither Contractor nor any person affiliated with Contractor or that has an economic interest in Contractor or that has or will have an interest in the Work or will participate, in any manner whatsoever, in the Work is acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism, and neither Contractor nor any person affiliated with Contractor or that has an economic interest in Contractor or that has or will have an interest in the Work or will participate, in any manner whatsoever, in the Work is, directly or indirectly, engaged in, or facilitating, the Work on behalf of any such person, group, entity or nation.

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**7.4 Assignment**

Contractor shall not (1) assign this Contract in whole or in part, (2) assign any of Contractor's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Contractor.

**7.5 Confidential Information**

All information supplied by Owner to Contractor for or in connection with this Contract or the Work shall be held confidential by Contractor and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Work.

**7.6 Ownership of Contract Drawings**

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Contractor in connection with any or all of the Work (collectively, the "Design Documents"), including the Final Design, shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Design Documents shall be delivered promptly to Owner. Contractor shall have the right to retain copies of the Design Documents for its files. Contractor shall maintain files of all Design Documents unless Owner shall consent in writing to the destruction of the Design Documents. Contractor shall make, and shall cause all of its subcontractors to make, the Design Documents available for Owner's review, inspection and audit during the entire term of the Contract and for three years after termination of the Contract; provided, however, that prior to the disposal or destruction of the Design Documents by Contractor or any of its subcontractors following said three year period, Contractor shall give notice to Owner of any Design Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Contractor or any of its subcontractors not to dispose of or destroy said Design Documents and to require Contractor or any of its subcontractors to deliver same to Owner, at Owner's expense.

**7.7 No Waiver**

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Work by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Work, equipment, materials, or supplies, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Contractor; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

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**7.8 No Third Party Beneficiaries**

No claim as a third-party beneficiary under this Contract by any person, firm, or corporation other than Contractor shall be made or be valid against Owner.

**7.9 Notices**

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Winnetka  
510 Green Bay Road  
Winnetka, Illinois 60093  
Attention: Village Manager

Notices and communications to Contractor shall be addressed to, and delivered at, the following address:

GARLAND/DBS, INC.  
3800 East 91st Street  
Cleveland, Ohio 44105  
Attention: Evan Clark

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section, Owner and Contractor each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address shall be effective until actually received.

**7.10 Governing Laws**

This Contract and the rights of Owner and Contractor under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

**7.11 Changes in Laws**

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

**7.12 Compliance with Laws, Grants and Loans**

Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Work is provided, performed, and completed in accordance with all required governmental permits, licenses or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Prevailing Wage Act, 820 ILCS 130/0.01 et seq. (in furtherance of which, a copy of Owner's ordinance ascertaining the prevailing rate of wages in effect as of the date of this Contract has been attached as an Appendix to this Contract; if the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to this Contract); any other prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes, including, without limitation, the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 et seq.; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; and the Public Works Employment Discrimination Act, 775 ILCS 10/1 et seq.; and any statutes regarding safety or the performance of the Work, including the Illinois Underground Utility Facilities Damage Prevention Act, 220 ILCS 50/1 et seq., and the Occupational Safety and Health Act. Contractor shall also comply with all conditions of any federal, state, or local grant or loan received by Owner or Contractor with respect to this Contract or the Work.

Contractor shall 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 Contractor's, or its subcontractors' or suppliers', performance of, or failure to perform, the Work or any part thereof.

Contractor and its employees, agents, and subcontractors will comply with the Owner's Standard Operating Procedure No. 11-057 "No Weapons" effective May 13, 2014 at all times during the performance of the Work.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

**7.13 Compliance with Patents**

A. Assumption of Costs, Royalties, and Fees. Contractor shall pay or cause to be paid all costs, royalties, and fees arising from the use on, or the incorporation into, the Work, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions.

B. Effect of Contractor Being Enjoined. Should Contractor be enjoined from furnishing or using any equipment, materials, supplies, tools, appliances, devices, processes, or inventions supplied or required to be supplied or used under this Contract, Contractor shall promptly offer substitute equipment, materials, supplies, tools, appliances, devices, processes, or inventions in lieu thereof, of equal efficiency, quality, suitability, and market value, for review by Owner. If Owner should disapprove the offered substitutes and should elect, in lieu of a substitution, to have supplied, and to retain and use, any such equipment, materials, supplies, tools, appliances,

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

devices, processes, or inventions as may by this Contract be required to be supplied, Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for Owner to use such equipment, materials, supplies, tools, appliances, devices, processes, or inventions without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should Contractor neglect or refuse to make any approved substitution promptly, or to pay such royalties and secure such licenses as may be necessary, then Owner shall have the right to make such substitution, or Owner may pay such royalties and secure such licenses and charge the cost thereof against any money due Contractor from Owner or recover the amount thereof from Contractor and its surety or sureties notwithstanding that Final Payment may have been made.

**7.14 Time**

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

**7.15 Severability**

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

**7.16 Entire Agreement**

This Contract sets forth the entire agreement of Owner and Contractor with respect to the accomplishment of the Work and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Contractor with respect to the Work and the compensation therefor.

Nothing in this Contract shall be construed to waive or limit any aspect of Owner's lawful authority to regulate the activities of Contractor, its subcontractors' or any other person or to regulate the Work, the Work Site or any other matter falling within its lawful regulatory jurisdiction and powers. No review, inspection, test, audit, measurement, order, determination, decision, disapproval, approval, payment for or use or acceptance of the Work, or any other act or omission of Owner shall imply, create any interest in, be deemed to be the issuance of or require Owner to issue any license or permit to Contractor or any subcontractor.

**7.17 Amendments**

No modification, addition, deletion, revision, alteration or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Contractor.

IN WITNESS WHEREOF, Owner and Contractor have caused this Contract to be executed in five original counterparts as of the day and year first written above.

VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT

(SEAL)

Attest/Witness:

VILLAGE OF WINNETKA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title:

Title:

Attest/Witness:

GARLAND/DBS, INC.

By: \_\_\_\_\_

[Company's Witness]

By: \_\_\_\_\_

*Brian Lambert*

Title: \_\_\_\_\_

*Notary*

Title: \_\_\_\_\_

*President*



VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT

STATE OF <sup>0410</sup>ILLINOIS )  
COUNTY OF Cook ) SS

CONTRACTOR'S CERTIFICATION

Brian Lambert, being first duly sworn on oath, deposes and states that all statements herein made are made on behalf of Contractor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Contractor deposes, states, and certifies that Contractor is not barred from contracting with a 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 Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or the amount of tax, as set forth in 65 ILCS 5/11-42.1-1 et seq.; (ii) a violation of either Section 33E-3 or Section 33E-4 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.; or (iii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001.

DATED this 26 day of May, 2026.

By: [Redacted]  
[Company's Witness]

By: [Redacted]  
Brian Lambert

Title: Notary

Title: President



Subscribed and Sworn to before me this 26 day of 5, 2026.

My Commission Expires: 11-5-2026

[Redacted]  
Notary Public



**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

**ATTACHMENT A**

**SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS**

1. **Project:** Refer to attached project manual and proposal by Garland DBS

2. **Work Site:** 1390 Willow ROAD, Winnetka, IL

3. **Permits, Licenses, Approvals, and Authorizations:**

Contractor shall obtain all required governmental permits, licenses, approvals, and authorizations, no exceptions. Owner will waive permit fees for Owner-issued permits.

4. **Commencement Date:**

The date of execution of the Contract by Owner.

Construction Commencement Date: Upon final design approval by Village and receipt of fully executed contract, bonds and insurance.

5. **Completion Date:**

On or before December 1<sup>st</sup>, 2026 plus extensions, if any, authorized by a Change Order issued pursuant to Subsection 2.2A of the Contract.

6. **Insurance Coverages:**

A. **Worker's Compensation and Employer's Liability** with limits not less than:

(1) **Worker's Compensation:** Statutory;

(2) **Employer's Liability:**

\$500,000 injury-per occurrence

\$500,000 disease-per employee

\$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. **Comprehensive Motor Vehicle Liability** with limits for vehicles owned, non-owned, or rented not less than:

(1) Bodily Injury:

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

\$1,000,000 per person

\$1,000,000 per occurrence

(2) Property Damage:

\$1,000,000 per occurrence

\$1,000,000 aggregate

All employees shall be included as insureds.

C. Professional Liability Insurance with a limit of liability of not less than \$2,000,000 per occurrence and covering Contractor against all sums that Contractor may be obligated to pay on account of any liability arising out of the Contract.

D. Comprehensive General Liability with coverage written on an "occurrence" basis and with "per project" limits no less than:

(1) General Aggregate: \$5,000,000

(2) Bodily Injury:

\$1,000,000 per person

\$1,000,000 per occurrence

(3) Property Damage:

\$1,000,000 per occurrence, and

\$1,000,000 aggregate.

(4) Other Coverages: None

Coverages shall include:

- Premises/Operations
- Products/Completed Operations (to be maintained for two years following Final Payment)
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Contract)

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- Bodily Injury and Property Damage

"X", "C", and "U" exclusions shall be deleted.

Railroad exclusions shall be deleted if Work Site is within 50 feet of any railroad track.

All employees shall be included as insured.

- E. This insurance shall be written with limits not less than the insurable value of the Work at completion. The insurable value shall include the aggregate value of Owner-furnished equipment and materials to be constructed or installed by Contractor.

This insurance shall include coverage while equipment or materials are in warehouses, during installation, during testing, and after the Work is completed, but prior to Final Payment. This insurance shall include coverage while Owner is occupying all or any part of the Work prior to Final Payment without the need for the insurance company's consent.

- F. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

- G. Owner as Additional Insured. Owner shall be named as an Additional Insured on the following policies:

Comprehensive Motor Vehicle Liability  
Comprehensive General Liability

The Additional Insured endorsement shall identify Owner as follows:

The Village of Winnetka, Illinois and all of its elected and appointed officials, officers, employees, attorneys, agents, and representatives.

- I. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured	Policy or Policies
<u>None</u>	_____
_____	_____
_____	_____

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

7. **Contract Price:**

**SCHEDULE OF PRICES**

A. **LUMP SUM CONTRACT**

For providing, performing, and completing all Work as noted in the Contract and Garland/DBS, Inc. Roofing Material and Services Proposal #25-IL-240558.

TOTAL CONTRACT PRICE:

**\$ 1,068,853.00 including contingency allowance**

- B. Any items of Work not specifically listed or referred to in the Schedule of Prices shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Bidder, its superintendents, or its office and engineering staff.

8. **Progress Payments:**

- A. **General.** Owner shall pay to Contractor 90 percent of the Value of Work, determined in the manner set forth below, installed and complete in place up to the day before the Pay Request, less the aggregate of all previous Progress Payments. The total amount of Progress Payments made prior to Final Acceptance by Owner shall not exceed 90 percent of the Contract Price.

- B. **Value of Work.** The Value of the Work shall be determined as follows:

- (1) **Lump Sum Items.** For all Work to be paid on a lump sum basis, Contractor shall, not later than 10 days after execution of the Contract and before submitting its first Pay Request, submit to Owner a schedule showing the value of each component part of such Work in form and with substantiating data acceptable to Owner ("Breakdown Schedule"). The sum of the items listed in the Breakdown Schedule shall equal the amount or amounts set forth in the Schedule of Prices for Lump Sum Work. An unbalanced Breakdown Schedule providing for overpayment of Contractor on component parts of the Work to be performed first will not be accepted. The Breakdown Schedule shall be revised and resubmitted until acceptable to Owner. No payment shall be made for any lump sum item until Contractor has submitted, and Owner has approved, an acceptable Breakdown Schedule.

Owner may require that the approved Breakdown Schedule be revised based on developments occurring during the provision and performance of the Work. If Contractor fails to submit a revised Breakdown Schedule that is acceptable to Owner, Owner shall have the right either to suspend

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

Progress and Final Payments for Lump Sum Work or to make such Payments based on Owner's determination of the value of the Work completed.

- (2) Unit Price Items. For all Work to be paid on a unit price basis, the value of such Work shall be determined by Owner on the basis of the actual number of acceptable units of Unit Price Items installed and complete in place, multiplied by the applicable Unit Price set forth in the Schedule of Prices. The actual number of acceptable units installed and complete in place shall be measured on the basis described in Attachment B to the Contract or, in the absence of such description, on the basis determined by Owner. The number of units of Unit Price Items stated in the Schedule of Prices are Owner's estimate only and shall not be used in establishing the Progress or Final Payments due Contractor. The Contract Price shall be adjusted to reflect the actual number of acceptable units of Unit Price Items installed and complete in place upon Final Acceptance.

- C. Application of Payments. All Progress and Final Payments made by Owner to Contractor shall be applied to the payment or reimbursement of the costs with respect to which they were paid and shall not be applied to or used for any pre-existing or unrelated debt between Contractor and Owner or between Contractor and any third party.

9. **Per Diem Administrative Charge:**

Five Hundred Dollars (\$500.00/calendar day)

**VILLAGE OF WINNETKA  
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**ATTACHMENT B**

**SCOPE OF SERVICES**

**REFER TO SEPARATE PROJECT MANUAL**

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

**ATTACHMENT C**

**REFER TO SEPARATE GARLAND/DBS, INC. PROJECT MANUAL**

VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT

ATTACHMENT D

REFER TO SEPARATE BID SUMMARY

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

**Appendix 1**

**VILLAGE OF WINNETKA FOLLOWS COOK COUNTY PREVAILING WAGE  
REQUIREMENTS**

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

**PERFORMANCE BOND**

***TO BE INSERTED AFTER BOARD APPROVAL***

**VILLAGE OF WINNETKA  
CONTRACT FOR ROOF REPLACEMENT PROJECT**

***TO BE INSERTED AFTER BOARD APPROVAL***

## ATTACHMENT 2



Garland/DBS, Inc.  
3800 East 91<sup>st</sup> Street  
Cleveland, OH 44105  
Phone: (800) 762-8225  
Fax: (216) 883-2055



### ROOFING MATERIAL AND SERVICES PROPOSAL

Village of Winnetka  
Public Works  
1390 Willow Road  
Winnetka, IL 60093

Date Submitted: 4/27/2026  
Proposal #: 25-IL-260379  
MICPA # PW1925

Illinois General Contractor License #: 105.005715

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

#### **Scope of Work: Fluid Applied Restoration**

1. Power wash entire roof section, including flashings and walls with Simple Green or TSP and thoroughly rinse. Be sure to rinse low areas and drains several times to ensure all cleaning residue is removed. Hot Steam washing is permitted. Ensure all moisture has been dried prior to applying any coating.
2. All necessary field and flashing repairs must be done according to good construction practices, including the removal of all wet insulation and defective materials as identified through a moisture detection survey such as an infrared scan and replacement with like-
3. All roof areas must promote positive drainage. Ensure roof is dry before prior to restoration application.
4. Apply base coat of Liquitec at a rate of 3 GAL/SQ on previously coated surfaces to cover entire roof.
5. Embed 40" wide Grip Polyester Firm into base coat by rolling over the fabric surface to fully saturate and encapsulate, ensuring no wrinkles, voids, or vertical fibers.
6. Allow base coat to cure but no longer than 72 hours.
7. Apply Liquitec top coat at an additional 2 gal/100 sq. ft. to cover entire roof. NOTE: Vertical flashings require multiple coats to obtain proper coverage.
8. Ensure Plumbing stacks are a minimum of 12" above roof height and wrapped in 4lb lead or Liquid Flashing (three course).
9. Paint drain baskets with Oil Based Enamel in Bright Red. Replace any drain rings and baskets that are plastic. Paint all gas lines with Oil Based Enamel in Safety Yellow.
10. Install new metal expansion joint cap at roof dividing expansion joints.

**Scope of Work: Standing Seam**

1. Shop Drawings Required and manufacturer's installation guidelines followed.
2. Remove existing EPDM Membrane.
3. Inspect existing insulation and replaced any wet or damaged panels in kind.
4. Install Rmer Seal, self adhered waterproofing membrane.
5. Install IRF retrofit framing system per engineered shop drawings. Seal fasteners with Tuff Stuff that area used to anchor the IRF
6. Install IMETCO's 16", 22 Gauge, Series 300 standing seam metal roof panels per the shop drawings.
7. Install S-5! Snow retention bars per shop drawings.
8. Install new vent piping above roof level.
9. Fabricate and install new gutters and downspouts.

**Fluid Applied Restoration**

**Proposal Price Based Upon Market Experience: \$ 113,643**

**Garland/DBS Price Based Upon Local Market Competition:**

<b>Alloy Architectural</b>	<b>\$ 113,643</b>
Riddiford Roofing	\$ 119,822
Knickerbocker Roofing	\$ 140,803

**Standing Seam**

**Proposal Price Based Upon Market Experience: \$ 850,210**

**Garland/DBS Price Based Upon Local Market Competition:**

<b>Alloy Architectural</b>	<b>\$ 850,210</b>
Knickerbocker Roofing	\$ 1,078,408
Riddiford Roofing	\$ 1,321,012

**Studio GC Architecture \$ 55,000**

**Reccomended Owners Contingency \$ 50,000**

**Alloy Architectural - Unforeseen Site Conditions:**

Additional Insulation Replacement Coating Option ONLY \$ 6.96 per Sq. Ft.

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

**Clarifications/Exclusions:**

1. Sales and use taxes are excluded.
2. Permits are included.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is included to which it obtains to the scope of work.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are included.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,



Nathan Parker  
Garland/DBS, Inc.  
(216) 302-3791

# ATTACHMENT 3



Project Manual For:

## VILLAGE OF WINNETKA

### 2026 PUBLIC WORKS - ROOF PROJECT

1390 WILLOW ROAD | WINNETKA, IL 60093



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# 1 Instruction to Proposers

In accordance with the Invitation to Proposal, the Proposal form must be submitted in accordance with the following:

**PROPOSAL DUE DATE: 04-02-2026**

1. Proposals can be submit in one of the following two formats using the Proposal forms as provided herein:
  - a. E-mail proposals to: [DBSbids@garlandind.com](mailto:DBSbids@garlandind.com)
2. If you have any questions regarding the Proposal documents, please call Justin Reed at 312-550-5548.
3. Coordination with the Owner, as specified hereinafter, shall be made exclusively through the General Contractor's Representative: Justin Reed at 312-550-5548
4. Proposal Bonds **are not** required for this project. Performance and Payment Bonds will **not be** required if awarded the project. Performance and payment bonds will be provided by Garland/DBS, Inc., herein referred to as "General Contractor" for the project.
5. Time is of the essence prior to contract signing, the number of consecutive working days necessary for the completion of the project shall be established by both parties. The Contractor agrees that failure to complete the scope of work within that stipulated period shall result in the assessment liquidated damages in the amount of \$300 per day past a date to be agreed upon during the pre-construction conference.
6. It is the General Contractor's intention to remit payment of approved invoice amounts within forty-five (45) days of General Contractor's acceptance. Deductions may be made for unapproved amounts invoiced and/or any penalties or damages incurred by the Owner or General Contractor.
7. The final invoice for retention will be paid upon the General Contractor's receipt of final payment by the Owner.
8. All Invoices must be submitted to General Contractor on AIA G702/G703 invoice forms or approved equal.
9. The contractor shall be prepared to submit a Certificate of Insurance with the Owner and General Contractor identified as the additional insured in accordance with the requirements as outlined in the Supplementary Conditions.
10. The Contractor shall be responsible for any building permits required by the Village of Glenview and must comply with all local, State, and Federal requirements.
11. Once the project is awarded the start date will be no later than May 2023 and the contractor must continue to work, full-time and with a sufficient workforce able to faithfully prosecute the Work until final completion is issued by the General Contractor. Roofing must

be performed in logical sequence and in accordance with the specification documents as provided herein, deviations will only be allowed under direction of the General Contractor or Owner.

12. Unit costs must be provided for additional / optional repair items to be completed on various buildings. Any expected latent or concealed site conditions should be identified upfront with unit pricing.
13. Proposers are reminded that the General Contractor is purchasing the Garland roof system materials for this project. Proposers should adjust profit and overhead accordingly as they are not incurring the expense of the materials, but will still need to handle the materials and load the roof once the materials arrive to the site.
14. Proposers are reminded that the freight for the General Contractor supplied materials will be paid for by the General Contractor and will not be an expense to the Proposer.
15. Proposers are reminded that sales or use tax on the General Contractor supplied materials will be paid for by the General Contractor and will not be an expense to the Proposer.
16. Proposers are responsible for all materials not supplied by the General Contractor, as well as, the costs, freight, and sales or use taxes, if applicable.

## 2 Proposal Forms

1. PROJECT CENTER – ONLINE PORTAL
2. E-mail Proposals to: [DBSbids@garlandind.com](mailto:DBSbids@garlandind.com)

Proposers should use best efforts to identify potential latent or concealed site conditions and provide unit costs for them in the appropriate section of the Proposal documents as to establish pricing for what may be unforeseen site conditions upfront.

### **PLEASE DOUBLE CHECK YOUR PRICING TO BE AS COMPETITIVE AS POSSIBLE:**

1.  The General Contractor is purchasing the Garland roof system materials for this project.
  - a. Adjust profit and overhead accordingly as you are not incurring the expense of the materials
  - b. Account for the handling, storage and staging of the Garland materials in your price
2.  The General Contractor is responsible for paying the freight associated with the Garland roof system materials.
  - a. Remove any associated freight on Garland material from your price
3.  The General Contractor is responsible for paying the sales or use tax on the Garland roof system materials.
  - a. Do not include sales and use tax , if applicable, for the Garland Roof System Materials in your price
  - b. Include all other materials not supplied by the General Contractor, as well as, the costs, freight, and sales or use taxes associated with them.
4.  The General Contractor is providing Performance and Payment Bonds if the project is awarded.
  - a. Do not include the costs of performance and payment bonds in your price.
5.  **COMPLETE ATTACHED EXCEL FORMAT PROPOSAL FORM AND EMAIL TO DBS.**

### 3 Prevailing Wage Requirements

This project requires the use of Cook County Prevailing Wages Rates as per the accordance with the Illinois Prevailing Wage Act (Illinois Compiled Statutes, Chapter 820, par. 130-1 to 130-12).

To ascertain what the current prevailing rates are, please visit the Illinois Department of Labor website located at the following link:

<https://data.illinois.gov/dataset/8d883a59-ed92-46e7-b2ce-e270def7c179/resource/0c95f063-aed9-4db7-adc3-c224acee8fc2/download/prevailing-wage-rates.csv>

## 4 Supplemental Conditions (Exhibits)

Proposer is responsible for ensuring that their Proposal is in compliance with all of the requirements as listed in the supplemental conditions as provided in this section. Any deviations or exceptions taken to the contract terms must be noted in Proposal response before the Proposal closing.

## 5 Specifications, Details, & Drawings

### SECTION 01010 - SUMMARY OF WORK

#### PART 1 – GENERAL

##### 1.1 RELATED DOCUMENTS

A. Attached GENERAL CONDITIONS, BID FORM, forms a component part of this section.

##### 1.2 SUMMARY OF WORK:



#### **FLUID APPLIED RESTORATION (YELLOW SECTION):**

1. Power wash entire roof section, including flashings and walls with Simple Green or TSP and thoroughly rinse. Be sure to rinse low areas and drains several times to ensure all cleaning residue is removed. Hot Steam washing is permitted. Ensure all moisture has been dried prior to applying any coating.
2. All necessary field and flashing repairs must be done according to good construction practices, including the removal of all wet insulation and defective materials as identified through a moisture detection survey such as an infrared scan and replacement with like-materials.

3. All roof areas must promote positive drainage. Ensure roof is dry before prior to restoration application.
4. Apply base coat of Liquitex at a rate of 3 GAL/SQ on previously coated surfaces to cover entire roof.
5. Embed 40" wide Grip Polyester Firm into base coat by rolling over the fabric surface to fully saturate and encapsulate, ensuring no wrinkles, voids, or vertical fibers.
6. Allow base coat to cure but no longer than 72 hours.
7. Apply Liquitex top coat at an additional 2 gal/100 sq. ft. to cover entire roof. **NOTE:** Vertical flashings require multiple coats to obtain proper coverage.
8. Ensure Plumbing stacks are a minimum of 12" above roof height and wrapped in 4lb lead or Liquid Flashing (three course).
9. Paint drain baskets with Oil Based Enamel in Bright Red. Replace any drain rings and baskets that are plastic. Paint all gas lines with Oil Based Enamel in Safety Yellow.
10. Install new metal expansion joint cap at roof dividing expansion joints.

#### **STANDING SEAM METAL (RED SECTIONS):**

1. Shop Drawings Required and manufacturer's installation guidelines followed.
2. Remove existing EPDM Membrane.
3. Inspect existing insulation and replaced any wet or damaged panels in kind.
4. Install Rmer Seal, self adhered waterproofing membrane.
5. Install IRF retrofit framing system per engineered shop drawings. Seal fasteners with Tuff Stuff that area used to anchor the IRF
6. Install 18", 22 Gauge, standing seam metal roof panels per the shop drawings. Clip spacing is 5' in zones 1 & 2 and 4'4" in zone 3 per the wind up-lift calculations.
7. Install S-5! Snow retention bars per shop drawings.
8. Install new vent piping above roof level.
9. Fabricate and install new gutters and downspouts.

#### 1.3 INTENT OF THE SPECIFICATIONS

- A. The intent of these specifications is to describe the material and methods of

construction required for the performance of the work. In general, it is intended that the drawings shall delineate the detailed extent of the work. When there is a discrepancy between drawings, referenced specifications, and standards and this specification, this specification shall govern.

#### 1.4 PROTECTION

- A. The contractor shall use every available precaution to provide for the safety of the property owner, visitors to the site, and all connected with the work under the Contract.
- B. All existing facilities both above and below ground shall be protected and maintained free of damage. Existing facilities shall remain operating during the period of construction unless otherwise permitted. All access roadways must remain open to traffic unless otherwise permitted.
- C. Barricades shall be erected to fence off all construction areas from operations personnel. D. Safety Requirements:
  - 1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
  - 2. Comply with federal, state, and local and owner fire and safety requirements.
  - 3. Advise owner whenever work is expected to be hazardous to owner employees and/or operations.
  - 4. Maintain a crewman as a floor guard whenever roof decking is being repaired or replaced and whenever any roofing is being removed.
  - 5. Maintain proper fire extinguisher within easy access whenever power tools, roofing kettles, and torches are being used. A MINIMUM OF A 2 HOUR FIRE WATCH SHALL BE STRICTLY ADHERED TO WHENEVER PROPANE TORCHES ARE IN USE.
  - 6. ALL SAFETY REQUIREMENTS OF THE BUILDING OWNER MUST BE FOLLOWED. NO EXCEPTIONS WILL BE PERMITTED. SAFETY ORIENTATION MEETING REQUIRED PRIOR TO PERFORMING ANY WORK.

#### 1.5 HOUSEKEEPING

- A. Keep materials neat and orderly.
- B. Remove scrap, waste and debris from the project area.
- C. Maintenance of clean conditions while work is in progress and cleanup when work is completed shall be in strict accordance with the "General Conditions" of this contract.
- D. Fire protection during construction.

- E. Follow all requirements established by the building owner.
- F. **All building measurements are the sole responsibility of the contractor.**

END OF SECTION

**SECTION 01 43 33.75 - ROOFING MANUFACTURER'S FIELD SERVICES****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including the Conditions of the Contract and Division 07 Specification Sections apply to this Section.

**1.2 SUMMARY**

- A. Section includes Manufacturer's field services for roofing assemblies.
- B. Related Work Specified Elsewhere:
  - 1. Section 07 41 13 – Metal Roof Panels
  - 2. Section 07 56 30- Fluid Applied Roofing Restoration

**1.3 REFERENCES**

- A. International building Code (current edition) or local authority building code.
- B. American Society of Civil Engineers (ASCE): ASCE 7, Minimum Design Loads for Buildings and Other Structures.
- C. Factory Mutual Global (FMG): Roof Assembly Classifications.
- D. National Roofing Contractors Association (NRCA): Roofing and Waterproofing Manual.
- E. American National Standards Institute and Single Ply Roofing Institute (ANSI/SPRI): ANSI/SPRI ES-1 Testing and Certification Listing of Shop Fabricated Edge Metal.

**1.4 SUBMITTALS FOR REVIEW**

- A. Product Data: Provide manufacturer's technical product data for each type of roofing product specified. Include data substantiating that materials comply with specified requirements.
- B. Specimen Warranty: Provide an unexecuted copy of the warranty specified for this Project, identifying the terms and conditions required of the Manufacturer and the Owner.
- C. Roofing System Manufacture's Evaluation: Provide a comprehensive written assessment comparing available roofing solutions with validation of why the roofing system selection for the specific project is suitable and appropriate.

- D. Roofing System Manufacturer's Report Form: Provide a copy of the report form utilized by the roofing system manufacturer for progress inspections to monitor installation and quality.
- E. Online Reporting Capabilities: Provide a sample of the roofing system manufacturer's online roof inspection report as well as information about how long inspection reports are available to owner.

#### 1.5 SUBMITTALS FOR INFORMATION

- A. Manufacturer's Installation Instructions: Submit installation instructions and recommendations indicating special precautions required for installing the membrane.
- B. Manufacturer's Certificate: Certify that roof system furnished is approved by Factory Mutual Global, Underwriters Laboratories, Warnock Hersey or approved third party testing facility in accordance with ASTM E108, Class A for external fire and meets local or nationally recognized building codes.
- C. Manufacturer's Certificate: Certify that materials are manufactured in the United States and conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.
- D. Manufacturer's Certificate: Submit a certified copy of the roofing manufacturer's ISO 9001 compliance certificate.
- E. Written certification from the roofing system manufacturer certifying the applicator is currently authorized for the installation of the specified roof system.
- F. Design Loads: Submit copy of manufacturer's minimum design load calculations according to ASCE 7, Method 2 for Components and Cladding. In no case shall the design loads be taken to be less than those detailed in Design and Performance Criteria article of this specification.
- G. Qualification data for firms and individuals identified in Quality Assurance Article below.
- H. Substitutions: Products proposed as equal to the products specified for this project shall meet all of the requirements in the appropriate Division 7 specifications and shall be submitted for consideration at least 7 days prior to the date that bids must be submitted.
  - 1. Proposals shall be accompanied by a copy of the manufacturer's standard specification Section. That specification Section shall be signed and sealed by a professional engineer licensed in the state in which the installation is to take place. Substitution requests containing specifications without licensed engineer certification shall be rejected for non-conformance.
  - 2. Manufacturer's checklist will be accompanied with any substitution to verify equal performance characteristics to those specified in Division 7 specification.

3. The Owner's decision regarding substitutions will be considered final.

#### 1.6 MANUFACTURER'S INSPECTIONS

- A. When the Project is in progress, a full-time employee of the roofing system manufacturer must provide the following:
  1. Report progress and quality of the work as observed. Progress reports must be published to an online system as referenced in Section 1.4.
  2. Provide DAILY roofing installation inspections: Inspections must include; photographic documentation of work in-progress and written statements of compliance with details/shop drawings.
  3. Report to the owner and owner's rep. in writing any failure or refusal of the contractor to correct unacceptable practices called to the contractor's attention.
  4. Confirm after project completion that the manufacturer has observed no application procedures in conflict with the specifications other than those that may have been previously reported and corrected.

#### 1.7 WARRANTY

- A. The roofing system manufacturer must have been in continuous business operation for a period of time at least as long as the length of the roof system warranty provided for this project.

### PART 2 – PRODUCTS (NOT USED)

### PART 3 – EXECUTION

#### 3.1 EXECUTION, GENERAL

- A. Comply with requirements of related Division 07 Section.

#### 3.2 GENERAL INSTALLATION REQUIREMENTS

- A. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.
- B. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.

#### 3.3 FIELD QUALITY CONTROL

- A. Roofing Manufacturer Representative shall perform field inspection as specified in Article titled: MANUFACTURER'S INSPECTIONS above. Inspections must include photographic documentation of installation progress, weather conditions, and personnel on the project at the time of inspection.

- B. Correct defects or irregularities discovered during field inspection. Issues deemed defective must be re-inspected and determined suitable by the roofing manufacturer.
- C. Require attendance of roofing materials manufacturers' representatives at site during installation of the roofing system. A copy of the specification shall also be on site at all times.
- D. Frequent progress meetings shall be conducted during the performance of roof system installation and must be attended by the owner, architect or engineer, roofing system manufacturer's full time employee, and other representatives directly concerned with performance of the work.

### 3.4 FINAL INSPECTION

- A. At the completion of the roofing installation and associated work, meet with contractor, installer of associated work, owner, roofing system manufacturer's representative, and other representatives directly concerned with performance of roofing system.
- B. Walk roof surface areas of the building, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. List all items requiring correction or completion and furnish copy of list to each party in attendance.
- C. Notify the Owner's Representative upon completion of corrections.
- D. The roofing system manufacturer reserves the right to request a thermographic scan of the roof during final inspection to determine if any damp or wet materials have been installed. The thermographic scan shall be provided by the roofing contractor.
- E. If core cuts verify the presence of damp or wet materials, the roofing contractor shall be required to replace the damaged areas at his own expense.
- F. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.
- G. Immediately correct roof leakage during construction. If the contractor does not respond within twenty four (24) hours, the owner may exercise right to correct the Work under the terms of the Conditions of the Contract.

END OF SECTION

## **SECTION 05 41 00 - METAL FRAMING SYSTEM**

### PART 1 – GENERAL

## 1.01 DESCRIPTION

### A. General

1. The retrofit roof framing system will support a new metal roofing system over the existing roof structure. It shall be engineered to meet specified code and design loads, transferring all loads to existing structural members. The system shall not be attached to or supported by the existing roof decking. It must correct inconsistencies in the roof's topography and perimeter, establishing a new, uniform roof slope while minimizing potential oil-canning in the new metal roof system.
2. Provide all necessary labor, materials, tools, equipment, and services for the retrofit roof framing, as indicated in the Contract Documents.
3. Coordinate with other trades to ensure proper integration of the framing system.
4. Include all supplementary items and components necessary for a complete and secure installation, whether specifically indicated or not.
5. Refer to Division 1 for General Requirements.

### B. Related Work Specified Elsewhere

1. Metal Roof Panels – Section 074113

## 1.02 QUALITY ASSURANCE

### A. Applicable Standards:

All referenced publications shall be the most current edition as of the date of solicitation.

1. American Institute of Steel Construction (AISC):
  - o AISC Specification for Structural Steel for Buildings
  - o AISC: "2001 North American Specification for the Design of Cold-Formed Structural Members"
2. American Iron and Steel Institute (AISI):
  - o AISI "Cold-Formed Steel Design Manual"
3. American Society of Civil Engineers (ASCE):
  - o ASCE-7 Minimum Design Loads for Buildings and Other Structures
4. American Society for Testing and Materials (ASTM) (as applicable):
  - o ASTM A 36/A 36M – Structural Steel
  - o ASTM A 653/A 653M – Steel Sheet, Zinc-Coated by the Hot-Dip Method
5. International Building Code (IBC)
6. Light Gauge Structural Institute (LGSI)
7. American Society Of Heating, Refrigerating And Air-Conditioning Engineers (ASHRAE):
  - o ANSI/ASHRAE Standard 90.1 – Energy Standard for Buildings

### B. Manufacturer Qualifications

1. Manufacturer must have a qualified PE (Physical Engineer) on staff for quality assurance in design and manufacturing. A compliance letter will be provided with product approval submittals.
2. Manufacturer must have a minimum of 10-years' experience in design and specification of metal framing components. A compliance letter will be provided with product approval submittals.

3. The manufacturer shall also supply the metal roof and wall panel systems specified in Section 07610 and these components, including all accessories will be covered under a single-source warranty.

#### C. Installation Contractor Qualifications

1. The contractor shall be a certified installer, approved by the manufacturer, with the following minimum requirements:
  - A minimum of \$250,000 general liability insurance coverage.
  - Statutory worker's compensation coverage.
  - No active claims for negligent acts or defective workmanship.
  - No bankruptcy filings under any state or federal insolvency codes.
  - A certified foreman, trained by the manufacturer, shall supervise installation at all times.
2. Pre-Installation Conference:
  - A meeting shall be held at the project site prior to installation to review framing details, anchorage methods, and phasing as necessary.

#### 1.03 SUBMITTALS

- A. Provide complete shop drawings and details, including framing layout, component connections, and anchorage points, for approval by the architect and general contractor.
- B. Include engineering design calculations for the structural properties of the framing system and the metal roof panel system, sealed by a licensed Professional Engineer in the state of the project.
- C. Submittals shall also include a roof plan showing perimeter dimensions, equipment locations, and any relevant site conditions.

#### 1.04 DESIGN REQUIREMENTS

- A. General  
Design the complete structural retrofit roof framing system in accordance with AISI, MBMA, ASCE, and local building codes. Any field revisions to framing members must be approved by the manufacturer.
- B. Building Code  
The system must meet the most current version of the applicable building code (IBC, UBC, BOCA, ASCE).
- C. Wind Load Design  
The framing assembly shall withstand wind pressures as specified in Section 07610.
- D. Live and Snow Load Design  
The system must meet local live and snow load requirements, with a deflection limit of L/180 for horizontal members and H/60 for vertical members.
- E. Dead Loads  
The framing must support the weight of the new roofing system and any additional collateral loads.

#### 1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials properly packaged to prevent damage during transportation.
- B. Store materials off the ground and under waterproof cover to prevent damage.

#### PART 2 – PRODUCTS

## 2.01 MATERIALS

### A. Retrofit Roof Framing System Components

1. Base members shall be open-faced channels or zee shapes; vertical columns shall be cee shapes. Roof purlins shall be zee shapes with top flanges adjusted to match slopes of less than 4 inches per foot. For steeper slopes, an angle clip shall attach the purlin to the vertical column.
2. Eave members shall be cee shapes or angles with top flanges formed to match the roof slope.
3. Purlins shall conform to ASTM-A-1011, with a minimum yield strength of 50 ksi. Gauge and depth to be as per engineering calculations.
4. Vertical columns and base members shall have a minimum yield strength of 33 ksi for 18-gauge or lighter material, and 50 ksi for 16-gauge or heavier material, as specified by engineering.
5. Bracing angles shall conform to ASTM-A-792, 22-gauge 50 ksi minimum or 16-gauge 50 ksi minimum, as required.
6. Struts shall conform to ASTM A653/A1011, 18- or 16-gauge, per calculations.
7. All required hardware for installation shall be supplied per manufacturer's instructions.

### B. Finishes

1. Red oxide primer shall meet FS-TTP-636 standards, with a dry film thickness of 0.6–1.0 mil.
2. Galvanized components shall conform to ASTM-A-653/653M G-90, G-60, or G-40.
3. Galvalume® components shall meet ASTM-A-792 AZ55 standards.

### C. Acceptable Manufacturer

1. IMETCO | 4648 South Old Peachtree Road | Norcross, GA | 30071  
Phone: (800) 646-3826 | web: www.imetco.com
2. All products in this section must be supplied by the same manufacturer as Sections 07610 and 07620.

## 2.02 MISCELLANEOUS PRODUCTS

### A. Fasteners and Anchors

1. Anchors for attaching the IntelliFrame RF retrofit framing to the existing structural support must meet required wind uplift values, have corrosion-resistant coatings, and securely attach to structural members. Minimum of two anchors for continuous base members and four for intermittent channels.
2. Fasteners shall be a minimum of ¼" diameter with 14 threads per inch and corrosion-resistant coating, as specified by the manufacturer.

### B. Anchor Penetration Sealant

1. Temporary sealant shall be used at anchor penetration points. The installer will select a sealant compatible with the existing roof membrane, ensuring a leak-free installation.

## PART 3 – EXECUTION

### 3.01 EXISTING ROOF SYSTEM SURVEY AND TESTING

- A. Before design work begins, the installation contractor must perform a rooftop survey to collect essential information on the existing roof and its support system. This information, provided to the retrofit system manufacturer, shall include:
1. Perimeter dimensions.
  2. Dimensions of exterior and interior parapet walls (height, coping width, slope if applicable).
  3. Dimensions of existing gravel stop or fascia (vertical face dimension for new perimeter flashing).
  4. Dimensions of existing gutters (if they will remain).
  5. Joist type, spacing, and span orientation.
  6. Depth and type of decking, thickness of insulation.
  7. Type of weatherproofing membrane.
  8. Existing roof elevation changes and slope for drainage.
  9. Wall construction at areas needing new counterflashing.
  10. Location of HVAC equipment, with unit size and height. For units supported by IntelliFrame RF, provide weight and curb size.
- B. The contractor will conduct pullout testing on proposed anchors for attaching IntelliFrame RF to the existing structural system. Testing will be done across the roof using a calibrated pull-out tester. Anchors must penetrate the roof assembly and attach directly to structural members. The contractor will submit pull-out test results, anchorage design, and technical data for the anchors to the architect for review.
- C. The contractor will determine the compressive strength of the roof substrate and provide results to the retrofit system manufacturer. If values exceed the bearing capacity of standard IntelliFrame RF base members, the existing membrane and insulation will be removed at affected locations.
- D. The contractor will assess the roof substrate for moisture content and report any areas needing removal to the architect for remediation.

### 3.02 DEMOLITION OF EXISTING ROOF MATERIALS

- A. The contractor will remove any loose or semi-loose aggregate from the built-up roof asphalt at each framing attachment location to ensure a suitable bearing surface and enable temporary protective sealing at anchor points.
- B. If required, aggregate removal from the entire roof will be completed using a power broom, ensuring that drainage systems remain clear. All debris will be disposed of per local regulations.

### 3.03 FRAMING SYSTEM INSTALLATION

#### A. General

1. The contractor shall install the IntelliFrame RF retrofit roof framing system per the manufacturer's approved installation documents and drawings.
2. Retrofit purlins must be installed to prevent waves, warpage, or distortion. Extreme care should be taken to minimize oil canning in the metal roof panel system.
3. Field cutting of framing members shall be done with power tools, ensuring no damage to the existing roof or adjacent materials. Scrap should be minimized.
4. Continuous retrofit base members shall be shimmed to prevent rainwater damming during erection. Shims must be non-deteriorating with a minimum thickness of 3/8 inch.

#### B. Erection Tolerances

1. Vertical members variation from plumb: 1/8 inch maximum.
2. Horizontal members variation from level: 1/8 inch maximum over the length.
3. Purlin variation from true roof plane: 1/4 inch in 20'-0" and 3/8 inch maximum in 40'-0".
4. Purlin variation at ridge and panel end laps: 1/4 inch maximum in 20'-0".

### 3.04 EXISTING ROOFTOP COMPONENTS AND EQUIPMENT

- A. If equipment locations conflict with IntelliFrame RF components, the contractor will provide additional framing to span over the equipment. All modifications must be approved by the manufacturer and architect.
- B. Electrical service extension: The contractor shall extend wiring as needed, using junction boxes at splices, per electrical code.
- C. Plumbing extension: Existing sanitary vents must be extended to new roof jacks, with piping material matching the existing. Penetrations must not interrupt roof panel side seams without manufacturer approval.
- D. Flue stacks for high-temperature equipment must be extended to the new roof plane and adequately protected.
- E. Ventilation equipment must be reinstalled on new curbs, with ductwork extended and sealed to ensure a leak-proof assembly.

3.05 EXISTING COMPONENTS REINSTALLATION

- A. All relocated equipment must be securely installed to ensure a watertight and stable assembly.

3.06 CLEAN UP

- A. The contractor will protect installed framing from damage and remove all debris, including unused anchors, fasteners, and sealant, from the site.

END OF SECTION

**SECTION 07410 METAL ROOF PANELS****PART 1 GENERAL****1.1 SECTION INCLUDES**

- A. Standing seam metal roofing system.
- B. Standing seam metal roofing accessories.
- C. Metal roofing accessories.

**1.2 REFERENCES**

- A. ASTM A 792/A 792M - Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.
- B. ASTM A 875 - Standard Specification for Steel Sheet, Zinc-5 % Aluminum Alloy-Coated by the Hot-Dip Process
- C. ASTM D 1056 - Standard Specification for Flexible Cellular Materials - Sponge or Expanded Rubber.
- D. ASTM D 3575 - Standard Test Methods for Flexible Cellular Materials made from Olefin Polymers.
- E. ASTM E 84 - Standard Test for Surface Burning Characteristics of Building Materials.
- F. ASTM E 1592 - Standard Test Method for Structural Performance of Sheet Metal Roof and Siding Systems by Uniform Static Air Pressure Difference.
- G. ASTM E 1646 - Standard Test Method for Water Penetration of Exterior Metal Roof Panel Systems by Uniform Static Air Pressure Difference.
- H. ASTM E 1680 - Standard Test Method for Rate of Air Leakage Through Exterior Metal Roof Panel Systems.
- I. ASTM E 2140 - Standard Test Method for Water Penetration of Metal Roof Panel Systems by Static Water Pressure Head.
- J. ASCE 7 - Minimum Design Loads for Buildings and Other Structures.
- K. UL 263 - Fire Tests of Building Constructions and Materials.
- L. UL 790 - Standard Test Methods for Fire Tests of Roof Coverings.
- M. UL 1897 - Uplift Test for Roof Covering Systems.
- N. ICC-ES AC166 - Test Procedure for Wind Driven Rain Resistance of Metal Roof Coverings.
- O. SMACNA - Architectural Sheet Metal Manual.
- P. NRCA - The NRCA Roofing and Waterproofing Manual.

### 1.3 DESIGN / PERFORMANCE REQUIREMENTS

- A. Standing Seam Roofing System: R-Mer Span
1. Thermal Expansion and Contraction:
    - a. Completed metal roofing and flashing system shall be capable of withstanding expansion and contraction of components caused by changes in temperature without buckling, producing excess stress on structure, anchors or fasteners, or reducing performance ability.
    - b. Design temperature differential shall be not less than 200 degrees F.
    - c. Interface between panel and clip shall provide for unlimited thermal movement in each direction along the longitudinal direction.
    - d. Location of metal roofing rigid connector shall be at roof ridge unless otherwise approved by the Project Architect. Metal ridge connector may require design as per job conditions by specified manufacturer.
  2. Uniform Wind Load Capacity:
    - a. Installed roof system shall withstand negative (uplift) design wind loading pressures complying with the following criteria.
      - 1) Design Code: ASCE 7, Method 2 for Components and Cladding.
      - 2) Safety Factor: 1.67 after any load reduction or material stress increase.
      - 3) Category III Building with an Importance Factor of 1.
      - 4) Wind Speed: 120 mph.
      - 5) Ultimate Pullout Value: 779 pounds per each of the two fasteners holding the panel anchor to the roof decking or framing system.
    - b. ASTM E 1592: Capacity shall be determined using pleated airbag method in accordance with ASTM E 1592, testing of sheet metal roof panels. Allowable safe working loads shall be determined by dividing the ultimate test load by the safety factor specified above.
    - c. Underwriters' Laboratories, Inc., (UL), wind uplift resistance classification: Roof assembly shall be classified as Class 1-90, as defined by UL 580
    - d. FM 4471: Submit test report for negative wind uplift pressures no less than that specified. Roof system must have approval over the substrate specified.
  3. Uniform Positive Load Capacity.
    - a. Installed roof system shall be capable of resisting the following positive uniform roof loads: Roof Live Load of 20 psf; Roof Snow Load of 22 psf.
    - b. Dead Load: Loading of the roof structure, due to tear off of existing, and/or installation of new roofing materials shall not exceed the present loading due to weight of the existing roofing system.
    - c. Installed roof system shall carry positive uniform design loads with a maximum system deflection of L/180 as measured at the rib (web) of the panel.
  4. ASTM E 1680: Static pressure air infiltration (roof panels):
    - a. Pressure Leakage Rate:
      - 1) 1.57 PSF 0.0012 cfm/sq.ft.
      - 2) 6.24 PSF 0.0001 cfm/sq.ft.
      - 3) 20.0 PSF 0.0011 cfm/sq.ft.
  5. ASTM E 1646: Static pressure water infiltration (roof panels):
    - a. Pressure Result:
      - 1) 5 Gal. /Hr. per S.F. and Static No Leakage
      - 2) Pressure of 20.0 Psf for 15 minutes
  6. Capacities for gauge, span or loading other than those tested may be determined by interpolation of test results within the range of test data. Extrapolations for conditions outside test range are not acceptable.

7. Water penetration (dynamic pressure): No water penetration, other than condensation, when exposed to dynamic rain and 70 mph wind velocities for not less than five minutes duration, when tested in accord with principles of AAMA 501.1.
8. Wind and wind driven rain resistance: No water penetration or panel movement when exposed to 110 mph wind velocities when tested in accordance with TAS 100.
9. Installed roof system assembly shall show that it can resist the calculated roof pressure in accordance with the test results of TAS 125.
10. Water penetration in low slope applications: No water penetration or panel movement when subject to 6 inch head of water for 6 hours when tested in accordance with the ASTM E 2140 and when subject to 6 inch head of water for 7 days when tested in accordance with the TAS 114 appendix G.
11. Submit third party validation of environmental claims, prepared UL Environment, for all metal roof panels containing recycled content and/or bio based content.

#### 1.4 SUBMITTALS AND SUBSTITUTIONS

- A. Product Data: Submit product data, test reports, and certifications in accordance with quality assurance and performance requirements specified herein.
- B. Design Loads: Submit manufacturer's minimum design load calculations according to ASCE 7, Method 2 for Components and Cladding. In no case shall the design loads be taken to be less than those specified herein.
- C. Dead Load Evaluation: Provide documentation from a licensed structural engineer of a structural evaluation of the roof structure and it's suitability for the new imposed roofing loads.
- D. Shop Drawings: Prepared specifically for this project; showing dimensions of metal roofing and accessories, fastening details and connections and interface with other products.
- E. LEED Submittals: Provide documentation of how the requirements of Credit will be met:
  1. List of proposed materials with recycled content. Indicate post-consumer recycled content and pre-consumer recycled content for each product having recycled content.
  2. Product data and certification letter indicating percentages by weight of post-consumer and pre-consumer recycled content for products having recycled content.
- F. Selection Samples: For each finish product specified, two complete sets of samples representing manufacturer's full range of available colors and textures.
- G. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product, color, and textures.
- H. Manufacturer's Certificates: Certify products meet or exceed specified requirements.
- I. Closeout Submittals:
  1. Provide manufacturer's maintenance instructions that include recommendations for periodic checking and maintenance of installed roof system.
  2. Provide executed copy of manufacturer's warranty.
- J. Substitutions
  1. The materials outlined herein are the type of materials that should be used in this project. When a particular make or trade name is specified, it shall be indicative of the minimum standard required. The bidder must disclose in his/her bid package the

manufacturer that is intended to be used on this Project if other than the listed manufacturers. If no manufacturer is listed, the bidder's bid is accepted only with the use of the Basis of Design manufacturer and the bidder must use the Basis of Design manufacturer.

2. Bidder will not be allowed to change materials after the bid opening date.
3. If an alternate material is bid, the material must be equal or exceed the specifications, and submitted by the bidding Roofing Contractor to the Architect for approval and include the following:
  - a. Written application with explanation of why it should be considered
  - b. Material product data sheets
  - c. A certificate from an accredited testing laboratory comparing the physical and performance attributes of the proposed material with those materials denoted as pre-approved systems or the characteristics noted in the material specification section.
  - d. A list of at least five (5) jobs where the proposed alternate material was used under similar conditions. These jobs shall be located within fifty (50) miles of this project. Each job must be at least five (5) years old, and each must be available for inspection by the Architect/Owner.
  - e. The manufacturer must have a current ratio of 5:1 (current assets to current liabilities) and demonstrate such with an **audited** financial statement supported by an affidavit from a third party. Manufacturer must not have been in Chapter 11 bankruptcy during the last five (5) years or settled litigation or paid fines to a public agency in excess of \$20 million dollars. The manufacturer must also have current ISO 9001:2000 certification for the manufacturing of the products to be utilized on this project.
  - f. A sample warranty by the manufacturer of the standing seam metal roofing system. The manufacturer must be the organization that physically manufactures and guarantees the standing seam metal roofing system.
  - g. Bidding contractor, if making a request for substitution, represents that he/she personally investigated the proposed product or method and determined that it is equal or superior in all respects to that specified. He/she will provide the same guarantee for substitution as the products specified, waives all claims for additional cost related to substitution, and will reimburse the owner for all redesign cost by the architect for accommodation of the substitute.
- K. The Architect reserves the right to be the final authority on the acceptance or rejection of any or all bids, proposed alternate roofing systems or materials that has met ALL specified requirement criteria.
- L. Alternate material submissions shall be sent to the Architect by the bidding Roofing Contractor. Only substitutes approved in writing by the Architect will be considered.

#### 1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications:
  1. Manufacturer shall have in place a documented, standardized quality control program such as ISO-9001 approval.
  2. Company specializing in manufacturing the products specified in this section with minimum 12 years documented experience.
- B. Installer Qualifications: Certified and approved installer of the sheet metal roofing manufacturer with a minimum of 5 years experience with said manufacturer.

- C. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work and at any time roofing work is in progress. Maintain proper supervision of workmen. Maintain a copy of the specifications in the possession of the Supervisor/Foremen and on the roof at all times.
- D. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer.
- E. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
  - 1. Finish areas designated by Architect.
  - 2. Do not proceed with remaining work until workmanship, color, and sheen are approved by Architect.
  - 3. Refinish mock-up area as required to produce acceptable work.

#### 1.6 PRE-INSTALLATION CONFERENCE

- A. Convene a pre-roofing conference approximately two weeks before scheduled commencement of roofing system installation and associated work.
- B. Require attendance of installers of deck or substrate construction to receive roofing, installers of rooftop units and other work in and around roofing which must precede or follow roofing work including mechanical work, Architect, Owner, roofing system manufacturer's representative.
- C. Objectives include:
  - 1. Review foreseeable methods and procedures related to roofing work, including set up and mobilization areas for stored material and work area.
  - 2. Tour representative areas of roofing substrates, inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work.
  - 3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.
  - 4. Review roofing system requirements, Drawings, Specifications and other Contract Documents.
  - 5. Review and finalize schedule related to roofing work and verify availability of materials, installer's personnel, equipment and facilities needed to make progress and avoid delays.
  - 6. Review required inspection, testing, certifying procedures.
  - 7. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing.
  - 8. Record conference including decisions and agreements reached. Furnish a copy of records to each party attending.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in manufacturer's original, unopened, undamaged containers with identification labels intact.
- B. Store materials protected from exposure to harmful environmental conditions and at temperature and humidity conditions recommended by the manufacturer.
  - 1. Store materials above ground, on skids.

2. Protect material with waterproof covering and allow sufficient ventilation to prevent condensation buildup or moisture entrapment on the materials.

#### 1.8 PROJECT CONDITIONS AND MANUFACTURER'S INSPECTIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- B. When the project is in progress, the roofing system manufacturer will provide the following:
  1. Keep the Architect informed as to the progress and quality of the work as observed.
  2. Provide daily job site inspections a minimum of day (2) days a week with reports to the Architect. The reports will include pictures of the days progress made by the contractor and a detailed written report as to the work performed that day.
  3. Roofing manufacturer's inspector must have a minimum of 1 year experience with said roofing manufacturer and be an employee of the manufacturer warranting the roof system. A signed affidavit should be submitted as to the hire date of said employee of roofing manufacturer.
  4. Report to the Architect in writing any failure or refusal of the Contractor to correct unacceptable practices called to the Contractor's attention.
  5. Confirm after completion that manufacturer has observed no application procedures in conflict with the specifications other than those that may have been previously reported and corrected.

#### 1.9 WARRANTY

- A. Warranty:
  1. 30 year, no dollar limit, warranty.
  2. Provide installers 4 year warranty covering roofing system installation and water-tightness.

### PART 2 PRODUCTS

#### 2.1 STANDING SEAM METAL ROOFING

- A. R-Mer Span/Series 300:
  1. Width of Standing T-Seam Panel: 1 inch T-seam.
    - a. 18 inches.
  2. Standing Seam: 2-3/8 inch tall mechanically seamed with factory installed hot melt sealant in-seam cap. Panel/Cap is configured with a total of 4 layers of metal surrounding anchor clip.
  3. Panel Profile: Provided with minimum 1-1/2 inches wide elevated mesa's every 2 inches on center continuous throughout panel.
    - a. Slope: Open Purlins or Solid Substrate down to 1/4:12.
  4. Panel material:
    - a. Galvanized Steel 22ga , G90, smooth as per ASTM A 653.
  5. Flashing and flat stock material: Fabricate in profiles indicated on Drawings of same material, thickness, and finish as roof system, unless indicated otherwise.
  6. Coated Finish:
    - a. Exposed surfaces for coated panels:
      - 1) Two coat coil applied, baked-on full-strength (70% resin) fluorocarbon coating system (polyvinylidene fluoride, PVF2), applied by

- manufacturer's approved applicator.
- b. Unexposed surfaces for coated panels shall be baked-on polyester coating with .20 to .30 dry film thickness (TDF).
7. Accessory Components:
- a. Anchor Clips:
    - 1) Concealed Standard Anchor Clips: Clips 16 gauge galvanized steel, 1 piece clip with projecting legs for additional panel alignment and provision for unlimited thermal movement in each direction along the longitudinal dimension.
  - b. Fasteners:
    - 1) Concealed fasteners: Corrosion resistant steel fasteners (zinc plated, stainless steel or equal) designed to meet structural loading requirements.
    - 2) Exposed fasteners: Series 410 stainless steel fasteners or 1/8 inch diameter stainless steel waterproof rivets. All exposed fasteners shall be factory painted to match the color of the standing seam panels.
  - c. Closures: Factory precut closed cell foam meeting ASTM D 1056 or ASTM D 3575, enclosed in metal channel matching panels when used at hip, ridge, rake, and jamb.
  - d. Provide all miscellaneous accessories for complete installation.

## 2.2 STANDING SEAM METAL ROOFING ACCESSORIES

- A. Sealant:
  - 1. Concealed Applications: Non-Curing Butyl Sealant - Schnee-Morehead, Inc. SM5430 Acryl-R, or equal.
  - 2. Exposed Applications: UV Resistant Tripolymer Sealant - Geocel Corporation, 2300 Tripolymer Sealant, or equal.

## 2.3 METAL ROOFING ACCESSORIES

- A. S-5! Snow Retention System: R-Mer Span metal panel systems.
- B. Underlayment: 40 mil minimum high temp self-adhered membrane, installed in accordance with manufacturer's recommendations.
- C. Insulation:
  - 1. Type: Polyisocyanurate
- D. Framing Components:
  - 1. Hat Sections: Galvanized steel furring hat sections, designed specific for project.
  - 2. Retrofit Furring: Install galvanized or painted steel retrofit furring members over the existing standing seam roof panels. Provide with lower flange and web notched to match the profile of the existing standing seam roof panels. Designed specific for project.
- E. Bearing Plates:
  - 1. Galvanized steel bearing plates 3 inches by 5 inches by 16 gauge, minimum.
  - 2. Pre-punch with a hole pattern matching that of the panel anchor clips. Slotted holes are

acceptable.

F. Sealant:

1. Concealed Applications: Non-Curing Butyl Sealant - Schnee-Morehead, Inc. SM5430 Acryl-R, or equal.

2. Exposed Applications: UV Resistant Tripolymer Sealant - Geocel Corporation, 2300 Tripolymer Sealant, or equal.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to receive metal roofing. Notify the Architect in writing of any defective
- B. Structural Deck Substrate:
  - 1. Inspect roof deck to verify deck is clean and smooth, free of depressions, waves, or projections, and properly sloped.
  - 2. Verify deck is dry and joints are solidly supported and fastened.
  - 3. Verify wood nailers are installed and correctly located. Do not use pressure-treated wood containing salt-based preservatives or materials corrosive to steel.
- C. Structural Framing Substrate:
  - 1. Verify primary and secondary framing members are installed and fastened, properly aligned and sloped.
  - 2. Verify damaged shop coatings are repaired with touch up paint.
- D. Verify roof openings, curbs, pipes, sleeves, ducts, or vents through roof are solidly set, reglets are in place, and nailing strips located.
- E. Correct defective conditions before beginning work.

3.2 INSTALLATION

- A. Install in conformance with the NRCA Roofing and Waterproofing Manual and Manufacturers installation requirements.
- B. Form panel shape as indicated on Drawings, accurate in size, square, and free from distortion or defects.
- C. Install all panels continuous from ridge to eave. Transverse seams are not permitted.
- D. Panel lengths that exceed maximum shipping lengths shall be field rolled on equipment owned by the panel manufacturer. Seam sealant must be factory applied.
- E. Exposed fasteners, screws and/or roof mastic are unacceptable and will be rejected. System configuration only allows for exposed fasteners at panel overlap, if required, and at trim details in accordance with the Manufacturer's requirements.
- F. Where not otherwise indicated conform to SMACNA details including flashings and trim.
- G. Install sealants where indicated to clean dry surfaces only without skips or voids..

- H. Install metal edge treatment in accordance with the manufacturer's instructions and the approved shop drawings.
- I. Install metal roofing accessories in accordance with the manufacturer's instructions and the approved shop drawings.

### 3.3 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

**SECTION 075630 - FLUID APPLIED ROOFING RESTORATION****PART 1 GENERAL****1. RELATED DOCUMENTS**

- a. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**2. SUMMARY**

- a. All reinforced fluid applied membrane is being applied to extend existing roof warranties.
- b. Section Includes:
  - 1) Smooth Surface Modified Bitumen Roof Membrane Restoration.
    - a) Surface preparation: Remove membrane chalking, dust, dirt, and debris.
    - b) Fascia Edges: Inspect and make repairs to membrane
    - c) Parapets and Vertical Surfaces: Repair or replace flashing membrane as needed.
    - d) Metal Flashings: Repair/Replace metal flashings as marked on drawings, pitch pockets, etc.
    - e) Roof Repairs: Repair blisters, stressed, deteriorated or cracked membrane.
    - f) Primer: Prime over new asphaltic or metal materials only.
    - g) Install base coating and fabric reinforcement on flashings and entire roof surface. Let cure, and top coat flashings and entire roof surface.
- c. Related Requirements:
  - 1) Division 06 Section "Rough Carpentry" for wood blocking, curbs, cants, and nailers.
  - 2) Division 07 Section "Sheet Metal Flashing and Trim" for metal roof flashings and counterflashings.
  - 3) Division 07 Section "Joint Sealants" for joint sealants, joint fillers, and joint preparation.

**3. DEFINITIONS**

- a. Roofing Terminology: Definitions in ASTM D1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" apply to work of this Section.

#### 4. PREINSTALLATION MEETINGS

- a. Preinstallation Roofing Conference: Conduct conference at Project site.
- 1) Meet with Owner, Architect, roofing Installer, roofing system manufacturer's representative, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
  - 2) Review methods and procedures related to roofing installation, including manufacturer's written instructions.
  - 3) Review and finalize construction schedule, and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  - 4) Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
  - 5) Review structural loading limitations of roof deck during and after roofing.
  - 6) Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that affects roofing system.
  - 7) Review governing regulations and requirements for insurance and certificates if applicable.
  - 8) Review temporary protection requirements for roofing system during and after installation.
  - 9) Review roof observation and repair procedures after roofing installation.
- b. Manufacturers Inspections:
- 1) The Roofing Systems Manufacturer shall provide Daily jobsite inspections with weekly written reports progress reports with photographs of work in progress. One manufacturer's representative shall provide all inspections.
  - 2) Confirm, whenever called upon by the Architect or Owner that no application procedures were in conflict with the published specifications other than those that may have been previously reported and corrected.
  - 3) Inspections: performed only by a full-time employee of the Roofing System Manufacturer. The Representative: has been in the employ of Manufacturer a minimum of 5 years and live within 100-mile radius of the jobsite.
  - 4) The Roofing System Manufacturer provide inspections of the roofing system, whenever called upon by the Architect or Owner, for the duration of the delivered warranty period

#### 5. ACTION SUBMITTALS

- a. Product Data: For each type of product indicated. Include data substantiating that materials comply with requirements.
- 1) Descriptive product data including MSD sheets.
  - 2) Certification of Class A roof system.
  - 3) Sample copy of contractor's workmanship warranty.
  - 4) Sample copy of specified Manufacturer's warranty.
  - 5) Sample copy of Manufacturer's Architectural indemnification Agreement.
- b. Shop Drawings: For roofing system. Include plans, elevations, sections, details, and attachments to other work, including:
- 1) Base flashings and membrane terminations.
  - 2) Tapered insulation, including slopes.

- 3) Crickets, saddles, and tapered edge strips, including slopes.
  - 4) Insulation fastening patterns for corner, perimeter, and field-of-roof locations.
- c. Samples for Verification: For the following products:
- 1) 12-by-12-inch (300-by-300-mm) dry sample of Fluid Applied System
  - 2) 12-by-12-inch (300-by-300-mm) square of roofing insulation.
  - 3) 6 insulation fasteners of each type, length, and finish.
6. INFORMATIONAL SUBMITALS
- a. Installer Certificates: Signed by roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install roofing system and is eligible to receive the standard roofing manufacturer's warranty.
  - b. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
    - 1) Submit evidence of meeting performance requirements.
  - c. Qualification Data: For firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of Owners and Architects, and other information specified.
  - d. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, indicate compliance of components of roofing system with requirements based on comprehensive testing of current product specification.
  - e. Indicate compliance of bulk roofing asphalt materials delivered to Project with requirements. Include quantity and statistical and descriptive data for each product. Submit certificate with each load before it is used.
  - f. Include continuous log showing time and temperature for each load of bulk bitumen, indicating date obtained from manufacturer, where held, and how transported before final heating and application in roof.
  - g. Research/Evaluation Reports: Evidence of roofing system's compliance with building code in effect for Project from a model code organization acceptable to authorities having jurisdiction.
  - h. Warranties: Sample copy of standard roofing manufacturer's warranty stating obligations, remedies, limitations, and exclusions of warranty.
  - i. Wind Uplift Calculation: Roofing system manufacturer's engineering department shall provide an ASCE 7-10 calculation per IBC, Chapter 15. Calculations shall be diagrammatically show fastening pattern for insulation attachment.
  - j. Plumbing calculation: roofing system manufacturer's engineering department shall provide a primary drain and overflow drain or overflow scupper calculation per IBC, Chapter 11. Calculations shall be stamped by an Illinois-licensed engineer.

7. CLOSEOUT SUBMITTALS

- a. Maintenance Data: For roofing system to include in maintenance manuals.
- b. Inspection Report: Copy of roofing system manufacturer's inspection report of completed roofing installation.

8. QUALITY ASSURANCE

- a. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with documented ISO 9001 certification.
- b. Installer Qualifications: Engage an experienced installer to perform Work of this Section who has specialized in installing roofing similar to that required for this Project; who is approved, authorized, or licensed by the roofing system manufacturer to install manufacturer's product; and who is eligible to receive standard roofing manufacturer's warranty. All bidding roofing contractors must have full-time roofing installers on the payroll of the company and have an established certified and verifiable apprenticeship-training program for minimum 5 years. Brokers or jobbers that subcontract roofing work are not acceptable for certification to bid. All contractors must provide an AIA Qualification Form with their roofing bid to be considered as a responsible bidder.

9. DELIVERY, STORAGE, AND HANDLING

- a. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.
- b. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
  - 1) Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- c. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- d. Handle and store roofing materials, and place equipment in a manner to avoid permanent deflection of deck.
- e. Storage temperatures should be between 60 deg F to 80 deg F (15.6 deg to 26.7 deg C) and not exceed 110 deg F (43.3 deg C). Indoor ventilated storage is recommended. Ensure jobsite storage is in a shaded and ventilated area. Do not store in direct sunlight. Keep materials away from open flame or welding sparks.

## 10. FIELD CONDITIONS

- a. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.
- b. When applying materials with spray equipment, take precautions to prevent over spray and/or solvents from damaging or defacing surrounding walls, building surfaces, vehicles or other property. Care should be taken to do the following:
  - 1) Close air intakes into the building.
  - 2) Have a dry chemical fire extinguisher available at the jobsite.
  - 3) Post and enforce "No Smoking" signs.
- c. Avoid inhaling spray mist; take precautions to ensure adequate ventilation.
- d. Protect completed roof sections from foot traffic for a period of at least 48 hours at 75 degrees F (24 degrees C) and 50 percent relative humidity or until fully cured.
- e. Take precautions to ensure that materials do not freeze.
- f. Minimum temperature for application is 50 degrees F (10 degrees C) and rising

## 11. WARRANTY

- a. Manufacturer agrees to repair or replace components of roofing system that fail in materials or workmanship within specified warranty period. The manufacturer shall provide to the Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.
  - 1) Warranty Period: 20 years from date of Substantial Completion.
- b. Installer will submit a minimum four (4) year warranty to the membrane manufacturer with a copy directly to the Owner.

## PART 2 PRODUCTS

### 1. PERFORMANCE REQUIREMENTS

- a. General Performance: Installed Reinforced, Fluid Applied Membrane shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Roofing and base flashings shall remain watertight.
  - 1) Accelerated Weathering: Roofing system shall withstand 2000 hours of exposure when tested according to ASTM G152, ASTM G154, or ASTM G155.

- 2) Impact Resistance: Roofing system shall resist impact damage when tested according to ASTM D3746 or ASTM D4272.
  - b. Material Compatibility: Roofing materials shall be compatible with one another and adjacent materials under conditions of service and application required, as demonstrated by roofing manufacturer based on testing and field experience.
  - c. Exterior Fire-Test Exposure: ASTM E108 or UL 790, Class A; for application and roof slopes indicated; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
  - d. Fire-Resistance Ratings: Comply with fire-resistance-rated assembly designs indicated. Identify products with appropriate markings of applicable testing agency.
2. MANUFACTURERS
- a. Basis-of-Design Product: Subject to compliance with requirements, provide The Garland Co.; Liquitec,.
  - b. Listing of specific manufactures is not an endorsement of compliance with the specifications. Each of the manufacturers must meet all of the performance requirements specified including but not limited to providing ASCE 7 engineering calculations, tensile/tear strengths, warranty requirements, manufacturer's requirements and the required manufacturer's inspections schedule. Proof of compliance must be received by the Architect 7 days prior to bid opening. Failure of the any roof system to meet all requirements of this specification will be determined to be an unresponsive bid.
  - c. Source Limitations: Obtain components for roofing system from same manufacturer as membrane roofing or manufacturer approved by membrane roofing manufacturer.
3. FLUID APPLIED MEMBRANE MATERIALS
- a. Top Coat: LiquiTec: Multi-purpose, 100-percent solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
    - 1) Elongation, ASTM D412: 433-percent.
    - 2) Tensile Strength, ASTM D412: 2300 psi.
    - 3) Tear Resistance, ASTM D624: 449 lb/inch.
    - 4) Low Temperature Flexibility, ASTM D522: minus 60 deg F (minus 51.1 deg C).
    - 5) Hardness, ASTM D2240 (Shore A): 80.
    - 6) Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules.
    - 7) Static Puncture Resistance (Fully Reinforced System): ASTM D5602, 20 kg.
    - 8) Tensile-Tear Resistance (Fully Reinforced System): ASTM D4073, 274 lbf.
    - 9) Tensile Load Strain (Fully Reinforced System): ASTM D4073, 150 lbf/inch.
    - 10) Toughness:193 ft-lbf/sq ft.
    - 11) Dry Film Thickness (Fully Reinforced System), 88 mils.
    - 12) Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/inch.
    - 13) Density at 77 deg F (25 deg C, ASTM D2939) 9.6 lb/gal (1.2 g/cu m).
    - 14) Flash Point: ASTM D93, 110 deg F min. (43 deg C).

- 15) VOC: 0 g/L.
  - 16) Microbial Resistance: ASTM G21, No Microbial Growth.
  - 17) Initial Reflectance: 0.84.
  - 18) Initial Emittance: 0.88.
  - 19) Initial SRI: 105.
- b. Base Coat: LiquiTec Base: Multi-purpose, 100% solids, two-part, fast-cure, polyurea liquid waterproofing membrane having the following characteristics:
- 1) Elongation, ASTM D412: 433 percent.
  - 2) Tensile Strength, ASTM D412: 2300 psi.
  - 3) Tear Resistance, ASTM D624: 449 lbs/inch.
  - 4) Low Temperature Flexibility, ASTM D522: minus 60 deg F (minus 51.1 deg C)
  - 5) Hardness, ASTM D2240 (Shore A): 80.
  - 6) Dynamic Impact Resistance (Fully Reinforced System): ASTM D5635, 37 joules.
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  - 10) Toughness: 193 ft-lbf/sq ft.
  - 11) Dry Film Thickness (Fully Reinforced System), 88 mils.
  - 12) Lap Shear Strength (MB Seam with coating): ASTM D7379, 231 lbf/inch.
  - 13) Density at 77 deg F (25 deg C, ASTM D2939) 9.6 lb/gal (1.2 g/cu m).
  - 14) Flash Point: ASTM D93, 110 deg F (43 deg C), minimum.
  - 15) VOC: 0 g/L.
  - 16) Microbial Resistance: ASTM G21, No Microbial Growth.
- c. Reinforcement: Grip Polyester Soft, strong, elastic, polyester reinforcing fabric.
4. ROOFING SHEET MATERIALS (FOR MODIFIED BITUMEN MEMBRANE REPAIRS)
- a. Base Sheet: ASTM D 6162, Grade S, 110 Mil SBS-modified asphalt sheet (reinforced with a combination of polyester fabric and glass fibers); smooth surfaced; suitable for torch application method specified.
- b. Granule-Surfaced Cap Sheet: ASTM D 6162, Grade G, SBS/SIS-modified asphalt sheet (reinforced with a combination of polyester fabric and glass fibers) – Torch Grade; granule surfaced; suitable for application method specified, and as follows:
- 1) Thickness: 195 mils.
  - 2) Tensile Strength: 310 lbf/in.MD, 310lbf/in.CMD.
  - 3) Elongation at Maximum Load: 3.5 percent at 73 deg F in each direction.
  - 4) Tear Strength: 500 lbf/in.MD, 500lbf/in.CMD
  - 5) Low-Temperature Flexibility: Pass at minus 30 deg F (minus 23 deg C).
  - 6) Compound Stability: Not less than 250 deg F.
  - 7) Mineral Color: White

## 5. AUXILIARY ROOFING MATERIALS

- a. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with roofing.
- b. Roofing Mastic: Tuff Flash LO.
- c. Wood Nailer Strips: Furnish wood nailer strips complying with requirements of Division 06 Section "Rough Carpentry."
- d. Lead Flashings: 4 lb for roof drains and vent pipes.
- e. Mastic Sealant: Polyisobutylene; nonhardening, nonmigrating, nonskinning, and nondrying.
- f. Miscellaneous Accessories: Provide those recommended by roofing system manufacturer.

## 6. ROOF INSULATION (FOR SATURATED AREA REPAIR)

- a. General: Preformed roof insulation boards manufactured or approved by roofing manufacturer, selected from manufacturer's standard sizes suitable for application, of thicknesses indicated in drawings.
- b. Polyisocyanurate Board Insulation: ASTM C1289, Type II, Class 1, Grade 2, felt or glass-fiber mat facer on both major surfaces.
  - 1) Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a) Viking Products Group
    - b) Hunter Panels.
    - c) Johns Manville.
    - d) Rmax, Inc.
- c. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of 1/4 inch per 12 inches unless otherwise indicated.
- d. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

## 7. INSULATION ACCESSORIES

- a. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatibility with roofing.
- b. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Global 4470, designed for fastening roof insulation to substrate, and acceptable to roofing system manufacturer.

- c. Insulation Cant Strips: ASTM C208, Type II, Grade 1, cellulosic-fiber insulation board.

## PART 3 EXECUTION

### 1. EXAMINATION

- a. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the Work:
  - 1) Verify that roof openings and penetrations are in place, curbs are set and braced, and roof-drain bodies are securely clamped in place.
  - 2) Verify that wood cants, blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
  - 3) Verify that surface plane flatness and fastening of steel roof deck complies with insulation manufacturer's written requirements.
  - 4) Verify that deck is securely fastened with no projecting fasteners and with no adjacent units in excess of 1/16 inch out of plane relative to adjoining deck.
- b. Proceed with installation only after unsatisfactory conditions have been corrected.

### 2. PREPARATION

- a. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- b. General: All necessary field and flashing repairs must be done according to good construction practices, including the removal of all wet insulation and defective materials as identified through a moisture detection survey such as an infrared scan and replacement with like-materials.
  - 1) If wet, Remove existing roof flashings from curbs and parapet walls down to the surface of the roof. If wet, Remove existing flashings at roof drains and roof penetrations.
  - 2) Remove all wet, deteriorated, blistered or delaminated roofing membrane or insulation and fill in any low spots occurring as a result of removal work to create a smooth, even surface for application of new roof membranes.
  - 3) Install new wood nailers as necessary to accommodate insulation/recovery board or new nailing patterns.
  - 4) When mechanically attached, the fastening pattern for the insulation/recovery board shall be as recommended by the specific product manufacturer.
  - 5) Newly installed roof surfaces shall be primed as necessary and allowed to dry prior to installing the fluid-applied roofing system.
- c. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- d. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

- e. Repair all defects such as deteriorated roof decks; replace saturated insulation board, replace loose or brittle membrane or membrane flashings. Verify that existing conditions meet the following requirements:
  - 1) Existing membrane is either fully adhered or that the membranes mechanical fasteners are secured and functional.
  - 2) Application of roofing materials over a brittle roof membrane is not recommended.
- f. Remove all loose dirt and foreign debris from the roof surface. Do not damage roof membrane in cleaning process.
- g. Clean and seal all parapet walls, gutters and coping caps, and repair any damaged metal where necessary. Seal watertight all fasteners, pipes, drains, vents, joints and penetrations where water could enter the building envelope.
- h. Clean the entire roof surface by removing all dirt, algae, paint, oil, talc, rust or foreign substance. Use a Weathered Membrane Cleaner and warm water. Scrub heavily soiled areas with a brush. Rinse with fresh water to remove all solution. Allow roof to dry thoroughly before continuing.
- i. Repair existing roof membrane as necessary to provide a sound substrate for the fluid-applied membrane. All surface defects (loose Seams, blisters, tears) must be repaired with similar materials.

#### EPDM REPAIRS:

- 1) Drains: Before the roof coating is installed, remove clamping rings and strainer and block pipe from seeping asphalt and debris. Grind existing drain bowl clean of all debris to bare metal. Apply Metal Primer. Apply Liquitec into drain bowl and embed Grip Polyester Soft. Reinstall clamping ring. Replace broken bolts, install new domes or strainers and clamping rings (included in bid) before coating and polyester is applied. Test and inspect all existing drains & repair as required to make drains function properly. Cracked or broken drain bowls shall be replaced per unit process. Ensure coating does not cover drain bolts so that bolts can be easily tightened if need for future maintenance.
  - 2) Wet Areas Replacement: Should wet substrates be discovered, replace with new polyisocyanurate insulation to match existing thicknesses. Add any insulation necessary to match thickness of existing insulation and to ensure that replacement area does not pond water. All wet areas shall be confirmed by the Architect. Replace wet areas with one ply of 60 Mil EPDM to match existing. Replace in kind if saturated or deteriorated areas are found.
- j. Pre-Treatment of Known Growth General Surfaces: Once areas of moss, mold, algae and other fungal growths or vegetation have been removed and surfaces have also been thoroughly cleaned, apply a biocide wash at a maximum spread rate of 0.2 gallons/square (0.08 liters/m), to guard against subsequent infection. Allow to dry onto absorbent surfaces before continuing with the application. On non-absorbent surfaces, allow to react before thoroughly rinsing to remove all traces of the solution.

### 3. INSTALLATION, GENERAL

#### a. General Installation Requirements:

- 1) Install in accordance with manufacturer's instructions. Apply to minimum coating thickness required by the manufacturer.
- 2) Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system.
- 3) Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.
- 4) Protect work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore work damaged by installation of the roofing system.
- 5) All primers must be top coated within 24 hours of application. Re-prime if more time passes after priming.
- 6) Keep roofing materials dry during application.
- 7) Coordinate counter flashing, cap flashings, expansion joints and similar work with work specified in other Sections under Related Work.
- 8) Coordinate roof accessories and miscellaneous sheet metal accessory items, including piping vents and other devices with work specified in other Sections under Related Work.

### 4. FLUID APPLIED SYSTEM INSTALLATION

#### a. EPDM ROOF RESTORATION

- 1) Surface preparation: Remove dirt, and debris.
- 2) Fascia Edges: Strip in with new EPDM membrane prior to Coating if necessary.
- 3) Parapets and Vertical Surfaces: Replace damaged flashing membrane as required.
- 4) Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc. as noted on drawings.
- 5) Metal Edge: Properly clean, prepare, and apply 6" Uni-Bond self adhered, polyester embedded membrane.
- 6) Roof Repairs: Repair blisters, stressed or cracked membrane, wrinkles and tenting. Cut back, patch with new membrane
- 7) Coating Mixing Procedure:
  - a) Mix Part A liquid for one minute using an electric heavy duty power drill and Jiffy mixer blade.
  - b) Slowly pour contents of Part B jug, located inside the Part A pail, into the Part A container and mix the two components together for two minutes moving the Jiffy blade from top to bottom and along the sides to ensure the product is thoroughly mixed.
  - c) Always mix entire kit contents together as packaged. Do not break down into smaller quantities.
- 8) Application of LiquiTec Base or LiquiTec and Reinforcement:
  - a) On field surfaces run fabric reinforcement parallel to the low edge using a shingling method up the slope with minimum 3 inch fabric laps.
  - b) After positioning reinforcement to roll out, apply Base Coat about 40 inches wide to surface where reinforcement ply is to be applied at a rate of 3 gallons per 100 SF over modified bitumen.
  - c) Use a notched squeegee to spread coating and roller apply with  $\frac{3}{4}$ " nap roller to obtain uniform coverage.

- d) Do not apply coating too far ahead of fabric so coating does not dry before fabric can be embedded.
  - e) Immediately roll reinforcement into wet coating.
  - f) Ensure roller is fully saturated with coating and backroll over the reinforcement surface to fully saturate.
  - g) Use care to lay the fabric tight to the roof surface without air pockets, wrinkles, fishmouths, etc.
  - h) Lap adjacent rolls of reinforcement 3 inches and end laps 6 inches.
  - i) Allow to dry, but no more than 72 hours before applying top coat.
- 9) Application of Top Coat
- a) Apply top coat of LiquiTec at 2.0 gallons per 100 SF to clean and dry reinforced base coat application.
- 10) Liquid Flashings:
- a) All flashings are coated in the same manner as the field prior to field application.
  - b) Vertical liquid flashings shall run a minimum of 4" onto the horizontal surface
- 11) Application of Non-Skid Surface for Walkways (if applicable)
- a) Apply LiquiTec or LiquiTec Base at a minimum of 1.0 gal./100 sq. ft. (0.41 l/m<sup>2</sup>) to dry top coat within 72 hours of its application.
  - b) Broadcast dry roofing granules or 20-40 mesh silica sand into wet coating and immediately back-roll to set.

## 5. FIELD QUALITY CONTROL

- a. Daily Roof Inspections: Coordinate with roofing system manufacturer's technical personnel to inspect roofing installation on a daily basis until completion and submit report to Architect. A manufacturer's representative must be onsite full time to start the project.
- b. Notify Architect and Owner 48 hours in advance of the date and time of Final inspection.

## 6. PROTECTING AND CLEANING

- a. Protect roofing system from damage and wear during remainder of construction period. When remaining construction does not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Architect and Owner.
- b. Correct deficiencies in or remove roofing system that does not comply with requirements, repair substrates, and repair or reinstall roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- c. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 075630





since 1895

# ROOF MEASUREMENT REPORT

1390 Willow Road, Winnetka, IL 60093

## Report Contents



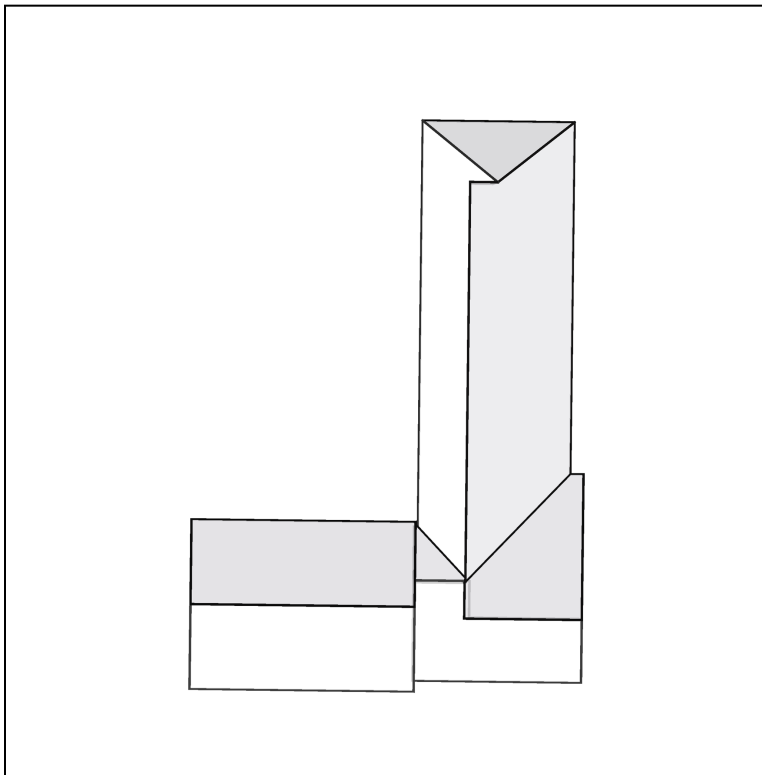
- Images .....1
- Length Diagram.....4
- Pitch Diagram.....5
- Area Diagram .....6
- Penetrations Diagram .....7
- Notes Diagram .....8
- Property Info.....9
- Report Summary.....10

## Report Details

Date:	03/29/2026
Report:	70148524
Building:	3

## Roof Details

Total Area:	22,349 sq ft
Total Roof Facets:	8
Predominant Pitch:	4/12
Number of Stories:	>1
Total Ridges/Hips:	175 ft
Total Valleys:	93 ft
Total Rakes:	264 ft
Total Eaves:	867 ft
Total Penetrations:	33
Total Penetrations Perimeter:	224 ft
Total Penetrations Area:	104 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

## Contact Us

Contact: Justin Reed  
 Company: The Garland Company Inc.  
 Address: 3800 East 91st  
 Cleveland OH 44105  
 Phone: 425-555-5555

Measurements provided by [www.eagleview.com](http://www.eagleview.com)



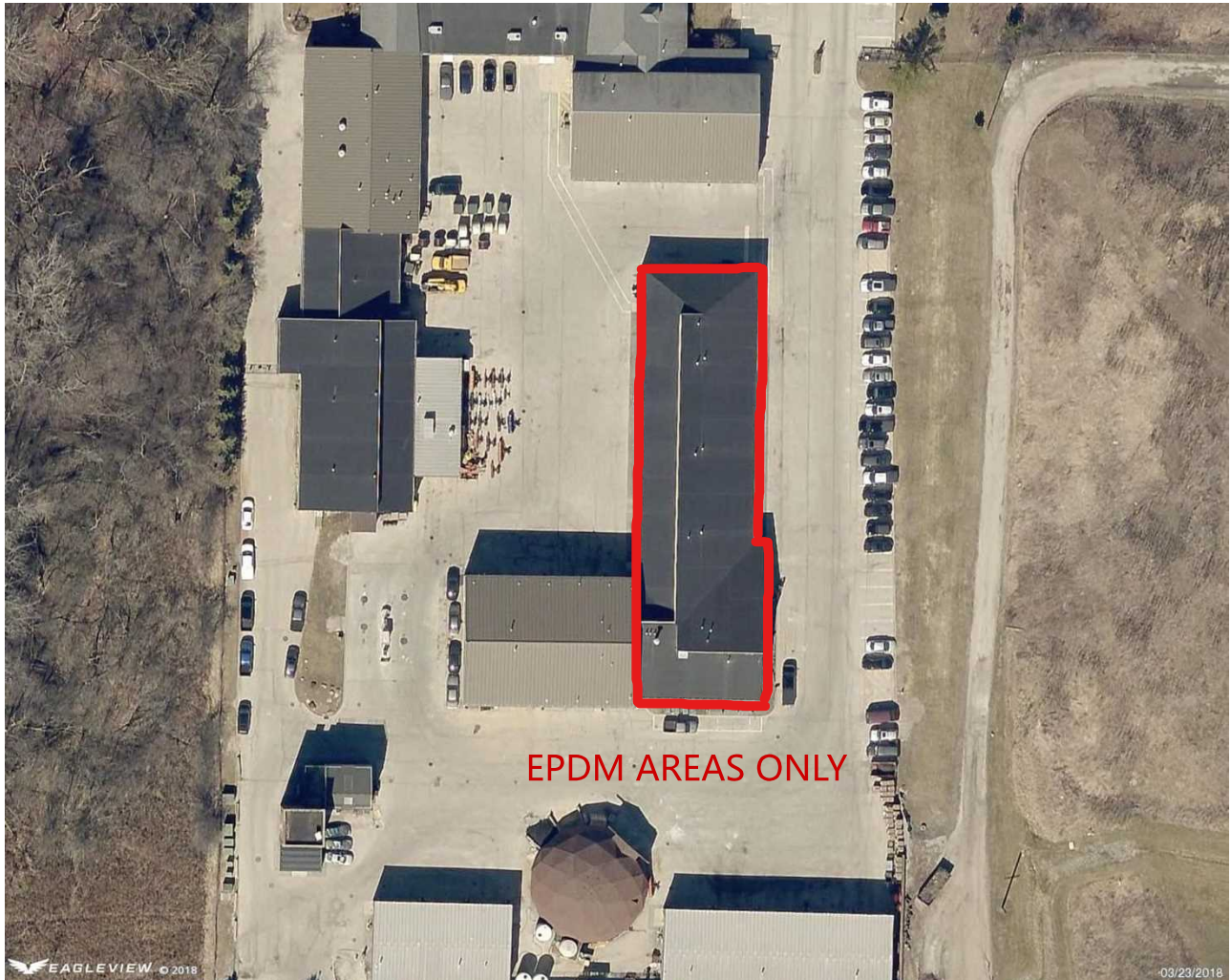
Certified Accurate

[www.eagleview.com/Guarantee.aspx](http://www.eagleview.com/Guarantee.aspx)



## REPORT IMAGES

The following aerial images show different angles of this structure for your reference.



Top View

## REPORT IMAGES



North View

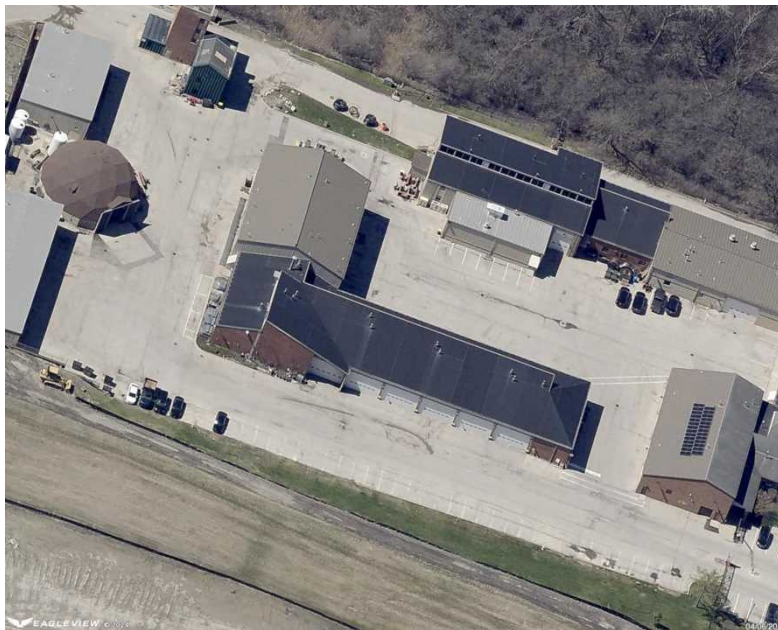


East View

## REPORT IMAGES



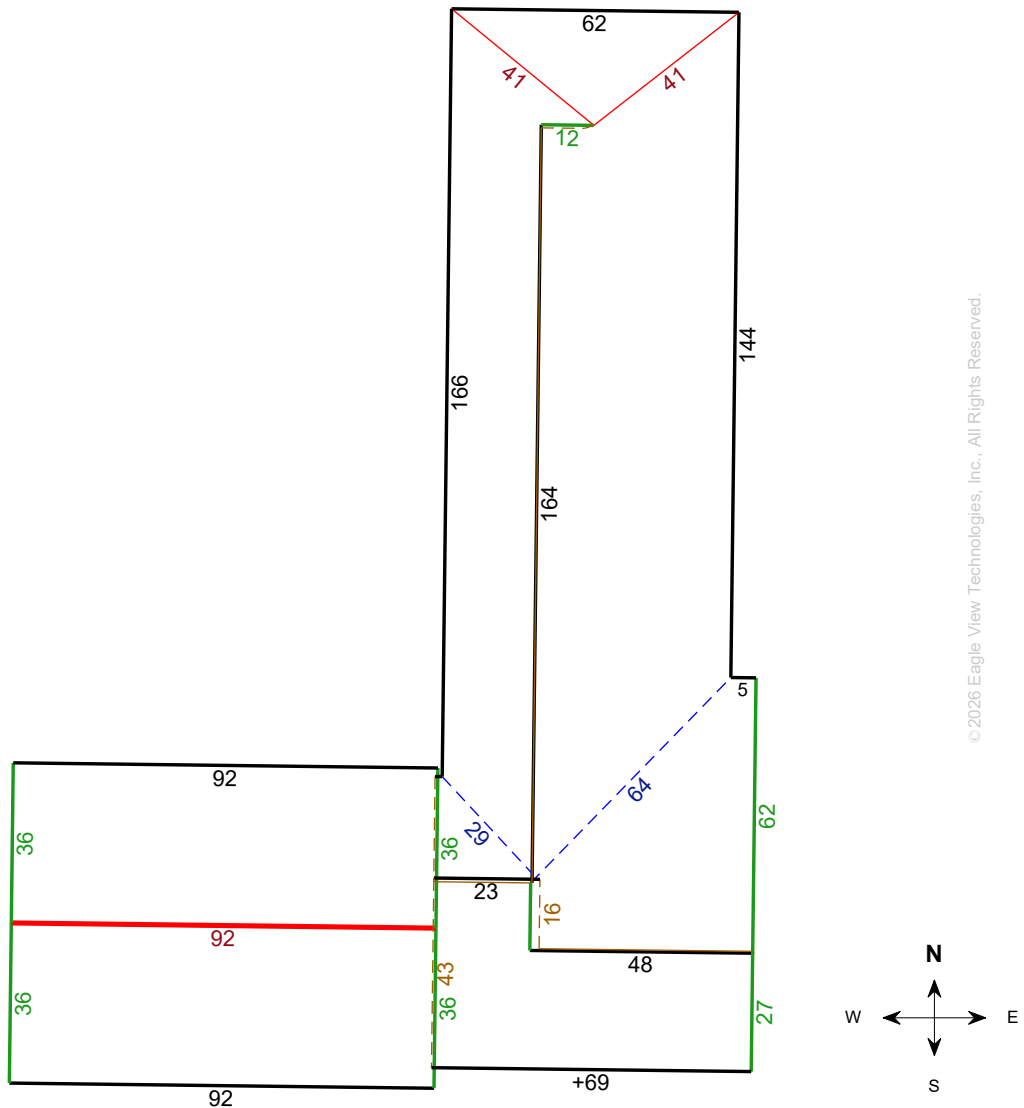
**South View**



**West View**

## LENGTH DIAGRAM

Total Line Lengths:    Ridges = 92 ft                      Valleys = 93 ft                      Flashing = 229 ft                      Eaves = 867 ft  
    Hips = 83 ft                                      Rakes = 264 ft                      Step flashing = 98 ft                      Parapets = 0 ft

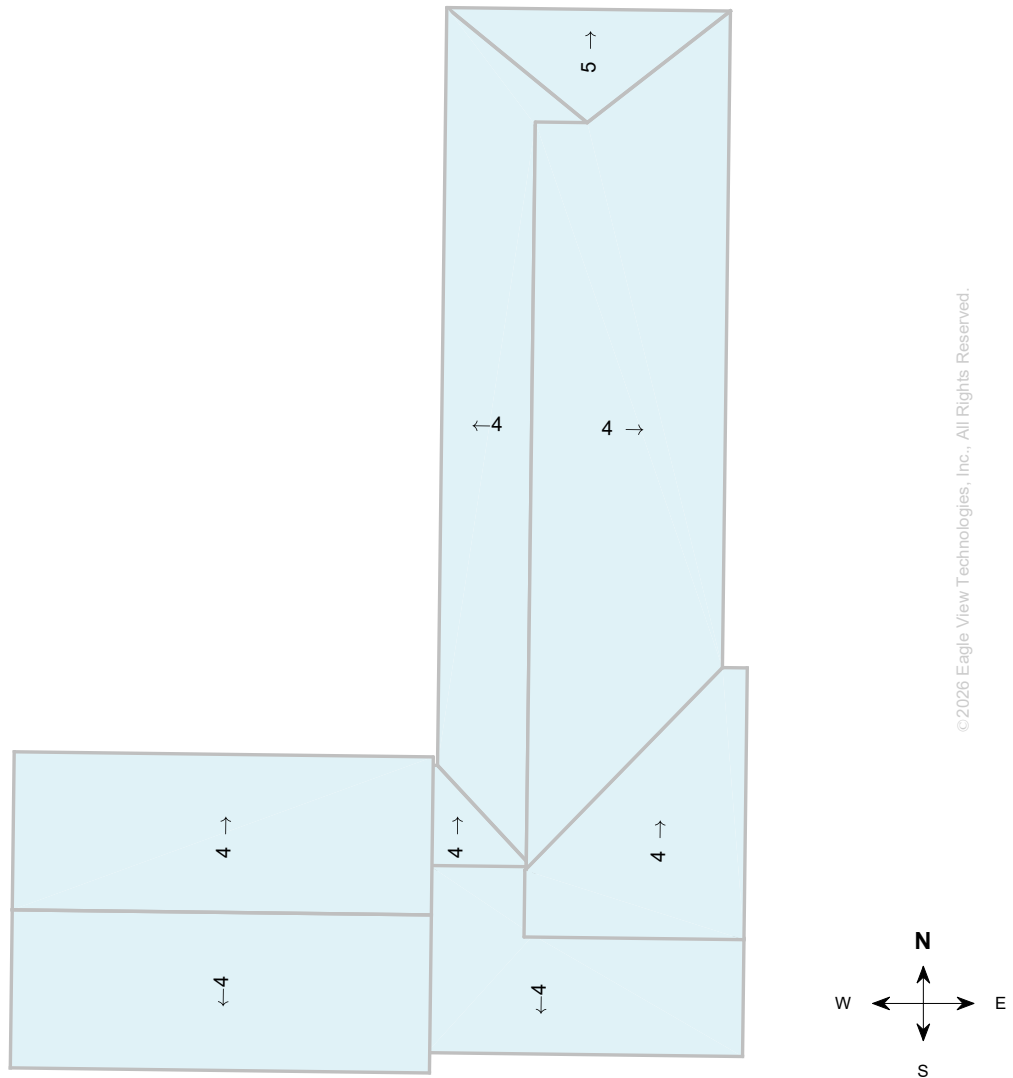


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*Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).*

## PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 4/12.

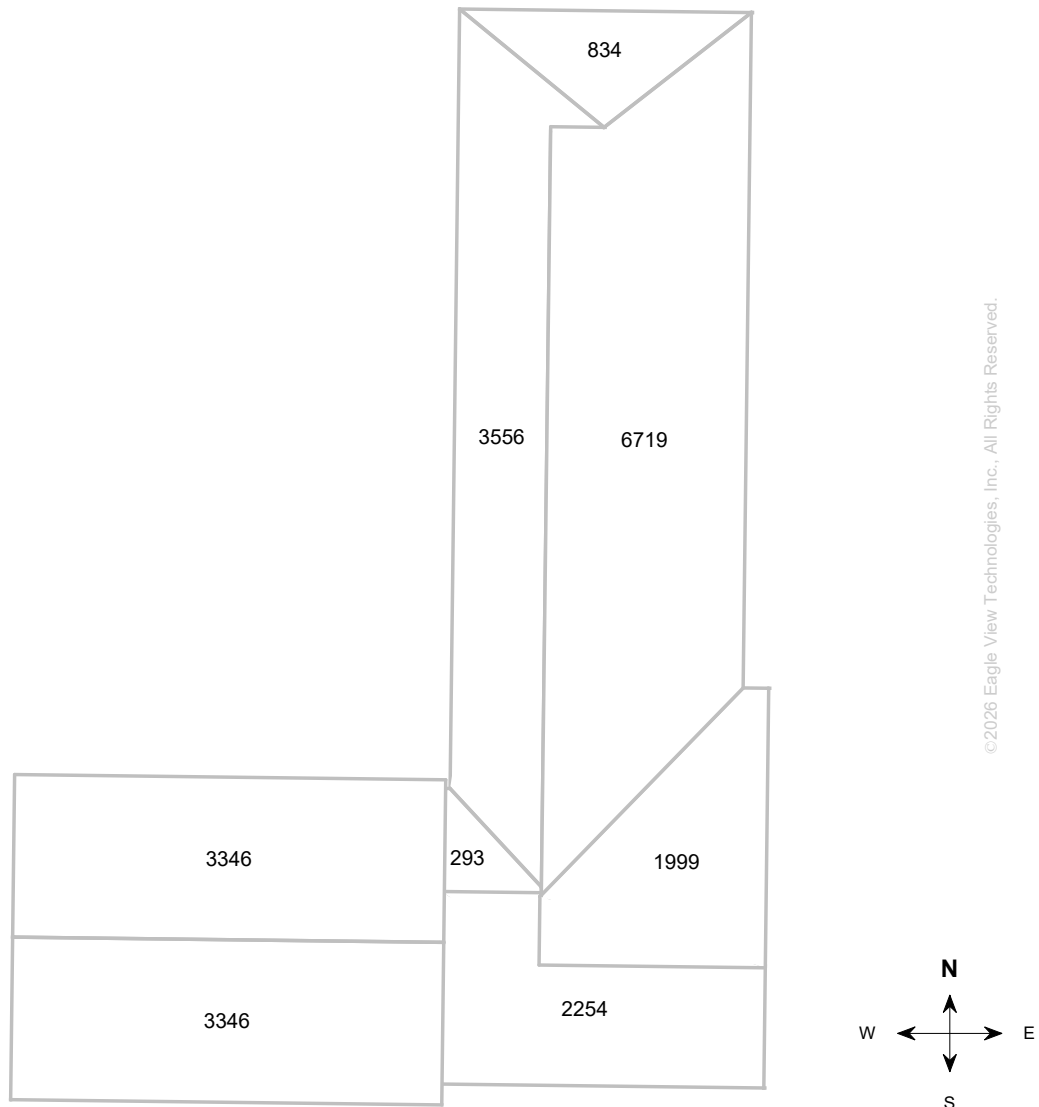


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*Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).*

## AREA DIAGRAM

Total Area = 22,349 sq ft, with 8 facets.



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*Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).*

## PENETRATIONS

### Penetrations Notes Diagram

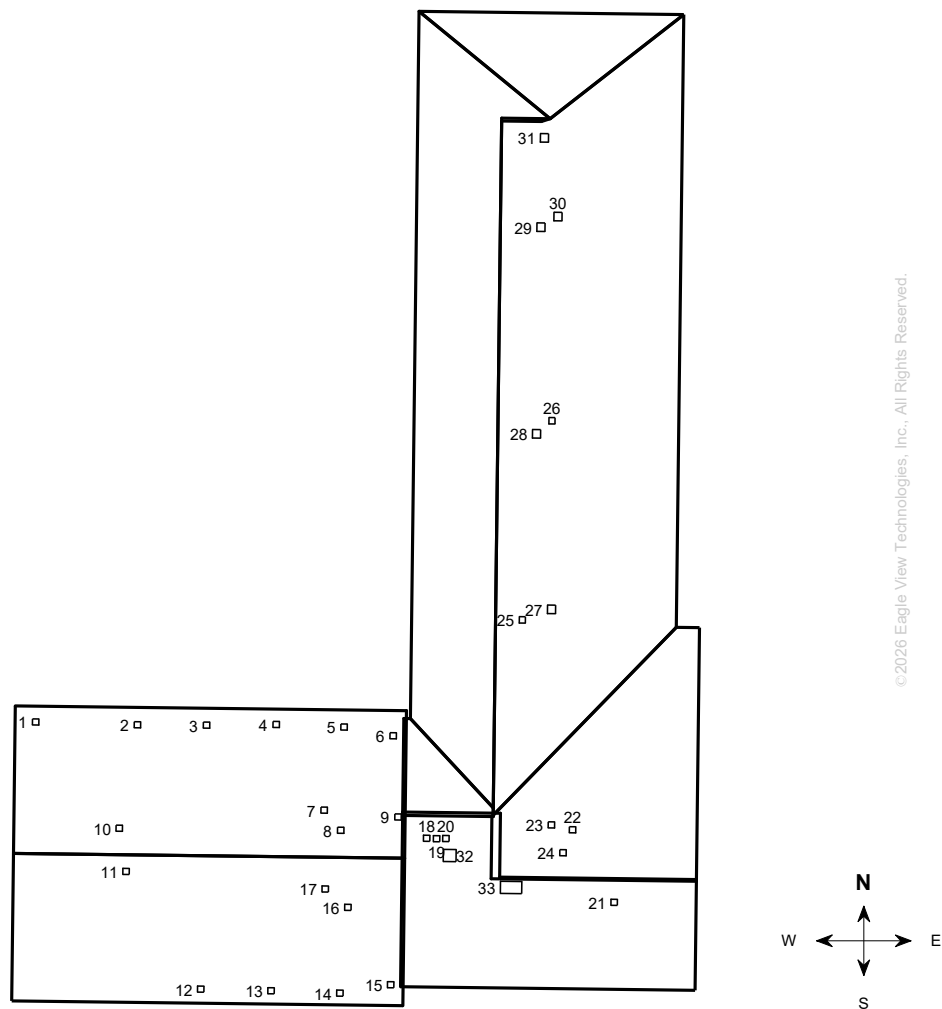
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 33

Total Penetrations Perimeter = 224 ft

Total Penetrations Area: 104 sq ft

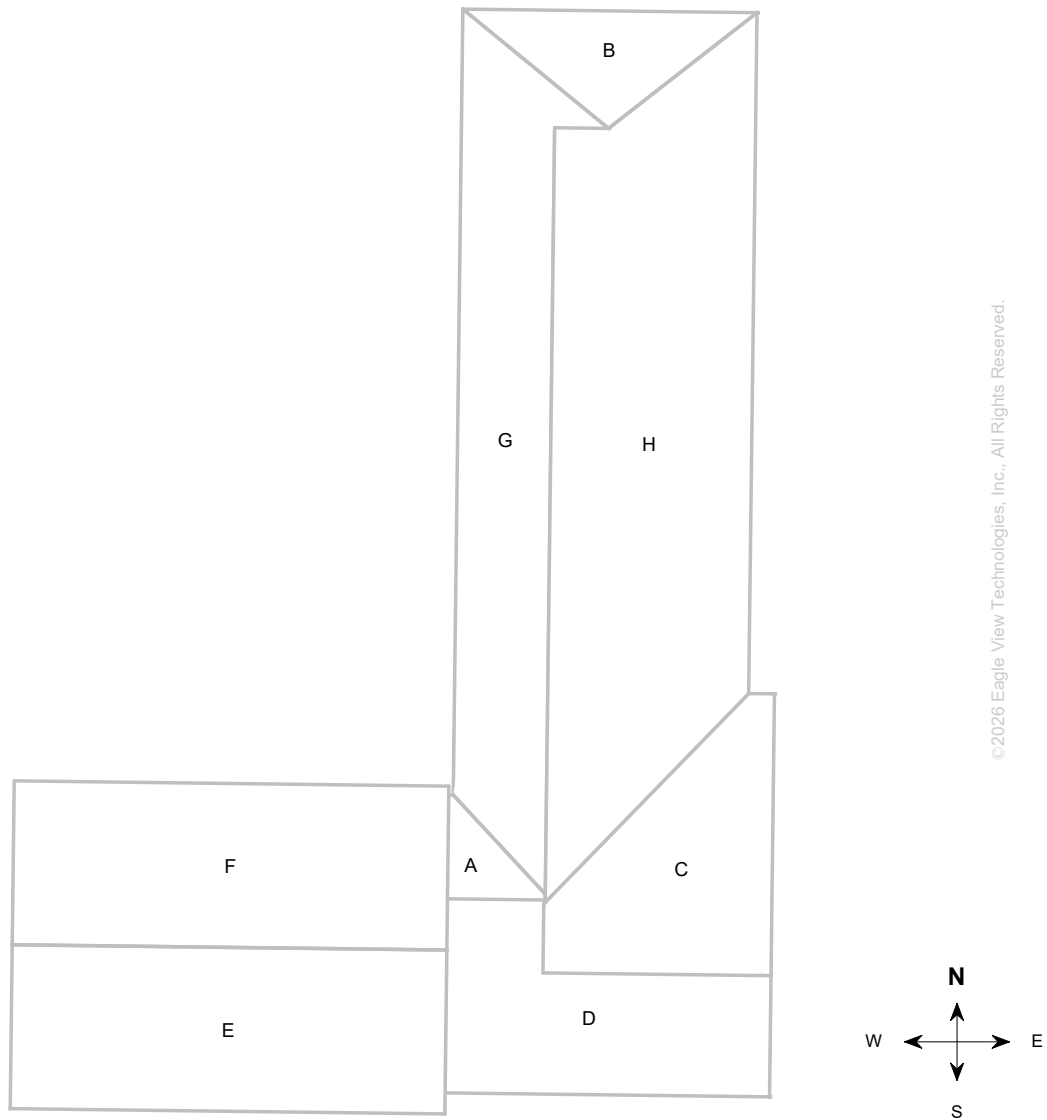
Total Roof Area Less Penetrations = 22,245 sq ft



*Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.*

## NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



## Property Info

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### Property Location

Longitude = -87.7555925

Latitude = 42.0999646

Online map of property:

[http://maps.google.com/maps?f=g&source=s\\_q&hl=en&geocode=&q=1390+Willow+Road,Winnetka,IL,60093](http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=1390+Willow+Road,Winnetka,IL,60093)

### Property Info

Year Built:

Effective Year Built: \*

\*



### Notes

This was ordered as a commercial property. There were no changes to the structure in the past four years.

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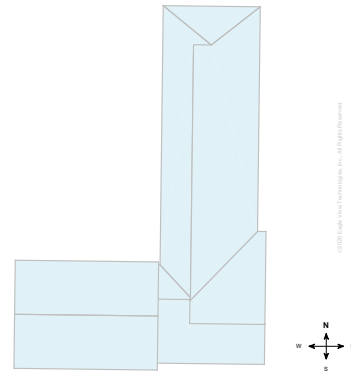
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## REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

### Lengths, Areas and Pitches

Ridge.....	92 ft (1 Ridges)
Hips.....	83 ft (2 Hips)
Valleys.....	93 ft (2 Valleys)
Rakes*.....	264 ft (8 Rakes)
Eaves/Starter**.....	867 ft (11 Eaves)
Drip Edge (Eaves + Rakes).....	1,131 ft (19 Lengths)
Parapet Walls.....	0 ft (0 Lengths)
Flashing.....	229 ft (3 Lengths)
Step Flashing.....	98 ft (7 Lengths)
Total Area.....	22,349 sq ft
Total Penetrations Area.....	104 sq ft
Total Roof Area Less Penetrations.....	22,245 sq ft
Total Penetrations Perimeter.....	224 ft
Predominant Pitch.....	4/12



Total Roof Facets = 8

\*Rakes are defined as roof edges that are sloped (not level).

\*\* Eaves are defined as roof edges that are not sloped and level.

### Areas per Pitch

<b>Roof Pitches</b>	4/12	5/12
<b>Area (sq ft)</b>	21514.2	834.5
<b>% of Squares</b>	96.3%	3.7%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

### Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
<b>Area (sq ft)</b>	22,349	24583.9	25030.9	25701.4	26148.3	26818.8	27265.8
<b>Squares</b>	223.5	245.8	250.3	257.0	261.5	268.2	272.7

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

### Penetration Table

	1-26	27-31	32	33
<b>Area (sq ft)</b>	2.3	4	9	15
<b>Perimeter (ft)</b>	6	8	12	16

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

1390 Willow Road, Winnetka, IL 60093

Report: 70148524

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Contractors agree to always conduct a preliminary site survey to verify Roof Report ordered. In the event of an error in a Report, your sole remedy will be a refund of the fees paid by you to obtain this Report.



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# ROOF MEASUREMENT REPORT

1390 Willow Road, Winnetka, IL 60093

## Report Contents



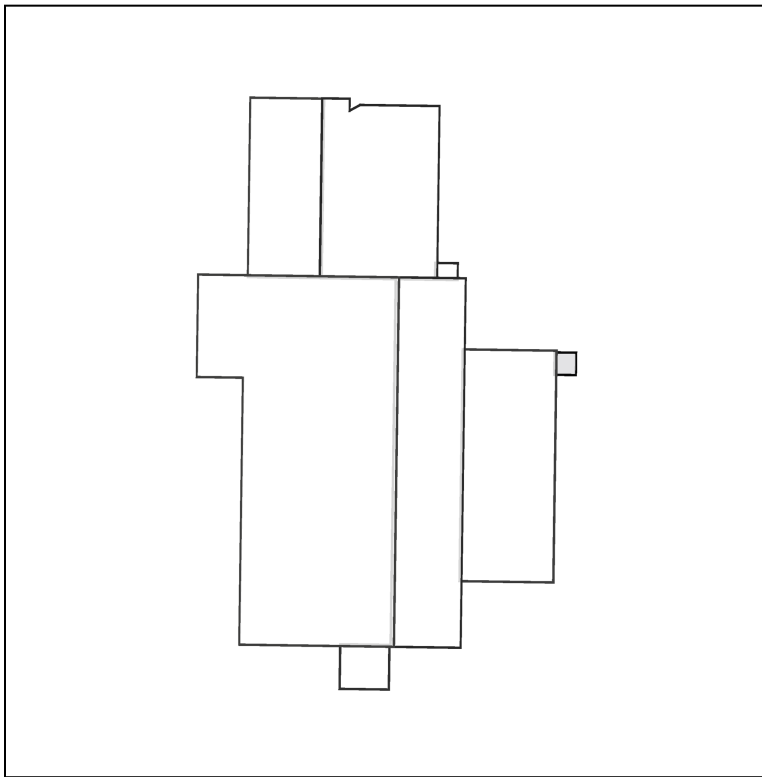
- Images .....1
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- Penetrations Diagram .....7
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## Report Details

Date:	03/29/2026
Report:	70146006
Building:	2

## Roof Details

Total Area:	11,008 sq ft
Total Roof Facets:	8
Predominant Pitch:	4/12
Number of Stories:	<=1
Total Ridges/Hips:	0 ft
Total Valleys:	4 ft
Total Rakes:	278 ft
Total Eaves:	527 ft
Total Penetrations:	13
Total Penetrations Perimeter:	94 ft
Total Penetrations Area:	67 sq ft



In this 3D model, facets appear as semi-transparent to reveal overhangs.

## Contact Us

Contact: Justin Reed  
 Company: The Garland Company Inc.  
 Address: 3800 East 91st  
 Cleveland OH 44105  
 Phone: 425-555-5555

Measurements provided by [www.eagleview.com](http://www.eagleview.com)



Certified Accurate

[www.eagleview.com/Guarantee.aspx](http://www.eagleview.com/Guarantee.aspx)



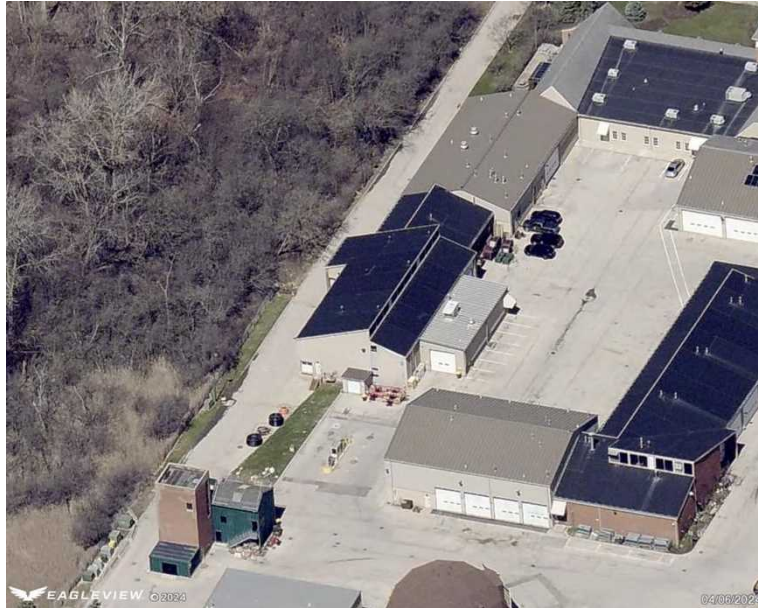
## REPORT IMAGES

The following aerial images show different angles of this structure for your reference.



Top View

## REPORT IMAGES

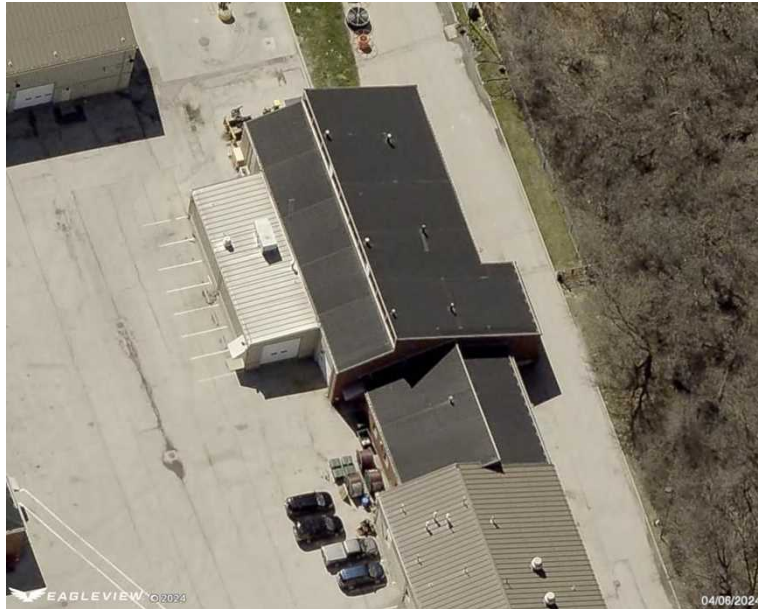


**North View**

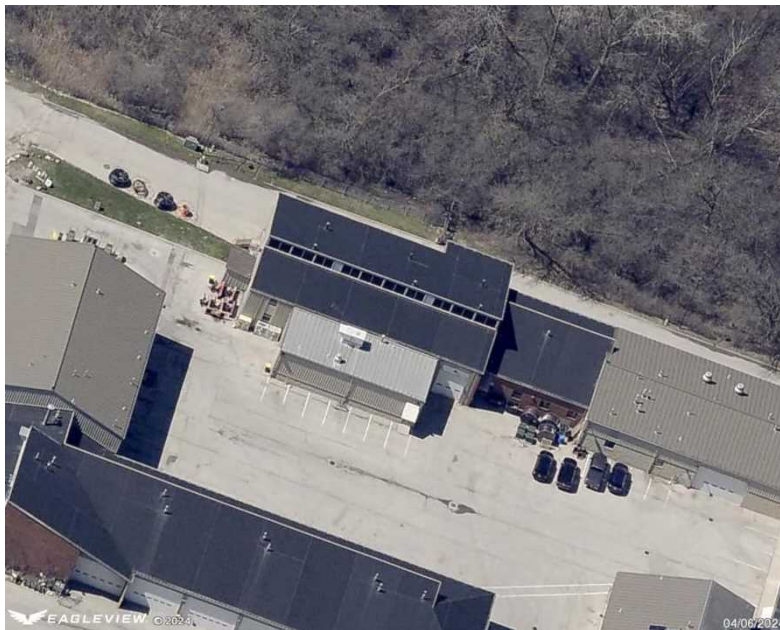


**East View**

## REPORT IMAGES



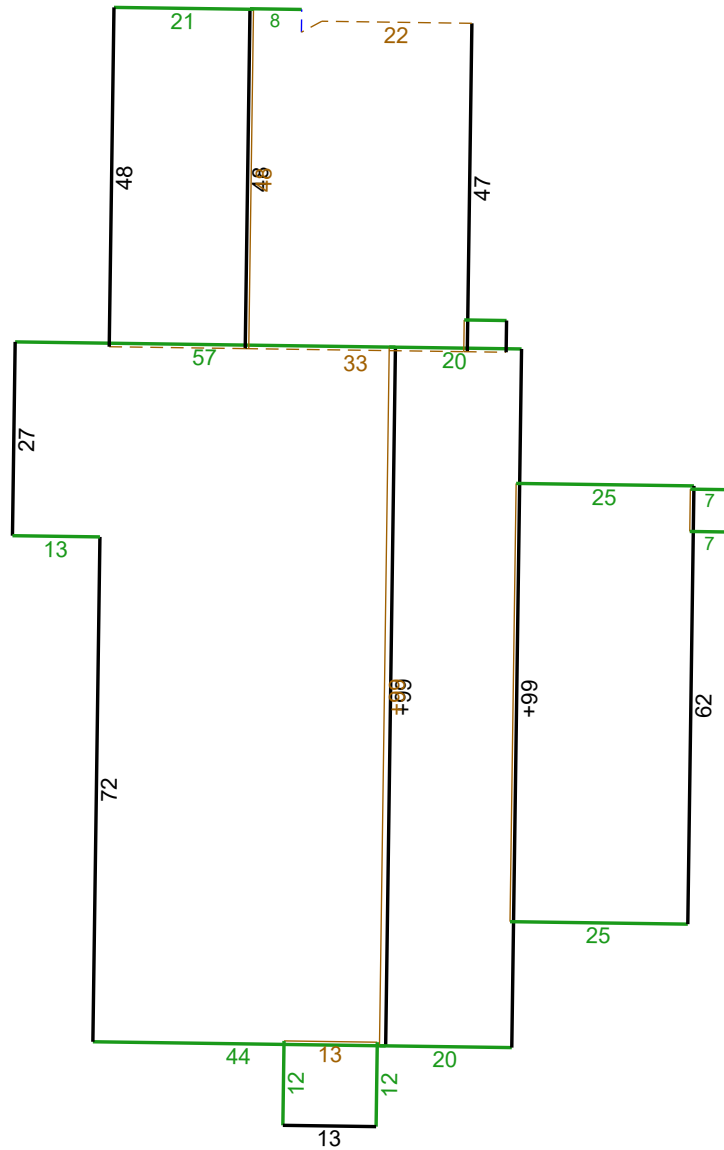
**South View**



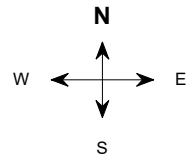
**West View**

## LENGTH DIAGRAM

Total Line Lengths:    Ridges = 0 ft                      Valleys = 4 ft                      Flashing = 234 ft                      Eaves = 527 ft  
    Hips = 0 ft                                      Rakes = 278 ft                      Step flashing = 87 ft                      Parapets = 0 ft



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*Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).*

## PITCH DIAGRAM

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 4/12.

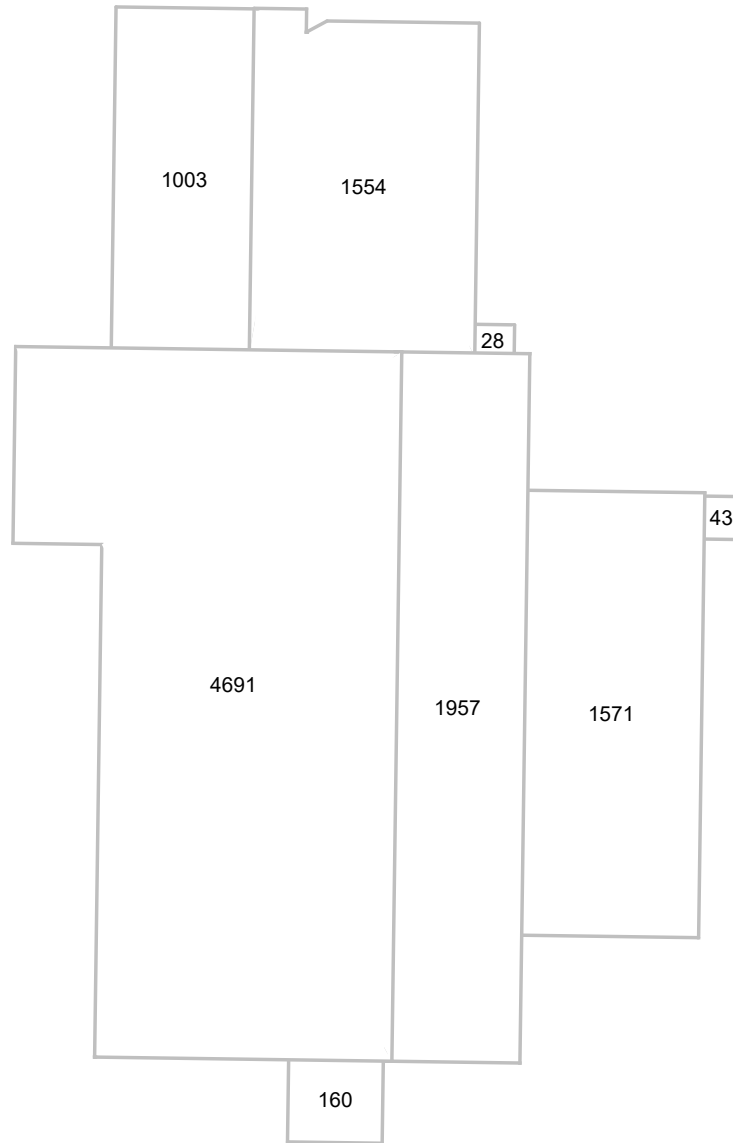


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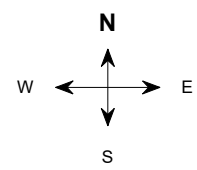
*Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).*

## AREA DIAGRAM

Total Area = 11,008 sq ft, with 8 facets.



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*Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).*

## PENETRATIONS

### Penetrations Notes Diagram

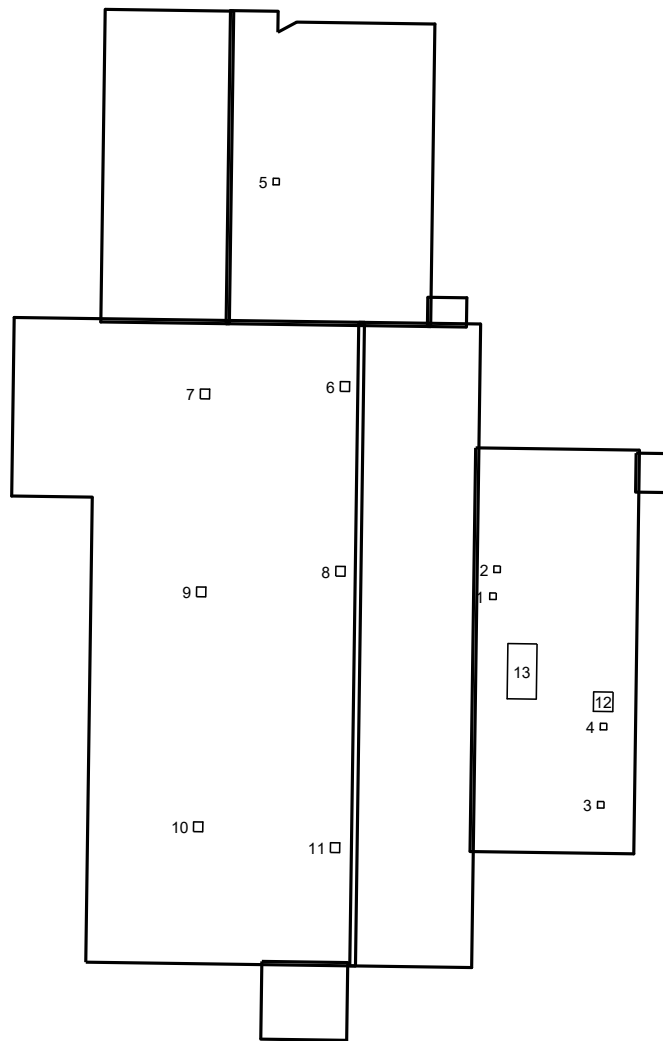
Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations: 13

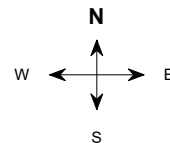
Total Penetrations Perimeter = 94 ft

Total Penetrations Area: 67 sq ft

Total Roof Area Less Penetrations = 10,941 sq ft



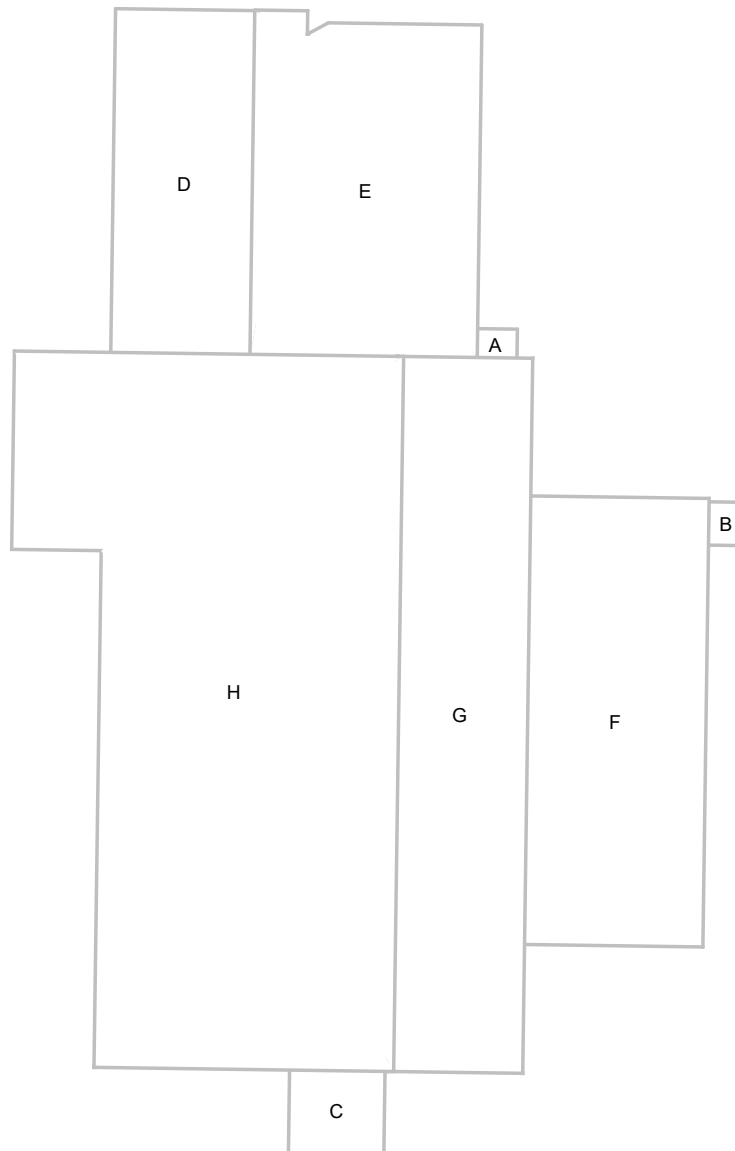
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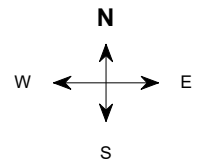
*Note: Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.*

## NOTES DIAGRAM

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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## Property Info

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### Property Location

Longitude = -87.7560854

Latitude = 42.1002541

Online map of property:

[http://maps.google.com/maps?f=g&source=s\\_q&hl=en&geocode=&q=1390+Willow+Road,Winnetka,IL,60093](http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=1390+Willow+Road,Winnetka,IL,60093)

### Property Info

Year Built:

Effective Year Built: \*

\*



### Notes

This was ordered as a commercial property. There were no changes to the structure in the past four years.

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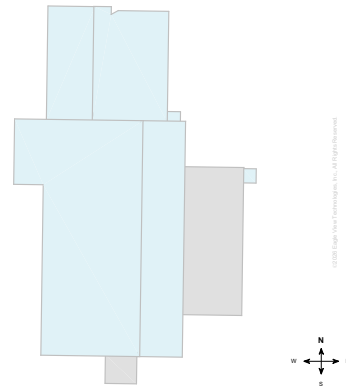
---

## REPORT SUMMARY

Below is a measurement summary using the values presented in this report.

### Lengths, Areas and Pitches

Ridge .....	0 ft (0 Ridges)
Hips.....	0 ft (0 Hips)
Valleys .....	4 ft (1 Valleys)
Rakes* .....	278 ft (14 Rakes)
Eaves/Starter** .....	527 ft (11 Eaves)
Drip Edge (Eaves + Rakes) .....	805 ft (25 Lengths)
Parapet Walls .....	0 ft (0 Lengths)
Flashing .....	234 ft (6 Lengths)
Step Flashing.....	87 ft (5 Lengths)
Total Area .....	11,008 sq ft
Total Penetrations Area .....	67 sq ft
Total Roof Area Less Penetrations .....	10,941 sq ft
Total Penetrations Perimeter .....	94 ft
Predominant Pitch.....	4/12



Total Roof Facets = 8

\*Rakes are defined as roof edges that are sloped (not level).

\*\* Eaves are defined as roof edges that are not sloped and level.

### Areas per Pitch

Roof Pitches	1/12	2/12	4/12	9/12
Area (sq ft)	1570.6	160.3	9233.6	43.1
% of Squares	14.3%	1.5%	83.9%	0.4%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

### Waste Calculation Table

Waste %	0%	10%	12%	15%	17%	20%	22%
Area (sq ft)	11,008	12108.8	12329.0	12659.2	12879.4	13209.6	13429.8
Squares	110.1	121.1	123.3	126.6	128.8	132.1	134.3

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

### Penetration Table

	1-5	6-11	12	13
Area (sq ft)	1	2.3	9	38.3
Perimeter (ft)	4	6	12	26

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

1390 Willow Road, Winnetka, IL 60093

Report: 70146006

**IMPORTANT LEGAL NOTICE AND DISCLAIMER****Notice and Disclaimer**

No Warranty: The Copyrighted Materials are provided to you "as is," and you agree to use it at your own risk.

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Contractors agree to always conduct a preliminary site survey to verify Roof Report ordered. In the event of an error in a Report, your sole remedy will be a refund of the fees paid by you to obtain this Report.



# Village of WINNETKA, IL

## Agenda Item Executive Summary

**TITLE:** Ordinance No. MC-01-2026: Amending Section 8.16.140 of the Village Code Regarding the Location of Garbage and Refuse Receptacles (Introduction/Adoption)

**PRESENTER:** Tom Powers

---

**AGENDA DATE:** June 2, 2026

**CONSENT:** No

**ITEM TYPE:** Ordinances and Resolutions

---

### ITEM HISTORY:

August 2, 2022 - The Village Council adopted Ordinance No. MC-02-2022, updating the Village Code to reflect the implementation of a curbside refuse collection option.

### EXECUTIVE SUMMARY:

Since curbside refuse collection was implemented in 2022, the Village staff has received various feedback from residents with concerns about the location of curbside refuse collection containers. Staff review of the Village's refuse ordinance revealed that there were some ambiguities in the existing ordinance which could lead to refuse containers being placed in inappropriate locations. In addition, the existing ordinance does not address special circumstances such as private streets or easements.

As a result, staff worked with the Village Attorney to draft a revision to the ordinance to provide more consistency and clarity regarding the location of refuse containers. The revised ordinance provides code enforcement with a tool to help ensure refuse and recycling containers are located appropriately for service. The Village Manager has the authority to grant a waiver to the requirements, and is responsible for designating which frontage is appropriate for the placement of curbside refuse containers for lots with multiple frontages.

### RECOMMENDATION:

Consider adopting Ordinance No. MC-01-2026, Amending Section 8.16.140 of the Village Code Regarding the Location of Garbage and Refuse Receptacles.

### ATTACHMENTS:

1. Ordinance No. MC-01-2026 Amending Section 8.16.140 of the Village Code Regarding the Location of Garbage and Refuse Receptacles

**AN ORDINANCE AMENDING SECTION 8.16.140 OF THE VILLAGE CODE REGARDING THE LOCATION OF GARBAGE AND REFUSE RECEPTACLES**

**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**, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

**WHEREAS**, the Village regulates the storage, placement, collection, and disposal of garbage and refuse within the Village pursuant to Chapter 8.16 of the Winnetka Village Code, as amended (“*Village Code*”); and

**WHEREAS**, the Village desires to amend Section 8.16.140 of the Village Code to prohibit the placement of receptacle containing garbage, ashes, household rubbish, yard waste, or recycling within certain areas; and

**WHEREAS**, the Village Council has determined that amending the Village Code as set forth in this Ordinance and pursuant to the Village’s home rule authority 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 recitals in this Ordinance are incorporated into this Section as the findings of the Village Council.

**SECTION 2: AMENDMENT TO SECTION 8.16.140 OF THE VILLAGE CODE.** Section 8.16.140, titled “Location of Receptacles,” of Chapter 8.16, titled “Garbage and Refuse,” of Title 8, titled “Health and Safety,” of the Village Code is amended to read as follows:

**“Section 8.16.140 Location of receptacles.**

A. Backdoor Service. ~~Any~~ owner or occupant who subscribes to backdoor refuse collection service shall place their refuse receptacles on collection days: (i) on the side of their residence or in front of the garage on their premises at ground level: (ii) outdoors: (iii) free from enclosures or structures: or (iv) at the edge of the pavement along the alley, if applicable.

B. Curbside Service. Any owner or occupant who subscribes to curbside refuse collection service shall place their Village-issued refuse receptacle for collection on collection days: (i) at the curb or at the edge of the pavement of their property **or within the right-of-way or access easement directly adjacent to the frontage of their property**: or (ii) at the edge of the pavement along the alley **directly adjacent to their property**, if applicable. Receptacles must be oriented so

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

the lid opens on the street or alley side with the handle facing the residence on the property.

C. Recycling Service. All owners and occupants shall place their recycling receptacles at: (i) at the curb or at the edge of the pavement of their property **or within the right-of-way or access easement directly adjacent to the frontage of their property**; or (ii) at the edge of the pavement along the alley **directly adjacent to their property**, if applicable. Recycling receptacles must be oriented so the lid opens on the street side with the handle facing the residence on the property.

D. **Prohibited Location. No person shall place their Village-issued refuse or recycling receptacle within any access easement granted over property that is owned or occupied by another person or is in front, along the curb, or at the edge of the pavement of property owned or occupied by another person, without the express permission of the owner or lawful occupant. For locations where two adjacent properties front on the same access easement all receptacles shall be placed completely inside the owner or occupants' property frontage at an easily serviceable location nearest to the access easement.**

E. **Waiver. The Village Manager, in the Village Manager's sole discretion, may grant a waiver of the requirements of this Section to allow all refuse or recycling receptacles to be placed in alternative or otherwise prohibited locations upon request of the property owner or lawful occupant. For lots with multiple frontages the Village Manager shall designate which frontage shall be applicable.**

**SECTION 3: SEVERABILITY.** If any provision of this Ordinance or part of this Ordinance is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and will be interpreted, applied, and enforced to achieve, as near as may be possible, 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 upon its passage and approval in the manner provided by law.

[SIGNATURE PAGE TO FOLLOW]

PASSED this 2<sup>nd</sup> day of June, 2026, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this \_\_\_ day of \_\_\_\_\_, 2026.

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 \_\_\_\_\_,  
2026.

Introduced: \_\_\_\_\_, 2026

Passed and Approved: \_\_\_\_\_, 2026

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



## Agenda Item Executive Summary

**TITLE:** Ordinance No. M-09-2026: Granting a Variation from the Winnetka Zoning Ordinance to Allow the Construction of an Expanded Driveway Within the R-5 Single Family Residential District (1412 Scott Avenue) (Introduction/Adoption)

**PRESENTER:** Scott Mangum

---

**AGENDA DATE:** June 2, 2026

**CONSENT:** No

**ITEM TYPE:** Ordinances and Resolutions

---

### ITEM HISTORY:

None

### EXECUTIVE SUMMARY:

#### INTRODUCTION

On June 2, 2026, the Village Council is scheduled to consider Ordinance No. M-09-2026 in response to an application submitted by Adam and Jamie Rothschild (collectively, the "Applicant"), as the owners of the property located at 1412 Scott Avenue (the "Subject Property"). (**Attachment 1**) The Applicant requests approval of the following zoning variation to allow construction of an expanded driveway in the front yard of the Subject Property:

1. **Front Yard Lot Coverage (FYLC)** of 943.06 feet, whereas a maximum of 675 feet is permitted, a variation of 268.06 feet (39.71%) [Note: The existing improvements currently consist of 828.06 square feet of FYLC. The proposed driveway expansion would add 115 square feet of FYLC].

The variation is being requested in order to expand an existing driveway within the front yard of the Subject Property. The existing driveway would be expanded on both sides; 90 square feet on the east side and 25 square feet on the west side with an asphalt surface and bordering pavers intended to match the existing hardscape.

The Subject Property also contains an existing four-foot-wide ingress-egress easement on the west side of the property which contains a portion of a paved driveway that serves the neighboring property at 1418 Scott Avenue. It is important to note that the portion of this driveway within the ingress-egress easement is included in the calculation of FYLC for the Subject Property and consists of approximately 153 square feet (16% of the total proposed FYLC and 22% of the permitted FYLC).

### **ADVISORY BOARD/COMMISSION REVIEW**

The Zoning Board of Appeals (ZBA) considered the request on May 11, 2026. **Attachment 2** includes the staff report and draft meeting minutes which summarize the request. After hearing from staff and the Applicant, and not receiving any written or verbal comments from the public, the ZBA discussed the request. Some members found there to be a safety concern and some also found the existence of the easement to be a hardship. One member noted that the residence was built with a three-car garage, which is not typical, and that the request does not meet the standards for granting a variation. In the end, by a vote of 5-1, the ZBA recommended approval of the request.

### **RECOMMENDATION:**

The ZBA recommends approval (5-1), the Council may wish to (a) consider waiving introduction of Ordinance No. M-09-2026 and consider adoption of the Ordinance, or (b) consider only introduction of Ordinance No. M-09-2026.

### **ATTACHMENTS:**

1. Attachment 1 - Ordinance No. M-09-2026, An Ordinance Granting a Variation to Allow the Construction of an Expanded Driveway (1412 Scott Avenue)
2. Attachment 2 - May 11, 2026, ZBA Meeting Staff Report and Meeting Minutes Excerpt

**ATTACHMENT 1**

**ORDINANCE NO. M-09-2026**

**AN ORDINANCE GRANTING A VARIATION FROM THE WINNETKA ZONING  
ORDINANCE TO ALLOW THE CONSTRUCTION OF AN EXPANDED DRIVEWAY  
WITHIN THE R-5 SINGLE FAMILY RESIDENTIAL DISTRICT  
(1412 Scott Avenue)**

**WHEREAS**, Adam Rothschild and Jamie Rothschild (collectively, “*Applicant*”) are the record title owners of the parcel of real property commonly known as 1412 Scott Avenue 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 approximately 0.27 acres in area and located within the R-5 Single Family Residential District of the Village (“*R-5 District*”) and is improved with a single-family residence and attached garage (“*Structures*”); and

**WHEREAS**, the Applicant desires to expand an existing driveway within the front yard of the Subject Property (“*Proposed Improvement*”); and

**WHEREAS**, pursuant to Section 17.30.030 of the Winnetka Zoning Ordinance (“*Zoning Ordinance*”), the maximum front yard lot coverage allowed in the R-5 District is 30% of the minimum required front yard or 675 square feet; and

**WHEREAS**, to construct the Proposed Improvement on the Subject Property, the Applicant filed an application for a variation from Section 17.30.030 to allow a front yard lot coverage of 943.06 feet (“*Variation*”); and

**WHEREAS**, on May 11, 2026, after due notice thereof, the Zoning Board of Appeals (“*ZBA*”) conducted a public hearing on the Variation and, by a vote of 5 members in favor and 1 opposed, recommended that the Council of the Village of Winnetka (“*Village Council*”) approve the Variation; and

**WHEREAS**, pursuant to Section 17.60.050 of the Zoning Ordinance, the Village Council has determined that: (i) the Variation is in harmony with the general purpose and intent of the Zoning Ordinance and is in accordance with general or specific rules set forth in Chapter 17.60 of the Zoning Ordinance; and (ii) there are practical difficulties or particular hardships in the way of carrying out the strict letter of the provision or regulation of the Zoning Ordinance from which the Variation has been sought; and

**WHEREAS**, the Village Council has determined that approval of the Variation for the Subject Property within the R-5 District 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 VARIATION.** Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Variation from Section 17.30.030 of the Zoning Ordinance to allow the construction of the Proposed Improvement on the Subject Property is hereby granted, in accordance with and pursuant to Chapter 17.60 of the Zoning Ordinance and the home rule powers of the Village.

**SECTION 3: CONDITIONS.** The Variation granted by Section 2 of this Ordinance is 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 Improvement 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 Improvement and 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, 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 Plan.** The development, use, and maintenance of the Proposed Improvement on the Subject Property must be in strict accordance with the plan prepared by the Applicant, consisting of one sheet, with a latest revision date of March 26, 2026, a copy of which is attached to, and by this reference, made part of this Ordinance as **Exhibit B (“Plan”)**, except for minor changes and site work approved by the Director of Community Development or the Director of Engineering (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards.

**SECTION 4: RECORDATION; BINDING EFFECT.** A copy of this Ordinance will be recorded with the Cook County Clerk Recording Division. 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 5: 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 approval granted in Section 2 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 approval granted in Section 2 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 6: AMENDMENTS.** Any amendment to this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance for amending or granting variations.

**SECTION 7: 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 8: 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 8.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.

**PASSED** this 2nd day of June, 2026, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this 2nd day of June, 2026.

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 \_\_\_\_\_,  
2026.

Introduced: \_\_\_\_\_, 2026

Passed and Approved: \_\_\_\_\_, 2026

**EXHIBIT A**

**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

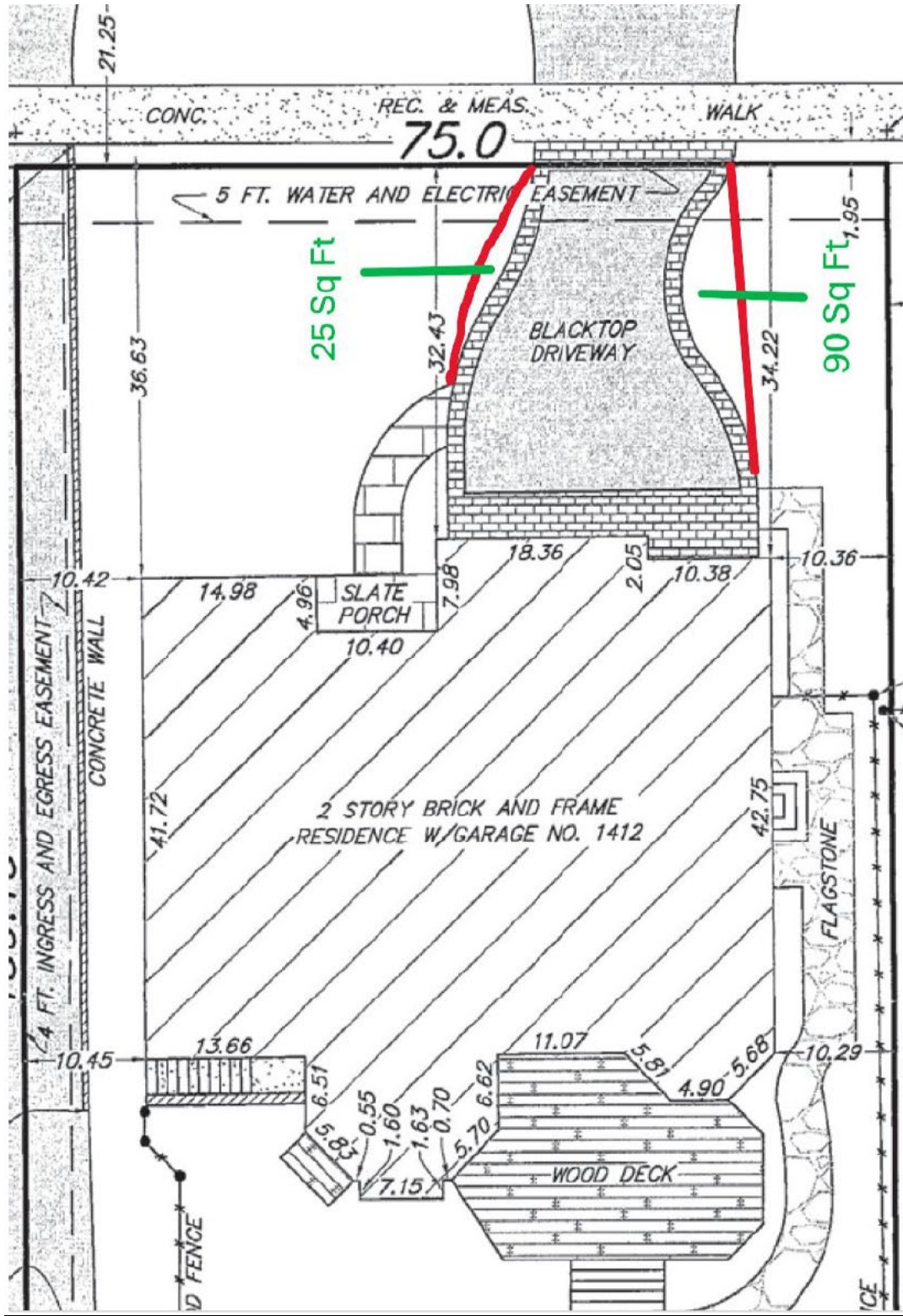
LOT 1 IN JOSEPH SUBDMSION OF THE WEST 1/2 OF LOT 2 AND ALL OF LOT 3 IN BLOCK 22 IN CHICAGO NORTH SHORE LAND CO'S SUBDIVISION IN SECTION 17 AND SECTION 18, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNLY, ILLINOIS ACCORDING TO THE PLAT RECORDED OCTOBER 11, 1996 AS DOCUMENT 96781509.

Commonly known as 1412 Scott Avenue, Winnetka, Illinois 60093.

PIN: 05-18-217-023-0000

EXHIBIT B

PLAN



## EXHIBIT C

### UNCONDITIONAL AGREEMENT AND CONSENT

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

**WHEREAS**, Adam Rothschild and Jamie Rothschild (collectively, "*Applicant*") are the record title owners of the parcel of real property commonly known as 1412 Scott Avenue in Winnetka, Illinois ("*Subject Property*"); and

**WHEREAS**, the Subject Property is approximately 0.27 acres in area and located within the R-5 Single Family Residential District of the Village ("*R-5 District*") and is improved with a single-family residence and attached garage ("*Structures*"); and

**WHEREAS**, the Applicant desires to expand an existing driveway within the front yard of the Subject Property ("*Proposed Improvement*"); and

**WHEREAS**, pursuant to Section 17.30.030 of the Winnetka Zoning Ordinance ("*Zoning Ordinance*"), the maximum front yard lot coverage allowed in the R-5 District is 30% of the minimum required front yard or 675 square feet; and

**WHEREAS**, to construct the Proposed Improvement on the Subject Property, the Applicant filed an application for a variation from Section 17.30.030 to allow a front yard lot coverage of 943.06 feet ("*Variation*"); and

**WHEREAS**, Ordinance No. M-09-2026, adopted by the Village Council on June 2, 2026 ("*Ordinance*"), grants the Variation; and

**WHEREAS**, Section 8 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 hereby unconditionally agrees 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 the Variation 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 hereby agrees 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 Variation 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: \_\_\_\_\_, 2026

ATTEST: **ADAM ROTHSCHILD**

By: \_\_\_\_\_ By: \_\_\_\_\_

Its: \_\_\_\_\_ Its: \_\_\_\_\_

ATTEST: **JAMIE ROTHSCHILD**

By: \_\_\_\_\_ By: \_\_\_\_\_

Its: \_\_\_\_\_ Its: \_\_\_\_\_



**MEMORANDUM  
VILLAGE OF WINNETKA**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**TO: ZONING BOARD OF APPEALS**  
**FROM: CHRISTOPHER MARX, ACIP - ASSOCIATE PLANNER**  
**DATE: MAY 7, 2026**  
**SUBJECT: 1412 SCOTT AVENUE - VARIATION (CASE NO. 26-10-V2)**

**INTRODUCTION**

On May 11, 2026, the Zoning Board of Appeals (“ZBA”) is scheduled to hold a public hearing on an application submitted by Adam and Jamie Rothschild (collectively, the “Applicant”), as the owners of the property located at 1412 Scott Avenue (the “Subject Property”). The Applicant requests approval of the following zoning variation to allow construction of an expanded driveway in the front yard of the Subject Property:

1. **Front Yard Lot Coverage (FYLC)** of 943.06 square feet, whereas a maximum of 675 square feet is permitted, a variation of 268.06 square feet (39.71%) [Section 17.30.030 – Intensity of Use of Lot] [Note: The existing improvements currently consist of 828.06 square feet. The proposed driveway expansion would add 115 square feet of FYLC].

A mail notice was sent to property owners within 250 feet of the Subject Property in compliance with the Zoning Ordinance. The hearing was properly noticed in the *Winnetka Talk* on April 23, 2026. As of the date of this memo, staff has not received any written comments from the public regarding this application.

***The Village Council has final jurisdiction on this request, as only the Council has the authority to grant a variation to exceed the maximum permitted front yard lot coverage.***

**PROPERTY DESCRIPTION**

The Subject Property, which is approximately 0.27 acres in size, is located on the south side of Scott Avenue between Vernon Avenue and Greenwood Avenue and contains an existing two-story residence with an attached three-car garage (see Figure 1). The property is zoned R-5 Single Family Residential and is surrounded by the same (see Figure 2). The Comprehensive Plan designates the Subject Property as appropriate for single-family residential development. The R-5 zoning of the property is consistent with the Comprehensive Plan land use designation.

The property also contains an existing four-foot-wide ingress-egress easement on the west side of the property which contains a portion of a paved driveway that serves the neighboring property at 1418 Scott Avenue.



Figure 1 – GIS Aerial Map

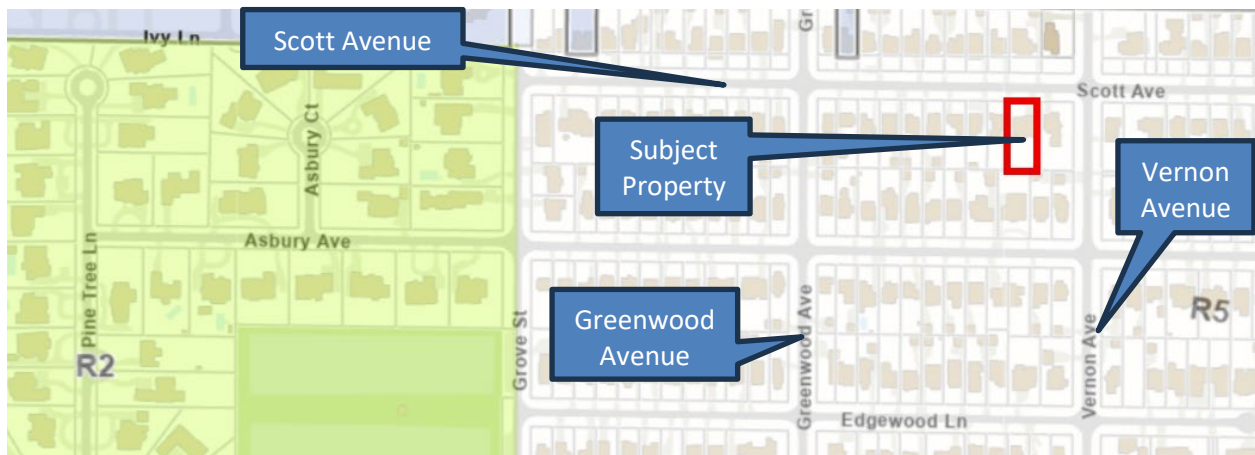


Figure 2 – Zoning Map

**PROPERTY HISTORY AND PREVIOUS ZONING APPLICATIONS**

The existing residence was constructed in 1997. There were subsequent building permits for a kitchen remodel in 2011, a roof replacement in 2022, and other minor permits in subsequent years. The Applicant acquired the property in 2024. There are no other previous zoning cases on file for the Subject Property. A building permit application for the proposed driveway expansion was submitted by the Applicant in 2025. The application was not approved because it did not comply with the front yard lot coverage regulation.

Figures 3 and 4 on the following page are current photos of the Subject Property.



**Figure 3 – Subject Property (Front Elevation – Scott Avenue)**



**Figure 4 – Subject Property – Front Yard Along Scott Avenue**

## PROPOSED PLAN

The variation is being requested in order to expand an existing driveway within the front yard of the Subject Property. The existing driveway would be expanded on both sides; 90 square feet on the east side and 25 square feet on the west side with an asphalt surface and bordering pavers intended to match the existing hardscaping. The width of the driveway where it intersects with the front lot line would remain unchanged. With the exception of the requested variation, the proposed improvement complies with the zoning regulations.

An excerpt of the proposed site plan is provided on the following page as Figure 6. The complete set of plans is provided in the application materials (**Attachment C**).

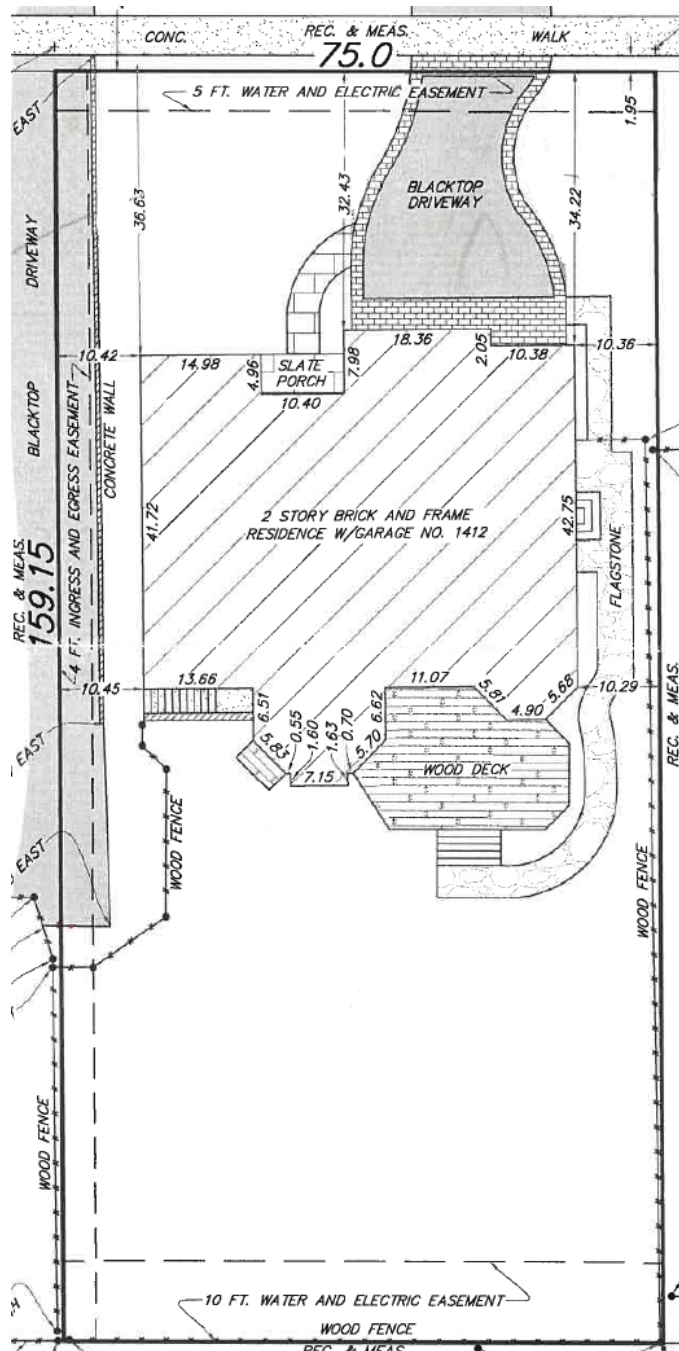


Figure 5 – Subject Property – 2024 Plat of Survey Showing Existing Conditions

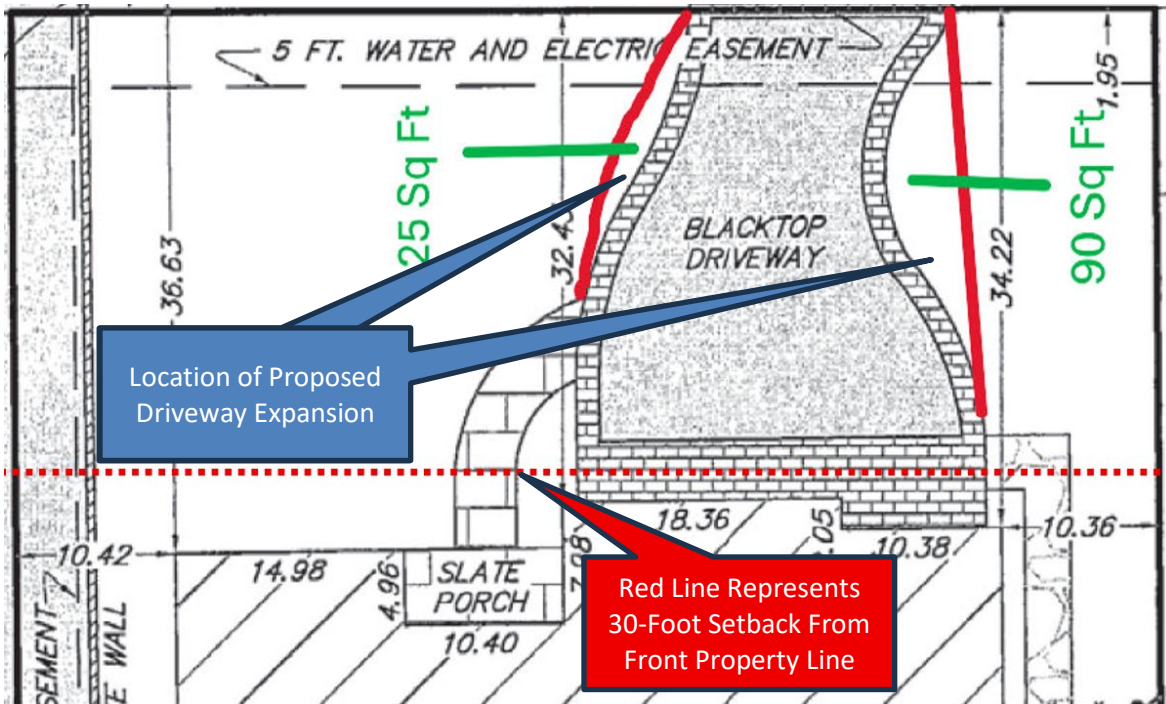


Figure 6 – Proposed Site Plan

Given the ZBA often receives questions regarding the stormwater regulations applicable to a specific request being considered by the ZBA, attached is a Stormwater Matrix (**Attachment B**). Village Engineering staff approved the plans from the initial building permit submission in 2025, noting that detention would not be required while specifying that storm water would need to be managed on site. Figure 7 below represents the Subject Property’s proximity to the floodplain; the cyan represents the 100-year floodplain.



Figure 7 - GIS Floodplain Map

## REQUESTED ZONING RELIEF

The attached Zoning Matrix highlights the existing lot and the proposed improvement's compliance with the R-5 zoning district (**Attachment A**). One variation is being requested to exceed the maximum permitted front yard lot coverage (FYLC). The maximum permitted FYLC in the R-5 zoning district is 30% of the minimum required front yard setback, which means no more than 30% of the area measured within 30 feet from the front property line may be covered with impermeable surfaces or structures. The intent of this standard is twofold: (1) to limit the amount of hard surface area located within the required front yard and; (2) to discourage vehicle parking within the required front yard. The existing improvements within the front yard consist of 828.06 square feet, exceeding the maximum permitted FYLC by 153.06 square feet (22.67%). The increase in FYLC with the proposed expansion is 115 square feet, bringing the total FYLC to 943.06 square feet, whereas a maximum of 675 square feet is permitted, a variation of 268.06 square feet (39.71%).

It is important to note that the driveway on the west side of the Subject Property within the ingress-egress easement, which provides driveway access for the neighboring property, is included in the calculation of FYLC for the Subject Property and consists of 153.06 square feet (16.23% of the total proposed FYLC and 22.67% of the permitted FYLC).

## FINDINGS

Section 17.60.040 of the Zoning Ordinance lists eight variation standards that the Board must find a variation application meets. The Applicant has supplied as part of their application materials a narrative addressing how this proposal meets these standards.

After hearing from the Applicant, and the public, the ZBA may decide to act on one of two options:

1. Continue the public hearing to a specific date to provide the Applicant and/or staff with additional time to address questions and comments from the ZBA; or
2. Consider a motion recommending approval or denial of the variation. If the ZBA is prepared to make a recommendation to the Village Council regarding the requested relief, 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 following variation granting:

- A. **Front Yard Lot Coverage of 943.06 square feet**, whereas a maximum of 675 square feet is permitted, a variation of 268.06 square feet (39.71%) [Section 17.30.030 – Intensity of Use of Lot].

The Zoning Board of Appeals finds, based on evidence in the record or a public document, that the variation requested is **in harmony [not in harmony]** with the general purpose and intent of the Zoning Ordinance and that each of the following eight standards on which evidence is required pursuant to Section 17.60.050 of this Code **have been met [have not been met]** in connection with this variation application **[subject to the following conditions...]**

The eight standards to consider when granting a variation are as follows:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that zone.

2. The plight of the owner is due to unique circumstances. Such circumstances must be associated with the characteristics of the property in question, rather than being related to the occupants.
3. The variation, if granted, will not alter the essential character of the locality.
4. An adequate supply of light and air to the adjacent property will not be impaired.
5. The hazard from fire and other damages to the property will not be increased.
6. The taxable value of the land and buildings throughout the Village will not diminish.
7. The congestion in the public street will not increase.
8. The public health, safety, comfort, morals, and welfare of the inhabitants of the Village will not otherwise be impaired.

**ATTACHMENTS**

Attachment A: Zoning Matrix

Attachment B: Stormwater Matrix

Attachment C: Application Materials

# ATTACHMENT A

<b>ZONING MATRIX</b>					
<b>ADDRESS: 1412 Scott Avenue</b>					
<b>CASE NO: 26-10-V2</b>					
<b>ZONING: R-5</b>					
<b>ITEM</b>	<b>MIN/MAX REQUIREMENT</b>	<b>EXISTING</b>	<b>PROPOSED</b>	<b>DIFFERENCE BETWEEN PROPOSED &amp; EXISTING</b>	<b>ZONING CODE COMPLIANCE (3)</b>
Min. Lot Size	8,400 SF	11,936.25 SF	N/A	N/A	OK
Min. Average Lot Width	60 FT	75 FT	N/A	N/A	OK
Min. Lot Depth	120 FT	159.15 FT	N/A	N/A	OK
Max. Roofed Lot Coverage	2,984.06 SF (1)	2,533.03 SF	2,533.03 SF	0 SF	OK
Max. Gross Floor Area	3,963.53 SF (1)	N/A	N/A	0 SF	EXISTING NONCONFORMING
Max. Impermeable Lot Coverage	5,968.13 SF (1)	4,318.13 SF	4,433.13 SF	115 SF	OK
Max. Front Yard Lot Coverage	675 SF (2)	828.06 SF	943.06 SF	115 SF	<b>268.06 SF (39.71%) VARIATION</b>
Min. Front Yard (North)	30 FT	32.43 FT	32.43 FT	0 FT	OK
Min. Side Yard (East)	7.5 FT	10.29 FT	10.29 FT	0 FT	OK
Min. Total Side Yard	18.75 FT	20.71 FT	20.71 FT	0 FT	OK
Min. Rear Yard (South)	23.87 FT	69.3 FT	69.3 FT	0 FT	OK
<b>NOTES:</b>	(1) Based on lot area of 11,936.25 square feet.				
	(2) Based on lot width of 75 feet and R-5 minimum front yard setback of 30 feet.				
	(3) Variation amount is the difference between proposed and requirement.				

## ATTACHMENT B

### Stormwater Volume Requirements for Development Sites

*In addition to meeting the following storm water volume detention requirements, development sites must meet all other Village storm water management requirements such as drainage and grading, storm water release rates, storage system design requirements, etc. An exception is for lots along the lakefront that directly discharge into Lake Michigan; those lots are not required to provide stormwater volume detention on-site. They are required to meet all other Village stormwater system design requirements.*

	Storm Water Detention Volume Requirements	Applicable Requirement
<b>A. New Home Construction - Previously Developed Lot</b>	The amount of additional required storm water detention volume is based upon the difference between maximum impermeable lot coverage, per Zoning Code, and existing lot coverage, using the run-off coefficient for a 100-year storm event for both.	
<b>B. New Home Construction - Previously <u>Undeveloped</u> Site</b>	The amount of required storm water detention volume is based upon the maximum impermeable lot coverage, using the run-off coefficient for 100-year storm event.	
<b>C. Redevelopment of Site for Different Use (e.g. single family to multi-family, or commercial)</b>	The amount of required storm water detention volume is based upon the maximum impermeable lot coverage, using the run-off coefficient for 100-year storm event.	
<b>D. Improvements to Existing Home and/or Lot, causing an increase in impermeable lot coverage greater or equal to <u>25%</u>.</b>	The amount of additional required storm water detention volume is based upon the difference between the proposed and existing impermeable lot coverage, using the run-off coefficient for 100 year storm event. (Note: If the increase in impermeable lot coverage is less than 25%, additional storm water detention volume is <u>not</u> required.)	<b><i>Applies to 1412 Scott Avenue.</i></b> <i>Based upon review of information to date, it appears that 1412 Scott Avenue <u>would not have to provide additional storm water detention volume.</u></i> <i>Village Engineering staff approved the initial building permit in 2025 with a note that additional detention wouldn't be required.</i>
<b>E. Improvements to existing lots, who currently exceed maximum impermeable lot coverage (e.g., School sites, single family and multi-family sites)</b>	The amount of additional required storm water detention volume is based upon: <ul style="list-style-type: none"> <li>a) The amount of the impermeable lot coverage (ILC) currently in excess of the maximum permitted amount of ILC allowed by zoning that will be removed and replaced, and/or</li> <li>b) The amount of ILC in addition to what currently exists on the lot.</li> </ul>	

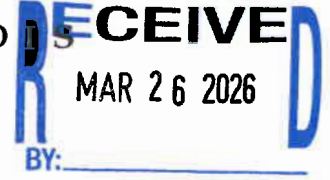
# Stormwater Volume Requirements for Development Sites

	The amount of required detention volume is then determined using the run-off coefficient for 100-year storm event.	
--	--	--

ATTACHMENT C

Village of Winnetka  
ZONING VARIATION APPLICATION

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT



ZONING VARIATION APPLICATION

Case No. \_\_\_\_\_

Property Information

Site Address: 1412 Scott Ave., Winnetka, IL 60093

Owner Information

Name: Adam & Jamie Rothschild

Address: [REDACTED]

City, State, ZIP: Winnetka, IL 60093

Email: [REDACTED]

Primary Contact: Adam Rothschild

Phone No. [REDACTED]

Date property acquired by owner: \_\_\_\_\_

Architect Information

Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Attorney Information

Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Nature of any restrictions on property: The property is subject to a driveway easement benefitting the property to the north.

The easement contains an existing paved driveway not available for our use. It is included in the impermeable surface calculations.

Brief explanation of variation(s) requested (attach separate sheet providing additional details): Please see attached documents.

Property Owner Signat [REDACTED]

Date: 3-26-26

Dear Members of the Board,

We respectfully request a zoning variance to allow for the widening of our existing driveway by approximately 115 square feet. This variance request relates to the Front Yard Lot Coverage limitation. This amounts to only a few additional feet on each side along the current driveway alignment. We are seeking this relief because of specific physical and legal characteristics of our property that create a practical hardship in the safe and reasonable use of our home as it was constructed.

Our home includes a three-car garage with bays positioned across the front facade. When the home was originally built in the late 1990s, the driveway configuration provided a wider paved approach to the garage. The current alignment was modified by the 2<sup>nd</sup> and previous owner many years ago, resulting in a narrower paved surface. As it exists today, the driveway no longer adequately supports the garage configuration as designed.

With the current driveway width, the far-left and far-right garage bays cannot be reasonably accessed without vehicles sharply angling and frequently leaving the paved surface to drive over lawn and landscaping. As a result, two of the three garage bays cannot be practically used without encroaching onto grass. This is not a matter of personal preference or convenience. It is a functional limitation created by the fixed placement of the garage structure and the constrained driveway width within the required front yard.

We acknowledge that the existing FYLC already exceeds the permitted 30% maximum. The requested improvement would increase the coverage within the first 30 feet by only the portion of the approximately 115 square feet that lies within the required front yard. This is a modest incremental adjustment relative to the overall required front yard area and does not expand the building footprint or change the use of the property. It simply modifies the existing driveway configuration to allow the garage to function safely and as originally intended.

Compounding this limitation is a recorded easement under which a separate neighboring driveway exists on our parcel. That driveway is not available for our use, yet the paved area associated with it is counted toward our property's allowable impermeable surface coverage. In practical terms, a portion of the allowable coverage is consumed by pavement that we do not control or benefit from. This legal and structural condition is unique to our lot and materially limits our ability to modify our own driveway within current ordinance constraints.

Because of setback requirements, the fixed placement of the garage structure, and the impermeable surface limitation impacted by the easement, there is no conforming alternative that would allow reasonable vehicular access to all three garage bays. Relocating the driveway or reconstructing the garage would require substantial structural demolition and reconstruction and is not a viable solution. The requested widening represents the minimum modification necessary to allow the garage to function reasonably as designed.

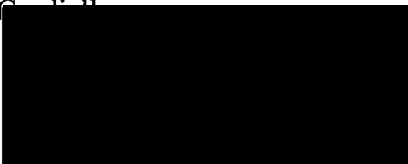
In addition to the functional constraint, there is a genuine safety concern. The narrow driveway forces angled turning movements that significantly restrict sightlines when backing out of the outer garage bays. When backing out of the garage bays, vehicles must pivot sharply, creating blind spots toward the sidewalk and driveway apron. Our neighborhood has regular pedestrian activity, including children riding bicycles and scooters.

There have already been three separate near-miss incidents involving children approaching the driveway while a vehicle was backing out. Fortunately, no injuries occurred. However, these incidents demonstrate that the visibility limitation is structural and ongoing, not theoretical. The proposed widening would allow vehicles to exit in a straighter, more predictable alignment with improved visibility, reducing foreseeable pedestrian conflict, and promoting public safety.

The requested adjustment is modest in scale and maintains the existing driveway alignment. It will not alter the essential character of the neighborhood, impair light or air to adjacent properties, increase congestion, or create additional nonconformities. Other than the modest FYLC increase requested, all conditions remain as existing and the improvement is limited to the minimum necessary to address the hardship and safety concern. It is a limited and measured modification intended to address a structural constraint unique to this property while improving safety for both our family and our neighbors.

We are not seeking this variance lightly. We are requesting a minimal and reasonable adjustment that allows the property to function safely and as originally intended. We respectfully ask for your approval.

Thank you for your time and consideration.

G. Rothchild  


Adam & Jamie Rothschild

# STANDARDS FOR GRANTING OF ZONING VARIATIONS

**1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulations in that district.**

The property cannot yield a reasonable return under the strict application of the zoning regulations because a substantial portion of the existing three-car garage cannot be reasonably accessed or utilized as constructed. The garage spans the front facade of the home and was lawfully constructed prior to my ownership. Due to the fixed structural placement of the garage and the impermeable surface limitations, which are reduced by a separate neighboring driveway located on this parcel pursuant to a recorded easement and counted toward the property's allowable coverage, there is no conforming means to provide functional vehicular access to all three bays. As a result, a principal structural improvement on the property cannot be reasonably used for its intended purpose without the requested variation. The strict application of the ordinance therefore deprives the property of reasonable functional utility as improved.

---

**2. The plight of the owner is due to unique circumstances associated with the characteristics of the property, rather than being related to the occupants.**

The circumstances giving rise to this request are due to unique physical and legal characteristics of the property itself, not to our family as the current occupants. The garage spans the front facade of the home, the driveway width is constrained by its established alignment, and a recorded easement permits a separate neighboring driveway to exist on this parcel while being counted toward this property's allowable impermeable surface coverage. These structural and legal conditions are inherent to the lot and are unrelated to personal preference, family circumstances, or any action taken by us as the current owner.

---

**3. The variation, if granted, will not alter the essential character of the locality.**

The variation, if granted, will not alter the essential character of the locality. The proposed widening consists of approximately 115 square feet added along the existing driveway footprint and does not involve new structures, increased building mass, additional dwelling units, or intensified residential use. The property will remain a single-family residence consistent with the surrounding neighborhood in scale, density, and character.

---

**4. An adequate supply of light and air to adjacent property will not be impaired.**

An adequate supply of light and air to adjacent property will not be impaired because the request involves only a minor horizontal expansion of an existing paved surface and does not include vertical construction, changes to building height, or modifications to setbacks.

---

**5. The hazard from fire and other damages to the property will not be increased.**

The hazard from fire or other damage to the property will not be increased. The proposed variation does not alter building construction or introduce additional structural risk. Improved vehicular maneuverability may reduce the likelihood of accidental damage associated with constrained turning movements.

---

**6. The taxable value of the land and buildings throughout the Village will not diminish.**

The taxable value of land and buildings throughout the Village will not diminish as a result of the requested variation. The proposal does not change the scale, density, or permitted use of the property and will not negatively affect surrounding properties or the broader tax base.

---

**7. The congestion in the public street will not increase.**

Congestion in the public street will not increase because the proposed widening does not increase traffic generation, parking demand, or the number of vehicles associated with the property. It improves internal driveway maneuverability without affecting street conditions.

---

**8. The public health, safety, comfort, morals, and welfare of the inhabitants of the Village will not be otherwise impaired.**

The public health, safety, and welfare of the inhabitants of the Village will not be impaired and will be enhanced by the requested variation. The current driveway configuration creates restricted sightlines when exiting the outer garage bays due to angled turning movements within a constrained paved area. Three separate near-miss incidents have occurred involving children riding bicycles or scooters approaching or in the driveway while a vehicle was backing out. Although no injuries occurred, these incidents demonstrate that the visibility limitation is structural and ongoing. The proposed widening would allow vehicles to exit in a straighter alignment with improved sightlines, thereby reducing foreseeable pedestrian conflict and promoting public safety.



Scale - 1 inch = 20 feet

# Jens K. Doe

Professional Land Surveyors  
A DIVISION OF CDK IL DESIGN FIRM SURVEYOR 2812

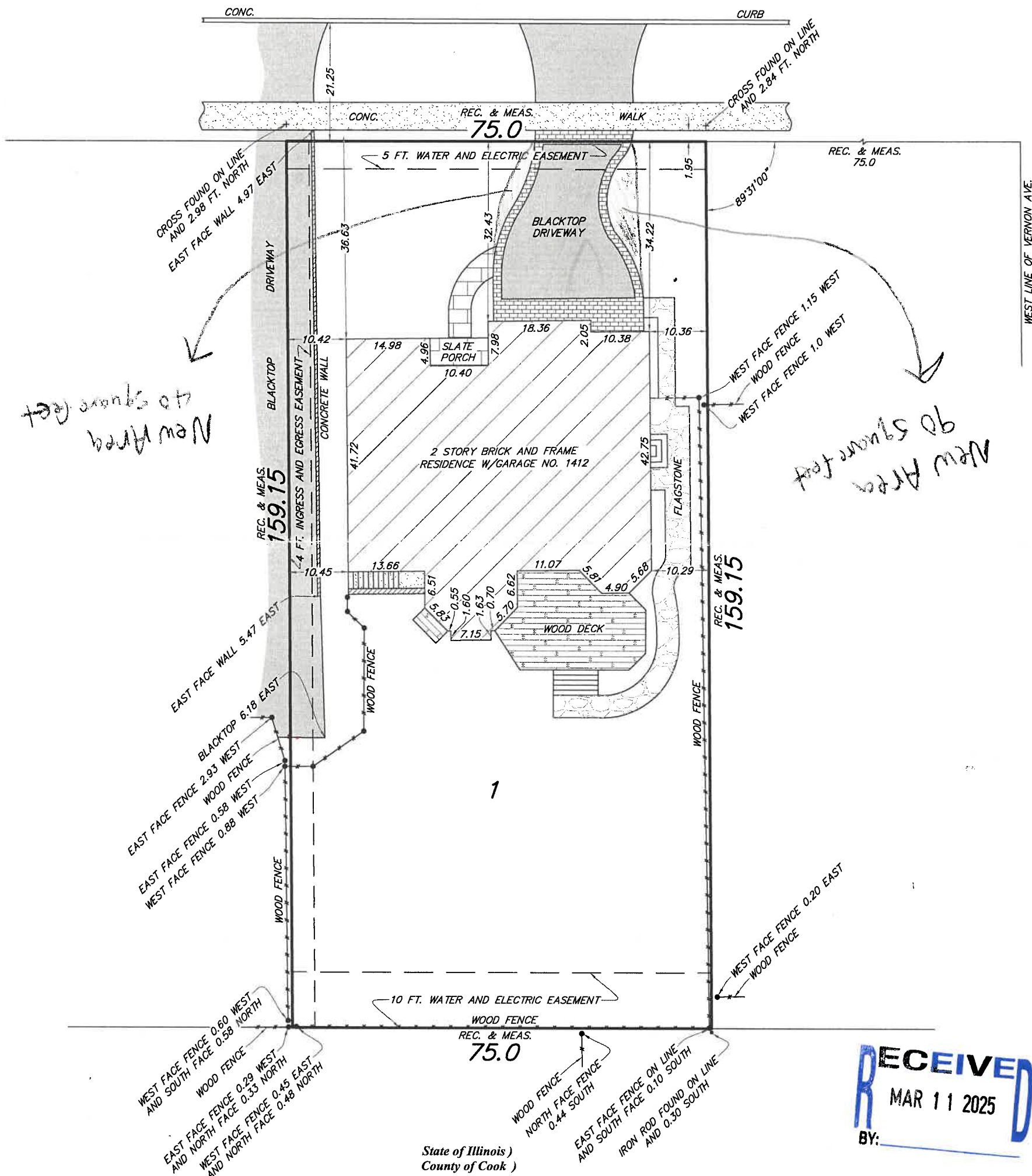
## PLAT OF SURVEY

ORDER NO.  
24-0343

LOT 1 IN JOSEPH SUBDIVISION OF THE WEST 1/2 OF LOT 2 AND ALL OF LOT 3 IN BLOCK 22 IN CHICAGO NORTH SHORE LAND CO'S SUBDIVISION IN SECTION 17 AND SECTION 18, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS ACCORDING TO THE PLAT RECORDED OCTOBER 11, 1996 AS DOCUMENT 96781509.

COMMONLY KNOWN AS: 1412 SCOTT AVE., WINNETKA, ILLINOIS.

### SCOTT AVE.



New Area  
40 square feet

New Area  
90 square feet

State of Illinois )  
County of Cook )

JENS K. DOE PROFESSIONAL LAND SURVEYORS, does hereby certify that a survey has been made under its direction, by an Illinois Professional Land Surveyor of the property described hereon and that the plat hereon drawn is a correct representation of said survey.

Chicago, Illinois, Dated this 18th Day of July

This professional service conforms to the current Illinois minimum standards for a boundary survey.

JENS K. DOE PROFESSIONAL  
LAND SURVEYORS, (A DIVISION OF CDK.)

RECEIVED  
MAR 11 2025  
BY: \_\_\_\_\_

NOTE:  
The legal description noted on this plat is a copy of the land survey order placed by the client and for accuracy MUST be compared with the Deed. For building restrictions refer to your Abstract, Deed or Contract.

Compare distances between points before building and report any discrepancy to this office immediately.

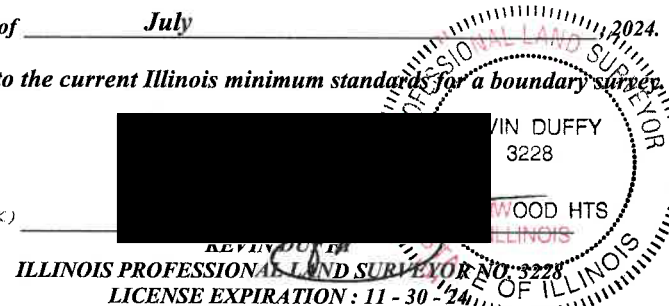
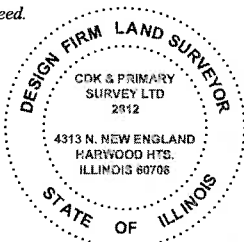
Dimensions shown hereon are not to be assumed or scaled.

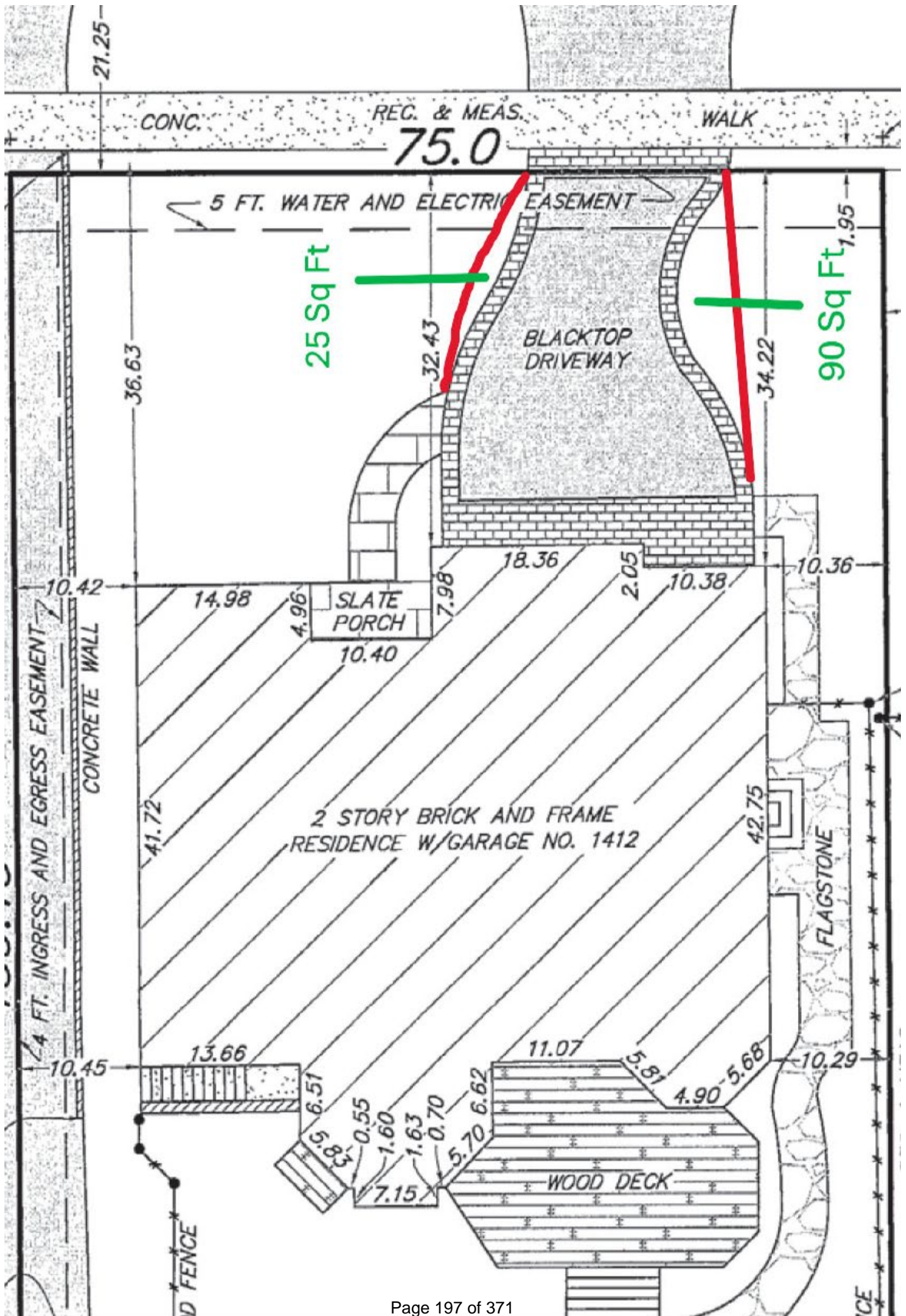
Dimensions shown hereon are in feet and decimal parts thereof.

Field work completion date : July 18, 2024.

ORDERED BY:

LAW OFFICE OF ROBIN KING







1 have no concerns with the request and asked the Board to recommend approval of the request. Mr.  
2 Rothschild then provided photos to the Board for their review.

3  
4 Ms. Hanley referred to the east side of the driveway and asked if consideration was given to installing  
5 less pervious material to offset the amount of impervious being requested. Mr. Rothschild responded  
6 that area related to the first 30 feet. Mr. Marx noted any surface material which would allow for walking  
7 access or a vehicle to be driven over is counted toward impervious lot coverage and front yard lot  
8 coverage, even if the material was capable of being pervious. Mr. Nielsen asked if the applicant had  
9 three vehicles and Mr. Rothschild responded they have two vehicles. No additional questions were  
10 raised at this time.

11  
12 Chairman Bradley asked for public comment. No comments were made at this time. He then called the  
13 matter in for discussion.

14  
15 Ms. Hanley stated she had no problem with the request since it represented a safety issue as opposed to  
16 an aesthetic issue. She also stated there is a hardship with regard to the west easement. Mr. Haller  
17 stated after viewing the property and the amount of overage, he referred to the easement offset  
18 compared to what is allowed. Mr. Haller then stated in considering the difficulty in terms of access, he  
19 would recommend approval. Mr. Nielsen stated he is against the request and referred to the fact that  
20 the house was constructed with a three-car garage. He also referred to the reasonable return standard  
21 and described a three-car garage as a luxury item which did not meet that standard. Mr. Nielsen  
22 concluded he would be against the request. Ms. Leister stated she leaned toward approval and viewed  
23 the easement as a hardship. She agreed with the difficulty in maneuvering and stated the safety  
24 concerns raised were a legitimate concern. Mr. Vender agreed with Mr. Nielsen with regard to the three  
25 car garage concerns. He also referred to the safety concerns raised. Chairman Bradley agreed with the  
26 safety concerns and stated easements did not make a property unique. He also described the existing  
27 driveway as nonfunctional. Chairman Bradley stated the first two standards are difficult to meet and for  
28 the easement and the ability to use the garage in the manner expected, he suggested the Board  
29 recognize the opportunity to correct what was designed. He concluded the standards have largely been  
30 met.

31  
32 Chairman Bradley then asked for a motion to recommend approval as noted on page nos. 8 and 9. A  
33 motion to recommend approval of the variation request was made by Ms. Hanley and seconded by Mr.  
34 Haller. A vote was taken and the motion passed, 5 to 1:

35 AYES: Bradley, Haller, Hanley, Leister, Vender

36 NAYS: Nielsen

37  
38 \*\*\*

39  
40 Respectfully submitted,

41  
42 Antionette Johnson  
43 Recording Secretary

44



## Agenda Item Executive Summary

**TITLE:** Ordinance No. M-10-2026: Granting an Amendment to a Special Use Permit to Allow a Childcare Center in the Winnetka Congregational Church in the R-2 Single Family Residential District (725 Pine) (Introduction/Adoption)

**PRESENTER:** Scott Mangum

---

**AGENDA DATE:** June 2, 2026

**CONSENT:** No

**ITEM TYPE:** New Business

---

**ITEM HISTORY:**

None

**EXECUTIVE SUMMARY:**

**INTRODUCTION**

On June 2, 2026, the Village Council is scheduled to consider Ordinance M-10-2026 in response to an application submitted by Winnetka Congregational Church (the "Applicant"), as the owner of the property located at 725 Pine Street (the "Subject Property") (**Attachment 1**). The Applicant is proposing operation of a childcare center within the existing church located on the Subject Property and requests approval of the following:

1. An amendment to an existing **Special Use Permit** that allowed expansion of the existing church building on the Subject Property in the R-2 Single-Family Residential Zoning District. The requested amendment would allow a childcare center as an accessory use to the existing church located on the Subject Property.

The Applicant is proposing leasing space within the existing church building to Jumpstart Early Learning Services to operate a childcare center. The center would have 11 teachers, one director, and up to 64 students. The center would operate Monday through Friday, 7:00am until 6:00pm for children ages 6 weeks to 6 years old. The proposed plan does not include any expansion of the existing church building or parking lot, nor is a playground currently proposed on the Subject Property. The Applicant indicates that the existing multipurpose room in the church provides opportunity for physical activity, exercise, and play. If this request is approved by the Council and the Applicant proposes a playground in the future, the Applicant would need to receive approval of an amendment to the special use permit to allow a playground.

Childcare centers are licensed and regulated by the Illinois Department of Children and Family Services (“DCFS”). The Applicant has indicated that they have received preliminary approval from DCFS for the use of the north wing of the church as a daycare facility. Therefore, the Applicant is moving forward with the formal application process with DCFS. Final DCFS approval is contingent upon completion of minor facility modifications, full build-out of the space, and receipt of Village approval.

### **ADVISORY BOARD/COMMISSION REVIEW**

The Plan Commission (“PC”) considered the request on February 25, 2026. After hearing from staff, the Applicant and three members of the public, as well as receiving written correspondence from two neighbors (one in support and one in opposition to the request), the Commission discussed the request. The Commission recognized the need for childcare options for local families. Concerns expressed by members were centered around traffic generated by the drop-off/pick-up of students and the impact of the additional traffic to the immediate neighborhood. Ultimately, by a vote of 6-0, the Commission recommended approval with a condition that a traffic flow plan is prepared by the Applicant and approved by the Village Engineer and Police Department that will be included in the presentation of this request to the Village Council. The minutes of the PC meeting are provided in **Attachment 3**.

The Zoning Board of Appeals (“ZBA”) considered the request on March 16, 2026. **Attachment 2** contains the staff report and minutes of the ZBA meeting. After hearing from staff and the Applicant, the ZBA heard from two members of the public who expressed support of the request and also noted that they are members of the church. The ZBA then discussed the request. Discussion was primarily focused on traffic in the area during drop-off and pick-up. Piggybacking on the PC’s recommendation of approval with a condition that the Applicant submit a traffic flow plan for approval by the Village Engineer and Police Department prior to Council consideration of this request, by a vote of 5-0, the ZBA recommended approval with the same condition as the PC.

On April 21, 2026, the Applicant submitted a parking and traffic flow plan, as well an illustrative drone video to demonstrate traffic flow in and out of the site. **Attachment 4** contains the plan and video provided by the Applicant. The Village Engineer and the Chief of Police have reviewed the plan and video and recommend that a condition of approval is included in the ordinance approving the request for a look-back provision with the ability to reevaluate conditions. Ordinance M-10-2026 incorporates the following condition:

*“Traffic Flow Measures. Within 6 months of commencement of operation of the Childcare Center, the Village at the sole discretion of the Village Engineer or Chief of Police, reserves the right to require additional measures to manage traffic, including but not limited to signage limiting or prohibiting turning movements in and out of the driveway, establishment of an additional drop-off location, and operational or staffing changes during peak pick-up and drop-off times.”*

### **RECOMMENDATION:**

The Plan Commission recommends approval (6-0) and the ZBA recommends approval (5-0), the Council may wish to (a) consider waiving introduction of Ordinance No. M-10-2026 and consider adoption of the Ordinance, or (b) consider only introduction of Ordinance No. M-10-2026.

**ATTACHMENTS:**

1. Attachment 1 - Ordinance No. M-10-2026: Granting an Amendment to a SUP to Allow a Childcare Center in the Winnetka Congregational Church - 725 Pine St
2. Attachment 2 - March 16, 2026, ZBA Meeting Staff Report and Meeting Minutes
3. Attachment 3 - February 25, 2026, PC Meeting Minutes
4. Attachment 4 - April 15, 2026, Parking and Traffic Flow Plan and Drone Video Submitted by Applicant

**ORDINANCE NO. M-10-2026**

**AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT  
TO ALLOW A CHILDCARE CENTER IN THE WINNETKA CONGREGATIONAL  
CHURCH IN THE R-2 SINGLE FAMILY RESIDENTIAL DISTRICT  
(725 Pine Street)**

**WHEREAS**, Winnetka Congregational Church (“*Applicant*”) is the record title owner of the property commonly known as 725 Pine Street, 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-2 Single-Family Residential District of the Village (“*R-2 District*”); and

**WHEREAS**, the Subject Property is 2.36 acres and is improved with a church (“*Church*”) and parking lot; and

**WHEREAS**, the Church has been operating on the Subject Property since 1936; and

**WHEREAS**, the Applicant is proposing to lease existing space within the Church for the operation of a childcare center (“*Childcare Center*”); and

**WHEREAS**, on March 19, 1996, the Village Council approved Ordinance No. M-450-96 (“*Special Use Ordinance*”) granting the Applicant a special use permit to allow for an expansion of the Church and parking lot of the Subject Property (“*Special Use Permit*”); and

**WHEREAS**, pursuant to Section 17.24.020 of the Winnetka Zoning Ordinance (“*Zoning Ordinance*”), the operation of a Childcare Center is permitted within the R-2 District as an accessory use to the Church; and

**WHEREAS**, the Applicant filed an application for an amendment to the Special Use Permit pursuant to Sections 17.24.020 and Chapter 17.56 of the Zoning Ordinance to allow the operation of the Childcare Center on the Subject Property within the R-2 District (“*Special Use Permit Amendment*”); and

**WHEREAS**, on March 16, 2026, after due notice thereof, the Zoning Board of Appeals (“*ZBA*”) conducted a public hearing on the Special Use Permit Amendment and, by a vote of five in favor and none opposed, recommended that the Village Council approve the Special Use Permit Amendment subject to the conditions set forth in this Ordinance; and

**WHEREAS**, on February 25, 2026, after due notice thereof, the Plan Commission conducted a public hearing on the proposed Special Use Permit Amendment and, by a vote of six in favor and none opposed, recommended that the Village Council approve the Special Use Permit Amendment; and

**WHEREAS**, the Village Council has determined that approval of the proposed Special Use Permit Amendment satisfies the standards for the approval of special use permits within the R-2 District set forth in Chapter 17.56 of the Zoning Ordinance; and

**WHEREAS**, the Village Council has determined that approval of the Special Use Permit Amendment for the operation of the Childcare Center on the Subject Property within the R-2 District is in the best interest of the Village and its residents; and

**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 1 as the findings of the Village Council of the Village of Winnetka, as if fully set forth herein.

**SECTION 2: APPROVAL OF SPECIAL USE PERMIT AMENDMENT.** Subject to, and contingent upon, the terms and conditions set forth in Section 3 of this Ordinance, the Special Use Permit Amendment is hereby granted, pursuant to Chapter 17.56 and Section 17.24.020 of the Zoning Ordinance and the home rule powers of the Village, to allow the operation of the Childcare Center on the Subject Property within the R-2 District.

**SECTION 3: CONDITIONS.** The approval granted by Sections 2 of this Ordinance is subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. Commencement of Operations. The Applicant must commence the operation of the Childcare Center 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 and the Special Use Ordinance, the development, use, and maintenance of the Childcare Center and 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. Compliance with Plans. The development, use, and maintenance of the Childcare Center at the Subject Property must be in strict accordance with the Plans for the Childcare Center prepared by Weese Langley Weese Architects Ltd., consisting of three sheets, with a latest revision date of April 18, 2025, attached to and, by this reference made a part of this ordinance as **Exhibit B (“Plans”)**, except for minor changes and site work approved by the Director of Community Development or the Director of Engineering (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards:
- D. Continued Effect of Special Use Permit. The Special Use Permit and Special Use Ordinance, as amended by this Ordinance granting the Special Use Permit Amendment, remain in full force and effect; provided, however, that in the event of any conflict between the Special Use Ordinance and this Ordinance, the provisions of this Ordinance will control.
- E. 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.

- F. Operation of Childcare Center. The Childcare Center will have 11 teachers, one director, and up to 64 students, aged six weeks to six years old. The Childcare Center will operate Monday through Friday, 7:00 a.m. to 6:00 p.m.
- G. Traffic Flow Measures. Within 6 months of commencement of operation of the Childcare Center, the Village, at the sole discretion of the Village Engineer or Chief of Police, reserves the right to require additional measures to manage traffic, including but not limited to signage limiting or prohibiting turning movements in and out of the driveway, establishment of an additional drop-off location, and operational or staffing changes during peak pick-up and drop-off times.

**SECTION 4: RECORDATION; BINDING EFFECT.** A copy of this Ordinance shall be recorded with the Recording Division of the Cook County Clerk. 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 5: 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 approval granted in Section 2 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 approval granted in Sections 2 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 be amended from time to time. 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 6: FUTURE AMENDMENT OF SPECIAL USE PERMIT.** Any future amendments to the Special Use Permit Amendment granted in Section 2 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 7: 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 7.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.

**PASSED** this 2nd day of June, 2026, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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 \_\_\_\_\_, 2026.

Introduced: \_\_\_\_\_, 2026

Passed and Approved: \_\_\_\_\_, 2026

**EXHIBIT A**

**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

LOT 1 IN THE WINNETKA CONGREGATIONAL CHURCH PLAT OF CONSOLIDATION OF PART OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

Commonly known as 725 Pine Street, Winnetka, Illinois.

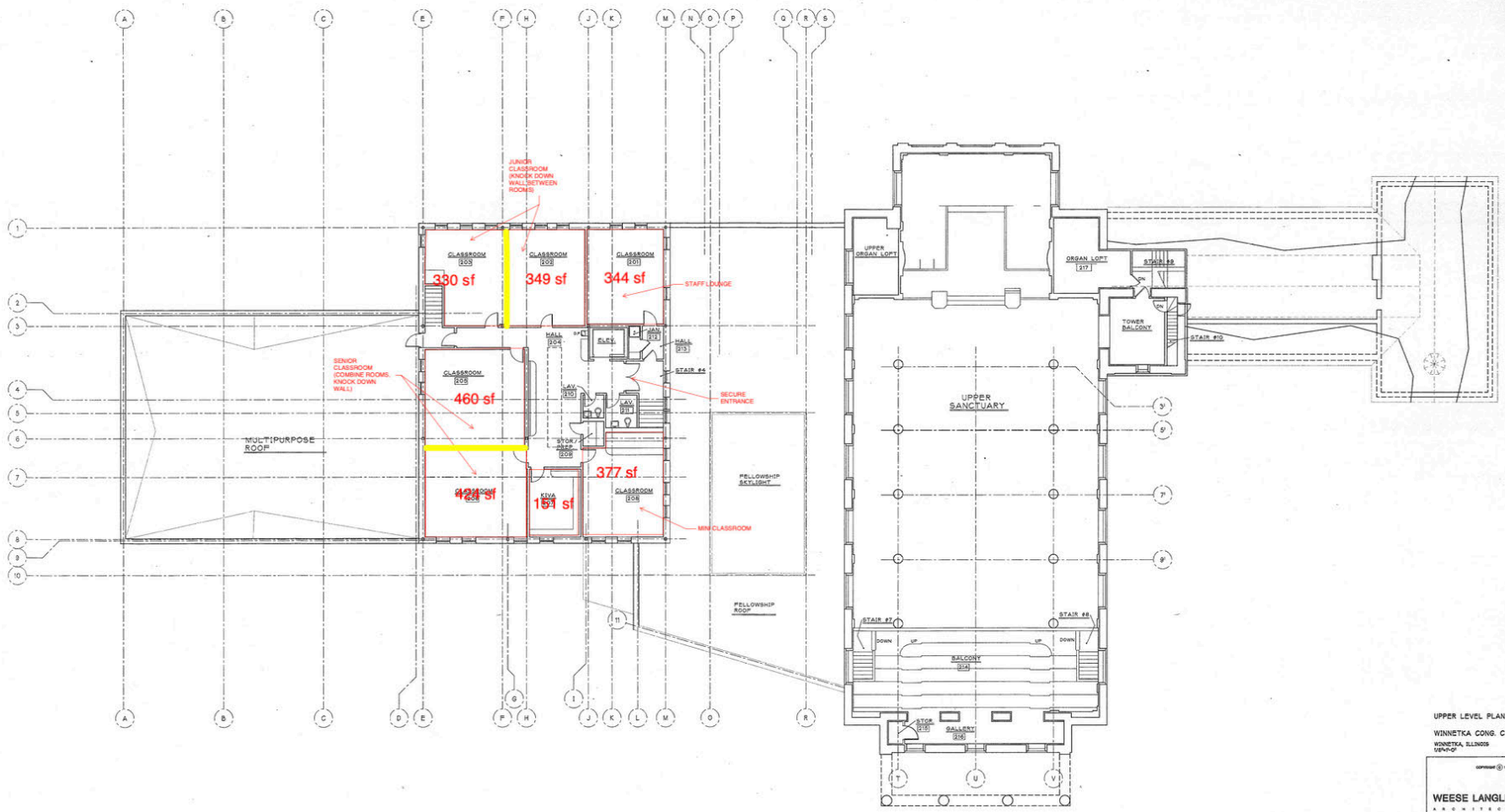
PIN: 05-16-103-019-0000

**EXHIBIT B**

**PLANS**

**(SEE ATTACHED EXHIBIT B)**





11. WINNETKA CHURCH, 111 W. 11TH ST., WINNETKA, ILL. 60093  
 12. WINNETKA CHURCH, 111 W. 11TH ST., WINNETKA, ILL. 60093  
 13. WINNETKA CHURCH, 111 W. 11TH ST., WINNETKA, ILL. 60093

UPPER LEVEL PLAN  
 WINNETKA CONG. CHURCH  
 WINNETKA, ILLINOIS  
 W-2-P

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**WEESE LANGLEY WEESE**  
 ARCHITECTS

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DATE: 4/18/06  
 SHEET: A2-3



**EXHIBIT C**  
**UNCONDITIONAL AGREEMENT AND CONSENT**

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

**WHEREAS**, Winnetka Congregational Church ("***Applicant***") is the record title owner of the property commonly known as 725 Pine Street, Winnetka, Illinois ("***Subject Property***"); and

**WHEREAS**, the Subject Property is located within the R-2 Single-Family Residential District of the Village ("***R-2 District***"); and

**WHEREAS**, the Subject Property is 2.36 acres and is improved with a church ("***Church***") and parking lot; and

**WHEREAS**, the Church has been operating on the Subject Property since 1936; and

**WHEREAS**, the Applicant is proposing to lease existing space within the Church for the operation of a childcare center ("***Childcare Center***"); and

**WHEREAS**, on March 19, 1996, the Village Council approved Ordinance No. M-450-96 ("***Special Use Ordinance***") granting the Applicant a special use permit to allow for an expansion of the Church and parking lot of the Subject Property ("***Special Use Permit***"); and

**WHEREAS**, pursuant to Section 17.24.020 of the Winnetka Zoning Ordinance ("***Zoning Ordinance***"), the operation of a Childcare Center is permitted within the R-2 District as an accessory use to the Church; and

**WHEREAS**, the Applicant filed an application for an amendment to the Special Use Permit pursuant to Section 17.24.020 and Chapter 17.56 of the Zoning Ordinance to allow the operation of the Childcare Center on the Subject Property within the R-2 District ("***Special Use Permit Amendment***"); and

**WHEREAS**, Ordinance No. M-10-2026, adopted by the Village Council on \_\_\_\_\_, 2026 ("***Ordinance***"), grants to the Applicant the Special Use Permit Amendment; and

**WHEREAS**, Section 7 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 hereby unconditionally agrees 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 the Special Use Permit Amendment 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 hereby agrees 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 Special Use Permit Amendment 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: \_\_\_\_\_, 2026

ATTEST:

**WINNETKA CONGREGATIONAL CHURCH**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_



MEMORANDUM  
VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: ZONING BOARD OF APPEALS  
FROM: ANN KLAASSEN, ASSISTANT DIRECTOR  
DATE: MARCH 11, 2026  
SUBJECT: WINNETKA CONGREGATIONAL CHURCH - 725 PINE STREET  
SPECIAL USE PERMIT (CASE NO. 25-24-SU)

INTRODUCTION

On March 16, 2026, the Zoning Board of Appeals (“ZBA”) is scheduled to hold a public hearing on an application submitted by Winnetka Congregational Church (the “Applicant”), as owner of the property located at 725 Pine Street (the “Subject Property”). The Applicant is proposing operation of a childcare center within the existing church located on the Subject Property and requests approval of the following:

1. An amendment to an existing **Special Use Permit** that allowed expansion of the existing church building on the Subject Property in the R-2 Single-Family Residential Zoning District. The requested amendment would allow a childcare center as an accessory use to the existing church on the Subject Property.

This item was originally scheduled for the March 9, 2026, ZBA meeting; however, due to the ZBA’s consideration of Case No. 25-28-SU, 225 Sheridan Road, Centennial Beach, the item was continued to a special ZBA meeting on March 16. A mail notice was sent to property owners within 250 feet of the Subject Property, in compliance with the Zoning Ordinance, informing them of the public hearing on March 16. The original hearing date was also properly noticed in the *Winnetka Talk* on February 19, 2026. Additionally, a public notice sign was posted on the Subject Property informing the public of the March 16 ZBA meeting. As of the date of this memo, staff has received two written comments from the public regarding this application. The comments are provided in **Attachment D**.

The Plan Commission (“PC”) considered this application at its February 25, 2026, meeting. By a vote of 6-0, the Commission recommended approval with a condition that a traffic flow plan is prepared by the Applicant and approved by the Village Engineer and Police Department that will be included in the presentation of this request to the Village Council. Details regarding the PC’s consideration are provided later in this report.

***The Village Council has final jurisdiction on this request as only the Council has the authority to grant or amend a Special Use Permit.***

PROPERTY DESCRIPTION

The Subject Property, which is approximately 2.36 acres (102,920.6 square feet) in size, is located on the northeast corner of the intersection of Pine Street and Prospect Avenue and contains the Winnetka Congregational Church and a parking lot (Figure 1).



**Figure 1 – Location Map**

The Comprehensive Plan designates the Subject Property as appropriate for “Institutional (Religious Institution, School, Governmental & Other Facilities)” uses (Figure 2). The Subject Property is located in a residential area with single-family residences surrounding the site, and the Community House in close proximity. The Land Use Plan Map designates the surrounding properties as appropriate for “Single Family Residential” uses.

The Comprehensive Plan also contains the following goals relevant to the proposed application:

***Goal 1.4:** The Village will continue to ensure institutional uses, such as schools, religious institutions, and the Public Library are compatible with the residential neighborhoods in which they are located.*

***Initiative 1.4.1:** Study and consider establishing a specific zoning district for institutional uses or specific zoning standards for such uses within existing residential districts. This would allow more appropriate zoning standards for these uses.*

***Goal 5.1:** Recognizing that educational excellence is one of the primary reasons residents choose Winnetka, the Village will support the community’s public school districts, private schools, and other educational organizations by fostering a culture of student engagement and lifelong learning, as well as supporting the health and safety of students.*

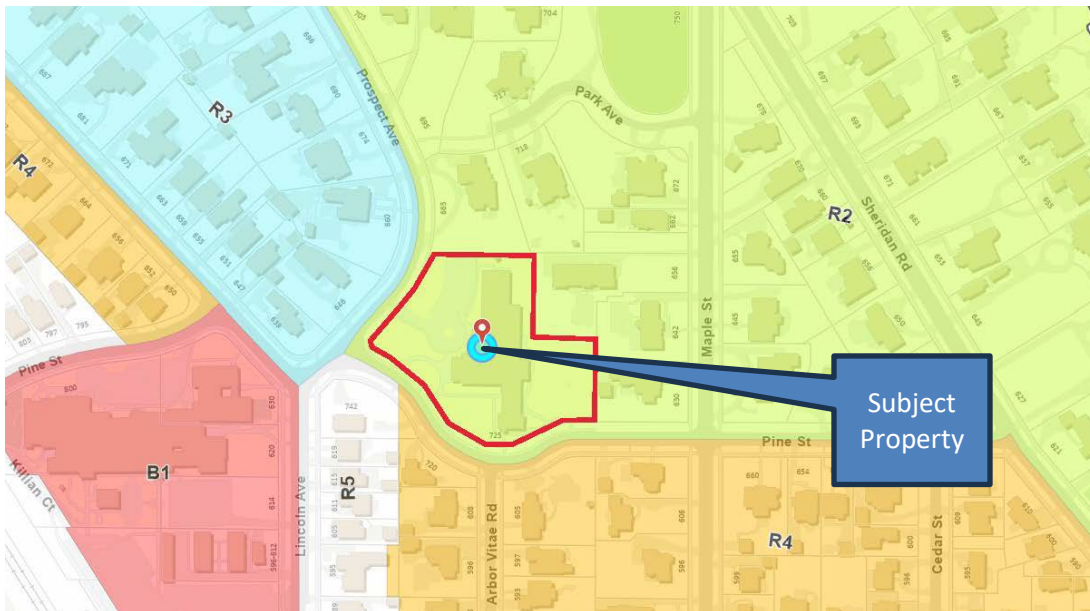
***Initiative 5.1.1:** Consider amendments to the zoning ordinance to provide additional clarity regarding pre-kindergarten and daycare institutions to better support the establishment and operation of early childhood education in the Village. This could include changing special uses to permitted uses.*



**Figure 2 – Comprehensive Plan Land Use Map – Winnetka Futures 2040 Plan**

The property is zoned R-2 Single Family Residential and it is bordered by the same to the north and east, R-5 and R-4 Single Family Residential to the south, and R-3 Single Family Residential to the west (Figure 3). In addition to single-family residential uses, the R-2 District allows a limited range of additional uses by Special Use Permit. Allowed Special Uses in the R-2 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-2 zoning district.



**Figure 3 – Zoning Map**

## PROPERTY HISTORY AND PREVIOUS ZONING APPLICATIONS

According to Village records, construction of the church began in 1935. Subsequent building permits were issued in:

1. 1976 to construct a vestibule addition, enclose a portico, and remodel the church; and
2. 1996 to construct an addition to the church.

Other minor permits have also been issued over the last several years. There are four previous zoning cases on file for the Subject Property:

1. In 1955, the Village Council granted a variation to allow the church to use the easterly 125 feet of the church property as a church yard permitting interment of ashes;
2. In 1975, the ZBA reversed the decision of the Village Superintendent of Public Works to issue a permit to construct a driveway and parking lot on an adjoining lot owned by the church. Subsequently, in 1976 the two adjoining lots owned by the Applicant (725 Pine Street and 651 Prospect Avenue) were consolidated into a single Lot of Record and construction of the parking lot was allowed to proceed;
3. In 1996, Ordinance M-450-96 was adopted by the Village Council granting variations and a special use permit to allow expansion of the church building and parking lot. The approved variations were for gross floor area for the building addition and the front yard setback from Prospect Avenue for expansion of the parking lot. The expansion of the church was to the north and provided new fellowship space and classrooms. A copy of Ordinance M-450-96 is provided in **Attachment C**; and
4. In 2000, an application was submitted by the Winnetka Park District requesting approval of an amendment to the church's special use permit to allow use of the church's north addition by the Park District for limited recreational facilities. After receiving recommendations of approval from both the ZBA and the PC, the Park District withdrew the application prior to the Village Council considering introduction of an ordinance approving the request.

Figures 4 through 7 on the following pages are current photos of the Subject Property.



**Figure 4 – Subject Property – West Elevation (Pine Street)**



**Figure 5 – Subject Property West Elevation of Parking Lot (Prospect Avenue)**



**Figure 6 – Subject Property – South Elevation (Pine Street)**



**Figure 7 – Subject Property – East Elevation (Pine Street)**

## PROPOSED PLAN

The Applicant is proposing leasing space within the existing church building to Jumpstart Early Learning Services (“Jumpstart”) to operate a childcare center. As described by the Applicant in the attached narrative included in **Attachment A**, the center would have 11 teachers, one director, and up to 64 students. The center would operate Monday through Friday, 7:00am until 6:00pm for children ages 6 weeks to 6 years old.

The proposed plan does not include any expansion of the existing church building or parking lot, nor is a playground currently proposed on the Subject Property. The Applicant indicates that the existing multipurpose room in the church provides opportunity for physical activity, exercise, and play. If this request should ultimately be approved by the Village and the Applicant proposes a playground in the future, the Applicant would need to receive approval of an amendment to the special use permit to allow a playground.

Childcare centers are licensed and regulated by the Illinois Department of Children and Family Services (“DCFS”). The Applicant has indicated that they have received preliminary approval from DCFS for the use of the north wing of the church as a daycare facility. Therefore, the Applicant is moving forward with the formal application process with DCFS. Final DCFS approval is contingent upon completion of minor facility modifications, full build-out of the space, and receipt of Village approval.

Parking and Traffic. The Applicant indicates that staff for the center will park in the existing on-site parking lot located on the Subject Property. There are currently three marked parking spaces in the circle driveway and 22 spaces in the lot itself, four of those are accessible spaces and one is occupied by the church’s rummage sale truck. In addition to responding to the standards used for evaluation of special uses, the Applicant has provided a traffic impact study prepared by Gewalt Hamilson Associates, Inc. (**Attachment A**). The analysis concluded:

*“The capacity analysis results indicated that the increase in project site-generated traffic has little to no effect upon Peak Hour operations or the area roadway network with the recommendations contained herein:*

- *The location of the only full movement church access will be located approximately 125 feet northeast of the Prospect Avenue and Pine Street intersection.*
- *Traffic operations will remain the same as existing for the intersections within this study.*
- *To facilitate vehicles entering and exiting the church driveway, consider restricting parking on Prospect Avenue between the church driveway and Lincoln Avenue.*
- *The church should plan for staff to assist with the drop-off and pick-up operations to help ensure orderly traffic flow on-site.”*

Director of Engineering/Village Engineer James Bernahl has reviewed the analysis and has the following recommendation based on the information provided by the Applicant:

- The proposed Childcare Center can operate at this location with minimal overall impacts to the area. However, it may be necessary to perform ongoing evaluation and possible modifications based on drop-off and pick-up conditions.
- Appropriate staffing will be critical in reducing the potential for on-street queuing of vehicles entering the site which would cause safety concerns at this curve on Prospect Avenue.
- Parking for staff members on-site should be required to reduce any additional impacts to available

on-street parking near the site.

- Consideration should be given to overlapping of any other existing or future programs that are offered during the day. Previously attendants of church groups during the day would utilize the current on-site parking spaces for these activities. With the increase in additional staff members this could cause additional on-street parking issues.
- The Church will need to consider its other current and future programming impacts as it relates to parking needs.

Mr. Bernahl has prepared a memo with his conclusions and recommendation, which is included in **Attachment B**.

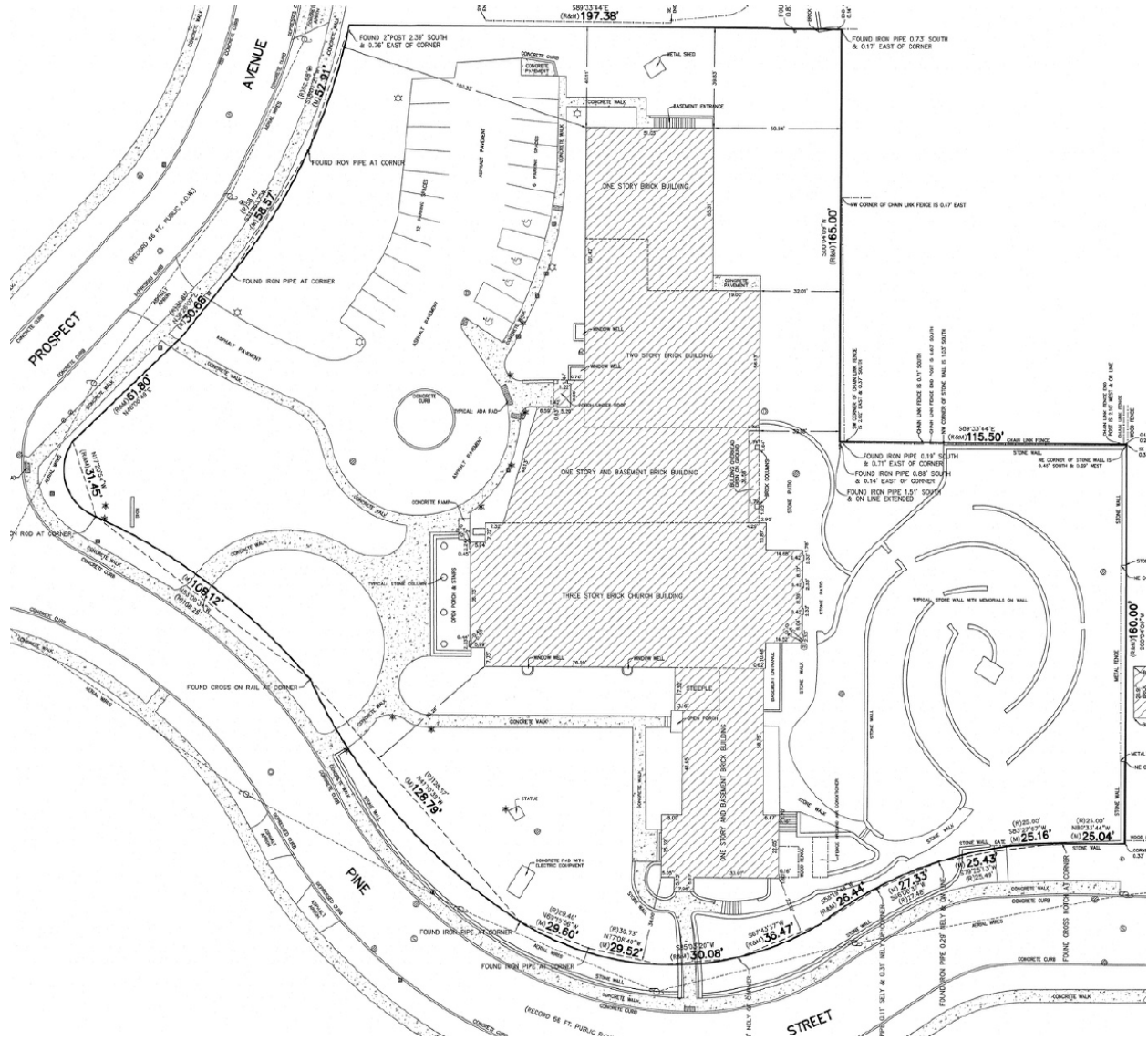


Figure 8 – October 2,2025 - Plat of Survey of Subject Property

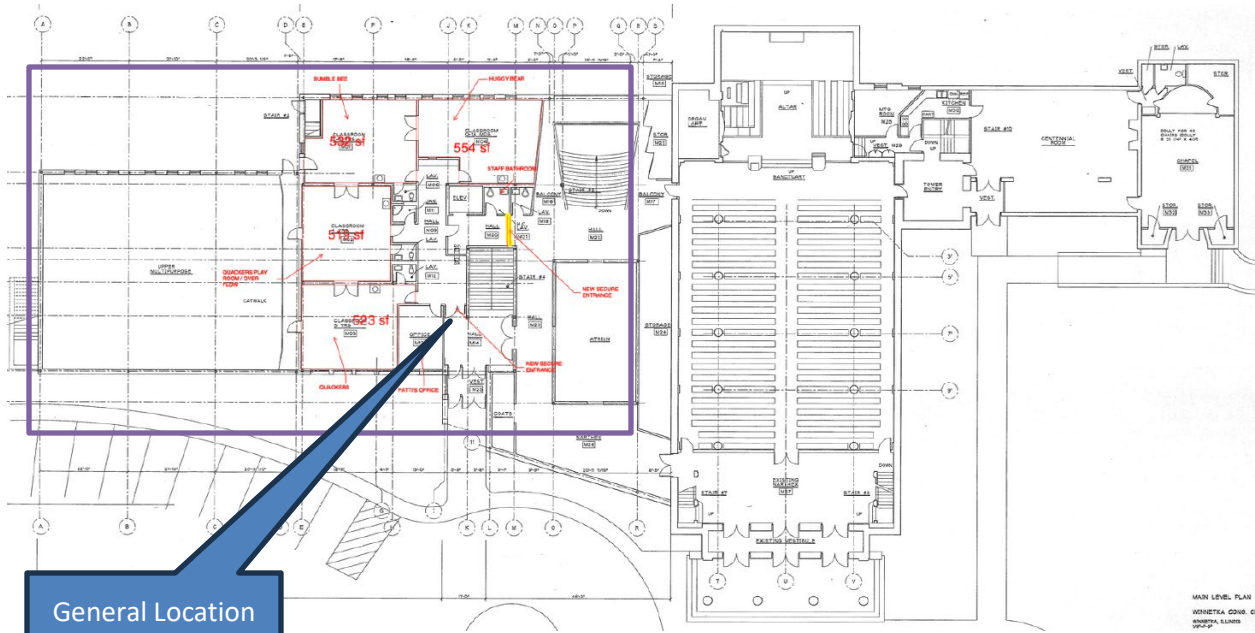


Figure 9 – Main Level Floor Plan

MAIN LEVEL PLAN  
WINNETKA CONG. C.  
HARRIS, LINDSEY  
00/00/00

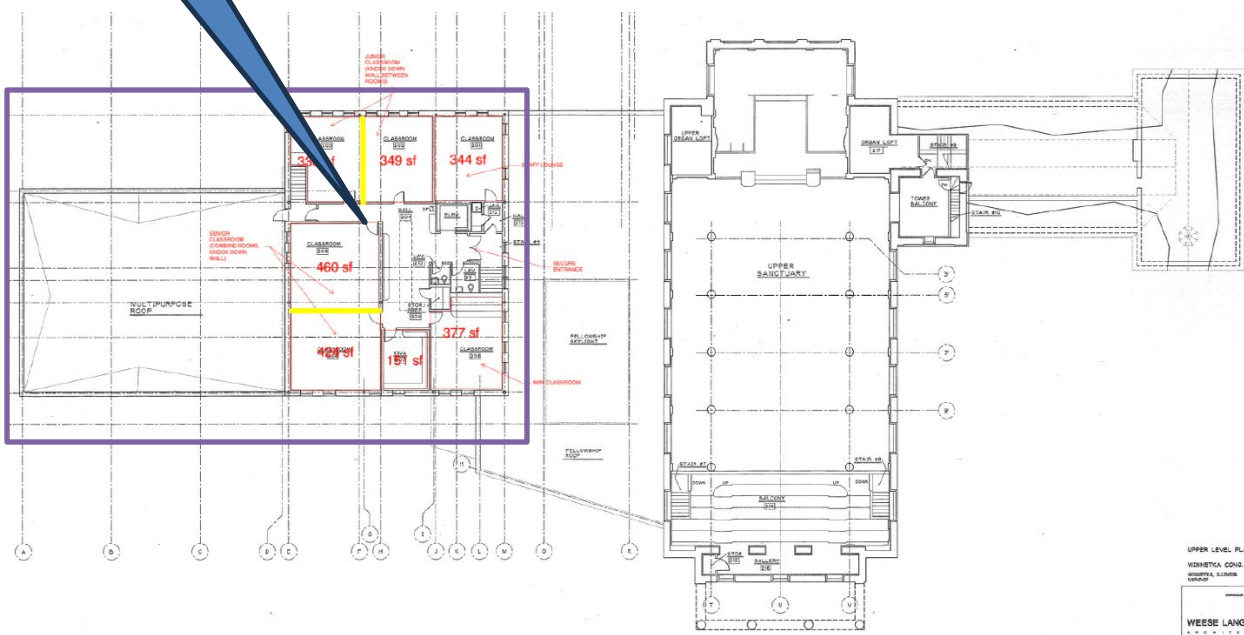
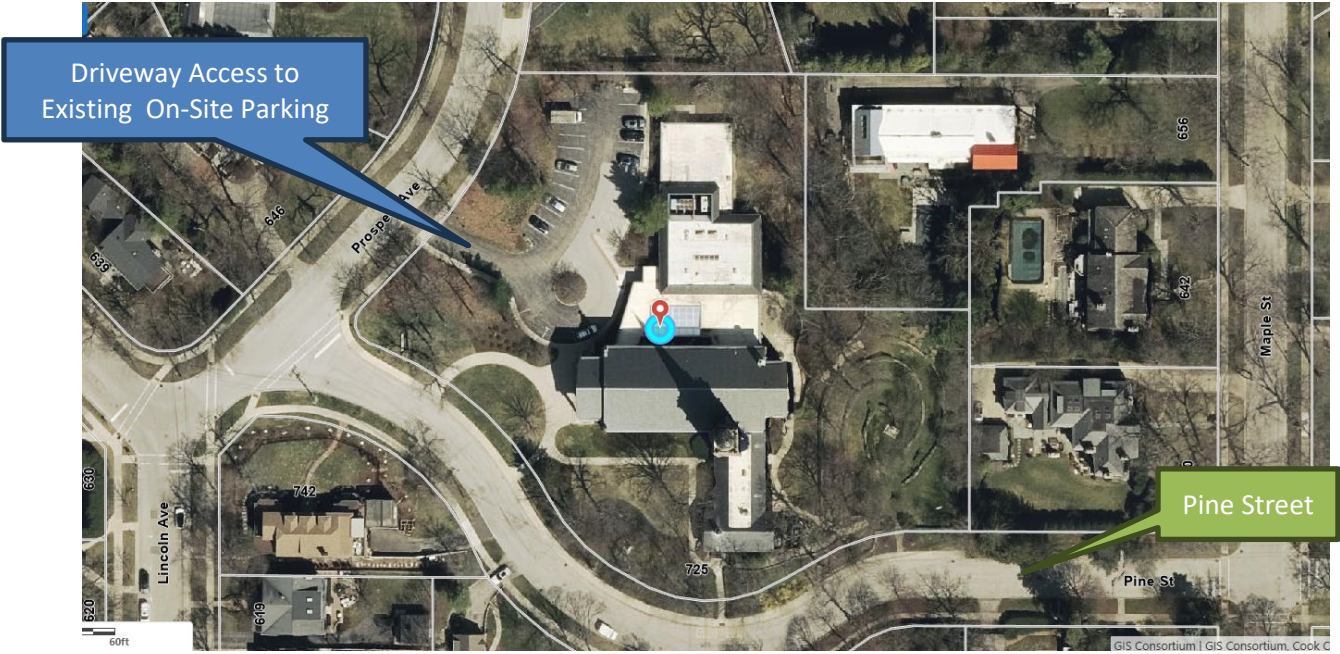


Figure 10 – Upper Level Floor Plan

UPPER LEVEL PLAN  
WINNETKA CONG. C.  
HARRIS, LINDSEY  
00/00/00  
WEESSE LANGLE



**Figure 11 – Aerial of Subject Property**



**Figure 12 – Subject Property – Driveway Access to Parking and Entrance**

## CONSIDERATION BY OTHER ADVISORY BOARD/COMMISSION

On February 25, 2026, the Plan Commission ("PC"), held a public hearing on this request. After hearing from staff, the Applicant and three members of the public, as well as receiving written correspondence from two neighbors (one in support and one in opposition) (**Attachment D**), the PC discussed the request. The Commission recognized the need for childcare options for local families. Concerns expressed by members were centered around traffic generated by the drop-off/pick-up of students and the impact of the additional traffic to the immediate neighborhood. Ultimately, by a vote of 6-0, the Commission recommended approval with a condition that a traffic flow plan is prepared by the Applicant and approved by the Village Engineer and Police Department that will be included in the presentation of this request to the Village Council. The Applicant is currently working on preparing a traffic flow plan for review by the Village Engineer and the Police Department.

## FINDINGS & RECOMMENDATION

The ZBA is charged with evaluating Special Uses for consistence with the six standards for granting special use permits. 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.

After hearing from the Applicant and the public, the ZBA may decide to take action on one or two options:

- 1) Continue the public hearing to a specific date to provide the Applicant and/or staff with additional time to address questions and comments from the ZBA or the public; or
- 2) Consider a motion recommending approval or denial of the Special Use. If the ZBA is prepared to make a recommendation to the Village Council regarding the requested relief, a member may wish to make a motion recommending approval or recommending denial based upon the following:

Move to recommend **approval [denial]** a **Special Use Permit** to allow an amendment to the existing special use granted by Ordinance M-450-96 to allow a childcare center to operate within the existing church building on the Subject Property, based on evidence in the record, or a public document, and upon the following findings of fact:

1. The proposed use **is consistent [is not 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.

***[If the ZBA chooses to place conditions as part of its recommendation of approval, it will want to include the conditions here.]***

**ATTACHMENTS**

Attachment A: Application Materials

Attachment B: Director of Engineering/Village Engineer Bernahl February 11, 2026, Memo

Attachment C: Ordinance M-450-96, adopted by the Village Council on March 19, 1996

Attachment D: Public Correspondence

Updated  
**RECEIVED**  
OCT 22 2025  
BY: \_\_\_\_\_

ATTACHMENT A

Village of Winnetka  
SPECIAL USE PERMIT APPLICATION

**RECEIVED**  
OCT 13 2025  
BY: \_\_\_\_\_

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**SPECIAL USE PERMIT APPLICATION**

Case No. 25-24-SU

**Property Information**

Site Address: 725 Pine Street, Winnetka, IL 60093

**Applicant Information**

Name: Winnetka Congregational Church (WCC)  
Primary Contact: Amy Falkowski  
Address: 725 Pine Street  
City, State, ZIP: Winnetka, IL 60093  
Phone No. 847-999-9403/ [REDACTED]  
Email: amy@winnetkacongregationalchurch.org

**Owner Information**

Name: WCC  
Primary Contact: Paulo Gustavo Franca  
Address: 725 Pine Street  
City, State, ZIP: Winnetka, IL 60093  
Phone No. 847-999-9403  
Email: paulo@winnetkacongregationalchurch.org

**Architect Information**

Name: N/A  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_

**Attorney Information**

Name: N/A  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant Signature: [REDACTED]

Date: 10/13/2025

Property Owner Signature: [REDACTED]

Date: 10/13/2025

Printed Name of Owner: Paulo Gustavo Franca

October 9, 2025

Village of Winnetka  
Department of Community Development  
510 Green Bay Road  
Winnetka, IL 60093

Re: Application for Special Use Permit – R-2 Single-Family Residential District  
Winnetka Congregational Church, 725 Pine Street

Dear Members of the Plan Commission and Village Council,


For nearly 150 years, Winnetka Congregational Church (WCC) has been deeply woven into the civic and cultural fabric of the Village of Winnetka. Our congregation has long sought to serve the wider community—helping to establish the public library, founding the Community House, supporting the Village Caucus, and providing space for generations of local traditions and charitable endeavors. Each of these efforts has reflected our enduring commitment to partner with the Village to strengthen community life.

With this application, we respectfully request a Special Use Permit under the R-2 Single-Family Residential District to allow Winnetka Congregational Church to lease out space within our building to support the operation of the childcare center, Jumpstart Early Learning Services who will employ 11 teachers, 1 Director, and house up to 64 students at full capacity. We believe this project represents a natural extension of our historic mission: providing resources and space for families, children, and neighbors in a way that enhances Winnetka’s vibrancy and well-being.

The proposed use meets all twelve standards for Special Uses in the R-2 Single-Family Residential district. It will provide high-quality childcare in a walkable, central location; repurpose existing facilities without displacing retail; contribute to pedestrian activity; and preserve adequate parking and neighborhood character. We are committed to working collaboratively with Village staff to ensure the project is designed and operated in a manner that fully complies with Village ordinances and supports nearby businesses and residents.

We thank you for your consideration of this application and for your ongoing partnership in sustaining Winnetka as a thriving, family-friendly community. We look forward to the opportunity to discuss this proposal further and to continue our long tradition of service alongside the Village. Questions about the application can be directed to Amy Falkowski, Executive Director of Operations at WCC either via e-mail at [amy@winnetkacongregationalchurch.org](mailto:amy@winnetkacongregationalchurch.org) or at 847- 441-3400.

Respectfully submitted,

  
Rev. Paulo G. França

  
Julie McConnell

## **Community Benefits Statement**

### **Winnetka Congregational Church (WCC) – Proposed Childcare Center**

For nearly 150 years, Winnetka Congregational Church (WCC) has partnered with the Village of Winnetka to create and sustain community institutions and traditions. From helping to establish the public library and the Community House, to hosting the annual Fourth of July celebration, to raising millions of dollars for social service agencies through our Rummage Sale, WCC has continually worked to serve beyond its walls.

Our proposal to lease space for a **licensed childcare center, Jumpstart Early Learning Service** to operate Monday-Friday 7:00am-6:00pm for children ages 6 weeks to 6 years old. Jumpstart will operate with 11 Teachers, 1 Director, and up to 64 children at full capacity.

### **Why This Matters for Winnetka**

#### **• Supports working families**

Convenient weekday care in the Village center strengthens Winnetka’s ability to attract and retain young families who want to live and work here. Research shows many other local childcare centers have waiting lists of up to 30 children. Jumpstart’s reputation and this need have already started a quiet list of families hoping to enroll.

#### **• Activates the pedestrian environment**

Parents walking children to and from the center add daily vitality to the Village’s business district, consistent with the *Winnetka Futures 2040* vision for a walkable, family-friendly community.

#### **• Protects neighborhood character**

The use adapts existing space within WCC’s historic building. No retail storefronts are lost; no new building is proposed.

#### **• Shares resources responsibly**

WCC’s parking lot, largely unused during weekdays, will meet the center’s needs without reducing parking available for nearby shops and restaurants.

#### **• Continues a tradition of service**

Just as WCC helped launch community institutions in the past, this project invests in today’s needs—supporting children, parents, and neighbors.

### **Our Commitment**

- To operate in compliance with all Village codes and safety standards.
- To collaborate with Village staff and neighbors on traffic, parking, and design details.

- To create a welcoming, high-quality environment that reflects Winnetka’s values.

**DCF Details for Teacher/Student Ratios:**

Based on DCFS guidelines the infant room must have a 1:4 ratio (1 teacher for every 4 children). We are anticipating approval for 16 infants. That would be 16 children and 4 teachers for our infant program. Toddler rooms are a 1:5. We are anticipating 15 children so that would be 3 teachers and 15 students in our toddler program. Two-year-old classes are 1:8. We are anticipating approval for 16 children so that would be 2 teachers and 16 children. Preschoolers are 1:10. We are anticipating an approval of 17 children. That would be 2 teachers and 17 children. 64 children and 11 teacher’s and 1 Director total.

**In short:** This childcare center is not just about adapting space within WCC—it’s about continuing a 150-year partnership with the Village of Winnetka to ensure our community remains vibrant, family-friendly, and supportive of all who call it home.

**V I L L A G E O F W I N N E T K A,  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
I L L I N O I S**

**SPECIAL USE PERMIT 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;**

Jumpstart Early Learning Services (Jumpstart) will be fully licensed and regulated under the Illinois Department of Children and Family Services (DCFS) standards, ensuring compliance with all state-mandated health, safety, and operational requirements. These standards govern everything from staff qualifications and background checks to classroom ratios, emergency procedures, sanitation, and food service, guaranteeing that the center maintains the highest level of care and accountability. Based on DCFS staffing guidelines, Jumpstart's program is structured to ensure appropriate supervision and high-quality care across all age groups. The infant room operates at a 1:4 ratio; with anticipated approval for 16 infants, the program will be staffed by four teachers. Toddler classrooms follow a 1:5 ratio, supporting 15 children with three teachers. Two-year-old classes maintain a 1:8 ratio, accommodating 16 children with two teachers. Preschool classrooms operate at a 1:10 ratio, with planned enrollment of 17 children supported by two teachers. In total, the program is designed to serve 64 children with a dedicated team of 11 teachers, and one Director, fully aligned with DCFS requirements.

All classroom doors will be equipped with keyed entry and interior latch locks. All main entrance doors will feature secure keypad buzzer entry systems. The existing room numbering system will be retained to minimize confusion and ensure clear communication among WCC staff, Jumpstart staff, and emergency responders, including police and fire personnel. The Jumpstart staff will undergo all necessary training to ensure all processes and procedures are followed in case of emergency. (As a bonus the Executive Director of Operations at WCC was the Associate Dean of Budget and Administration at the School of the Art Institute of Chicago for many years and worked with CPD and CFD on shelter-in-place drills, and actual campus emergencies and threats. We have a solid team of experience on both sides of the building).

An administrative office will be located at the building's main entrance, along with a secure keypad-access door separating the church space from the childcare facility on the main floor. We expect the office will always be staffed when the center is open. A similar keypad-access entry will be installed on the second floor. WCC currently maintains lockdown doors as part of its Vanderbilt security system, and Jumpstart will explore implementing a system with comparable features and/or in-classroom panic

buttons. While the primary focus is education, creativity, motor skill development, and overall childhood growth, maintaining a safe and secure environment remains one of the highest priorities as well.

In addition to meeting rigorous state standards, Jumpstart will serve as a valuable community asset by supporting the growing demand for quality early childhood care in the area. By providing a safe, nurturing, and educational environment, Jumpstart will allow parents and guardians to work or study with peace of mind, knowing their children are in capable hands. This service directly enhances the general welfare of the community by strengthening family stability, supporting local employment, and contributing to the family-friendly neighborhood fabric.

**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;**

The proposed childcare center will not be substantially injurious to the use and enjoyment of other properties in the immediate vicinity, nor will it diminish or impair property values. Operations will be limited to weekday daytime hours, aligning with typical neighborhood activity patterns and minimizing any potential disruption to adjacent properties. Outdoor playtime is not a requirement of DCFS and does not require a waiver; however, opportunities for fresh air and outdoor activity are always beneficial for children. The gymnasium within the building provides a substantial and well-equipped space to support fine and gross motor skill development, offering children ample opportunities for physical activity, exercise and play. While a dedicated playground would be ideal; it is not essential at this stage and may be considered in future phases subject to additional special use permits and a certificate of appropriateness.

Jumpstart currently has two staff members who assist with pick-up and drop-off at their existing locations, and this arrangement has proven effective. They are prepared to adapt and adjust should backup or traffic flow issues or complications arise. Because the traffic study no longer requires a one-way entrance and exit, we do not anticipate significant queuing or overflow onto Prospect. Their team follows efficient, well-organized procedures to assist children and families safely and promptly when entering and exiting their vehicles.

High-quality childcare centers such as Jumpstart are widely recognized as neighborhood assets that contribute to a community's vitality and desirability. By offering a trusted, licensed service that meets the needs of local families, the proposed use will likely have a neutral to positive effect on nearby property values and enhance the overall appeal of the area as a family-oriented, well-supported neighborhood.

**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;**

The proposed use will occupy existing building space, requiring only modest interior improvements and site adjustments that will not alter the physical character or development potential of surrounding parcels. Because the project does not introduce new large-scale structures, traffic-intensive operations, or environmental impacts, it will maintain compatibility with the existing mix of nearby residential, commercial, and institutional uses. Adjacent properties will retain full opportunity for continued improvement and redevelopment consistent with zoning allowances.

Furthermore, by activating an existing space with a stable, community-serving tenant, the childcare center may encourage continued investment in the surrounding area. The presence of families and staff during weekday hours can increase neighborhood vitality, pedestrian activity, and local patronage of nearby businesses—all of which contribute positively to the district's normal and orderly development.

Recent research indicates a growing demand among families for high-quality childcare options such as Jumpstart Early Learning Services. Well-run childcare centers promote socialization, healthy development, consistency, and a strong sense of security for young children while providing dependable support for working families. Nearby childcare providers currently maintain waitlists exceeding 30 children, leaving many families feeling overwhelmed by the limited availability of care close to home. At the same time, our facility has remained largely vacant Monday through Friday for several years. Again, with only minor interior modifications, this underutilized space presents a valuable opportunity to deliver a much-needed service and meaningful resource to the surrounding community.

**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.**

A traffic management plan has been developed and submitted as part of this application, outlining clear procedures for drop-off and pick-up operations during peak times. The site's design includes a single circular drive entry and exit point, allowing vehicles to move in a continuous flow without the need for backing or extended idling. Childcare center staff will be present during arrival and departure periods to assist with the safe loading and unloading of children, ensuring that vehicles move promptly and that pedestrians remain protected. Signage may be installed to ensure proper safety routes are followed.

The plan prioritizes safety and efficiency by separating vehicular circulation from pedestrian pathways, providing designated crosswalks, and maintaining clear sightlines for drivers. These coordinated measures will effectively minimize congestion in the public right-of-way, reduce potential traffic conflicts, and promote an orderly flow of vehicles throughout the day.

**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;**

Twelve Jumpstart staff members will be on site during normal operations. Staff will park in the Winnetka Congregational Church parking lot, which has ample capacity and remains largely underutilized during weekday business hours. The WCC parking lot has 4 handicap spaces and 20 other parking spaces, including parking along Pine Street, which is sufficient for WCC staff, Jumpstart staff, visitors and vendors. Staff may also arrive by public transportation. In the event WCC needs use of the parking lot for concurrent programming, staff may be directed to park in nearby Village public parking lots, consistent with existing shared-parking practices in the East Elm district. Current occupancy levels, observed by the Village, indicated adequate capacity during daytime hours. Jumpstart catering deliveries will occur at 7:30am-11:30am by catering van.

All essential utilities—including water, sewer, electricity, and internet—are already established and sufficient to meet the operational demands of the childcare facility. The building’s existing systems comply with current codes and will be reviewed as part of the DCFS licensing process to ensure continued safety and reliability.

The site’s access roads and drainage infrastructure are also in place and in good condition. No new impervious surface or major site alteration is proposed, and stormwater will continue to be managed through the existing system without impact to surrounding properties. Collectively, these existing and planned measures ensure that all necessary operational facilities are adequate to support the proposed special use.

**6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes.**

The project will meet or exceed all requirements related to building, zoning, life safety, and accessibility, and will be reviewed by Village departments as part of the permitting process to ensure full compliance.

Jumpstart Early Learning Services will also adhere to all Illinois Department of Children and Family Services (DCFS) licensing standards, which govern health, safety, staffing, and facility operations.

By meeting every relevant local and state requirement, the project ensures that the special use will operate safely, responsibly, and in full harmony with surrounding uses and the broader goals of the Village's zoning and development ordinances.

# Traffic Impact Study

Proposed Daycare  
Program at Winnetka  
Congregational Church  
SEC Prospect Ave at  
Pine St.  
Winnetka, Illinois

January 12, 2026

Prepared For:



Winnetka Congregational Church

*Prepared by:*

*Milan K Patel, PE, PTOE, RSP1*

*Daniel P Brinkman, PE, PTOE*

## Part I. Introduction and Project Context

Gewalt Hamilton Associates, Inc. (GHA) has conducted a Traffic Impact Study (TIS) for the proposed daycare program to be operated from the existing Winnetka Congregational Church building at 725 Pine Street. The Winnetka Congregational Church is seeking a Special Use Permit from the Village of Winnetka. No changes to the site development are proposed as part of the requested Special Use. Existing, there is one full movement access to the church site on Prospect Avenue.

The following summarizes our findings and provides various recommendations for your consideration. *Appendices* referenced are in the Technical Addendum at the end of this document.

## Part II. Background Information

### *Site Location Map and Roadway Inventory*

**Exhibit 1** provides a site location map. The existing traffic operations in the site area are illustrated on **Exhibit 2**. **Appendix A** provides a photo inventory of operations along the site frontage. Pertinent comments to the adjacent roadways include:

#### Lincoln Avenue

- Lincoln Avenue is a north-south local route under the jurisdiction of the Village of Winnetka.
- Lincoln Ave provides one travel lane in each direction and terminates at Humboldt Ave to the north and Oak St to the south of the site.
- Lincoln Ave is one-way southbound between Humboldt Ave and Pine St.
- Lincoln Avenue is under stop-sign control at its “T” intersection with Prospect Avenue.
- No speed limit is posted on Lincoln Avenue and no historical AADT volume is available.

#### Prospect Avenue

- Prospect Avenue is a curved east-west and north-south local route under the jurisdiction of the Village of Winnetka.
- Prospect Ave provides one travel lane in each direction and terminates at Tower Road to the north and Lincoln Ave at the south end.
- Prospect Ave is under stop-sign control at its “T” intersection with Pine Street.
- Parking is prohibited by signage on the church side of the street. On the opposite side of the street, on-street parking is limited to 4 hours between 7AM and 5PM on weekdays.
- No speed limit is posted on Prospect Avenue and no historical AADT volume is available.

#### Pine Street

- Pine Street is an east-west local route under the jurisdiction of the Village of Winnetka.
- On-street parking is permitted on the church side of the street along Pine Street and prohibited by signage on the opposite side of the street.
- No speed limit is posted on Pine Street and no historical AADT volume is available.

#### Pedestrian Facilities

- Sidewalk is provided on both sides of Lincoln Avenue, Prospect Avenue, and Pine Street within the site vicinity.



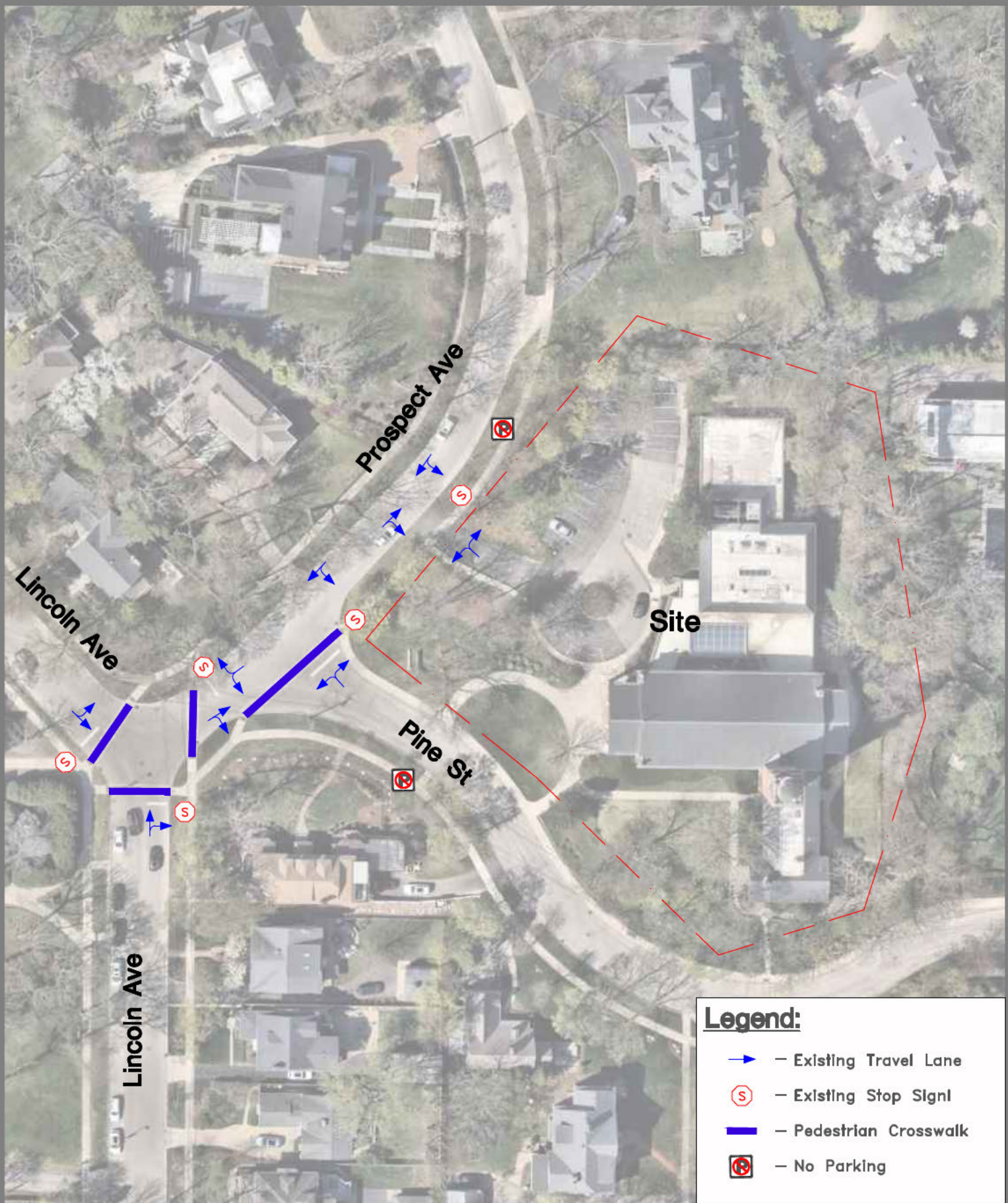
Subject Site

## Exhibit 1 - Location Map

Winnetka Congregational Church  
 725 Pine Street  
 Winnetka, IL



1 inch = 500 Feet



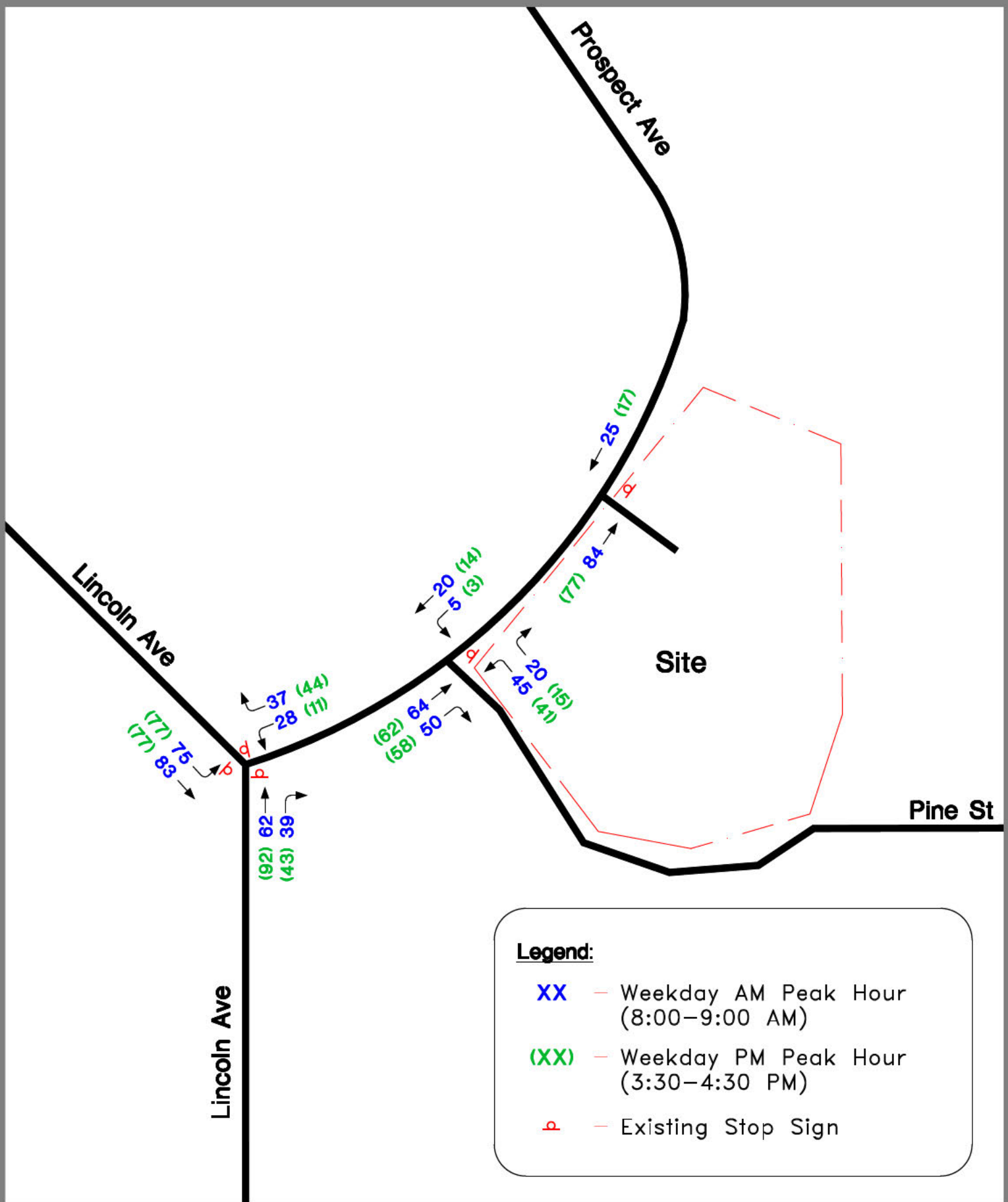
**Legend:**

-  - Existing Travel Lane
-  - Existing Stop Sign
-  - Pedestrian Crosswalk
-  - No Parking

## **Existing Traffic**

**Exhibit 3** summarizes the existing weekday morning and evening peak hour traffic volumes. Peak period traffic turning movement counts were conducted by GHA on Thursday December 4, 2025, from 6:00 AM to 9:00 AM and from 3:00 PM to 6:00 PM at the intersections of Lincoln Avenue and Prospect Ave and Prospect Avenue and Pine Street. The observed weekday morning and evening peak hours generally occurred from 8:00 to 9:00 AM, 3:30 to 4:30 PM, respectively.

No unusual activities (e.g., roadway construction, or inclement weather) were observed during our counts that would be expected to impact traffic volumes or travel patterns in the vicinity. Summaries of the 2025 existing traffic counts and can be found in **Appendix B**.



**Legend:**

- XX** — Weekday AM Peak Hour (8:00–9:00 AM)
- (XX)** — Weekday PM Peak Hour (3:30–4:30 PM)
- P** — Existing Stop Sign

## Crash Analysis

Crash data was obtained from the IDOT Division of Transportation and Safety for the last five calendar years, 2020 through 2024. A summary of the crash data is provided in **Table 1** with the locations mapped on the exhibit contained in **Appendix C**.

**Table 1: Crash Summary (2020-2024) <sup>A</sup>**

Location	No. of Crashes	PD	Severity <sup>A</sup>			F	Crash Type <sup>B</sup>								Percent Wet / Icy		
			A	B	C		A	FO	FTF	FTR	SSD	T	PED	BIKE		O	
<i>Intersections (Crashes within 250 ft of Intersection)</i>																	
Lincoln Ave & Propsect Ave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Propsect Ave & Pine St	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0%
Total =	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0%

<sup>A</sup> PD=Property Damage Only, A=Type A (incapacitating injury), B=Type B (non-incapacitating injury), C=Type C (possible injury), F= Fatal Injury

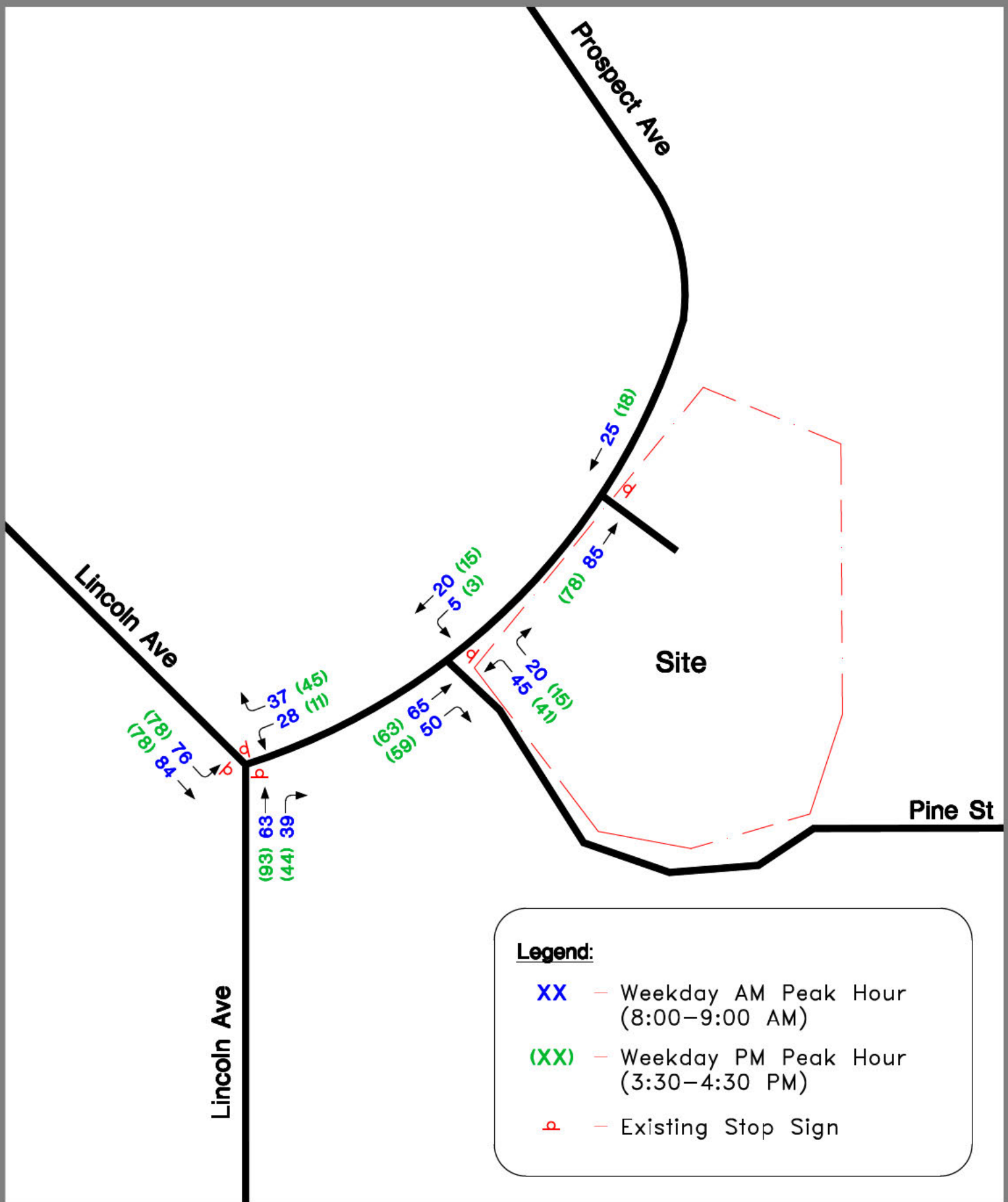
<sup>B</sup> A=Angle, FO=Fixed Object, FTF=Front-to-Front, FTR=Front-to-Rear, SSD=Sideswipe Same Direction, T=Turning, PED=Pedestrian, BIKE=Pedacyclist, O=Other

As shown in Table 1, Lincoln Ave & Prospect Ave experienced 0 crashes within the study area over the five-year analyses period. Prospect Ave & Pine St experienced 1 crash within the study area over the five-year analyses period. The crash involved property damage only and was a sideswipe collision.

There were no crashes that involved pedestrians or bicyclists throughout the study area.

## No-Build Traffic

Traffic growth in the area is a function of expected land development in the region. Future traffic volume conditions were developed for the year 2031, build-out year of the development (year 2026) plus five years. Based on a review of historical traffic volumes and the Chicago Metropolitan Agency for Planning (CMAP) 2050 projections (see **Appendix D**), traffic volumes along the roadways surrounding the site are assumed to experience an overall annual compounded growth rate of 0.20% per year. There are no historical AADTs available for the roadways within the site vicinity therefore nearby roadways were used for the 2050 projections used for the growth rates. The 2031 No-Build peak hour traffic volumes (see **Exhibit 4**) were developed by applying the predicted growth rates to the existing traffic.



## Part III. Traffic Evaluation

### Future Site Characteristics

#### Proposed Program Plan

Winnetka Congregational Church is seeking to operate a daycare program in the existing church building at 725 Pine Street. No changes to the site development are proposed. There is an existing church full movement access along Prospect Avenue approximately 125 feet northeast of the intersection of Prospect Avenue and Pine Street. The daycare is expected to have operating hours of 7:00 AM to 6:00 PM and hold a maximum of 64 attendants.

This dimension is also illustrated on **Exhibit 5**.

#### Trip Generation

**Table 2** summarizes the traffic generation calculations for the proposed development. Trip generation rates published by the Institute of Transportation Engineers (ITE) in the 12<sup>th</sup> Edition of the Manual *Trip Generation* were used to determine the anticipated traffic generated by the proposed development. As can be seen in **Table 2** the proposed daycare program is expected to generate approximately 51 trips (combined inbound and outbound) during each of the Peak Hours and approximately 244 trips (again inbound and outbound total) in a 24-hour period.

Daycare facilities tend to have more spread out arrival and departure times than typical schools experience with drop-off and pick-up occurring generally within a two-hour window. By combining the anticipated trips with the observed Peak Hours, we have considered the maximum impacts of the proposed daycare program.

See **Appendix E** for excerpts of the ITE manual.

**Table 2: Trip Generation Calculations**

Land Use	Size	ITE Code	Weekday Peak Hours						Daily		
			Morning 8:00-9:00 AM			Evening 3:30-4:30 PM					
			In	Out	Sum	In	Out	Sum	In	Out	Sum
Day Care Center	64 Attendants	565	27	24	51	24	27	51	122	122	244
<b>New Trips</b>			<b>27</b>	<b>24</b>	<b>51</b>	<b>24</b>	<b>27</b>	<b>51</b>	<b>122</b>	<b>122</b>	<b>244</b>

Sources: ITE Trip Generation Manual, 12th Edition - See Appendix E

#### Trip Distribution

**Table 3** provides the anticipated distribution of site traffic. This was based on existing site travel patterns, proposed access, and the operational characteristics of the adjacent street system. The majority of daycare traffic is expected to be destined to and from the west along Lincoln Avenue and ultimately Green Bay Road further west.

**Table 3: Trip Distribution**

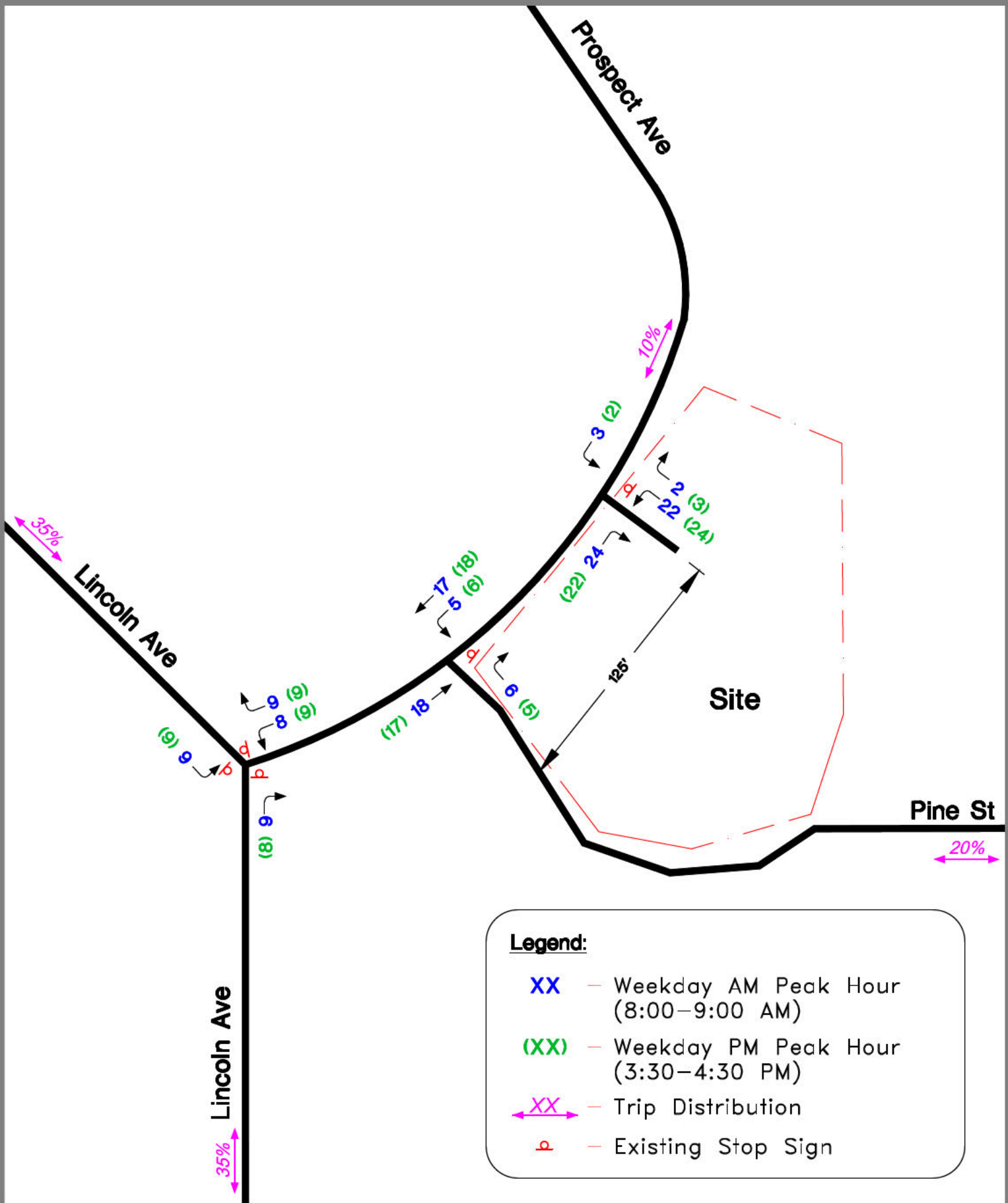
Route & Direction	Percent Route To/From Site
<b>Lincoln Avenue</b>	
North of Propsect Avenue	35%
South of Propsect Avenue	35%
<b>Prospect Avenue</b>	
East of Pine Street	10%
<b>Pine Street</b>	
South of Propsect Avenue	20%
<b>Totals =</b>	<b>100%</b>

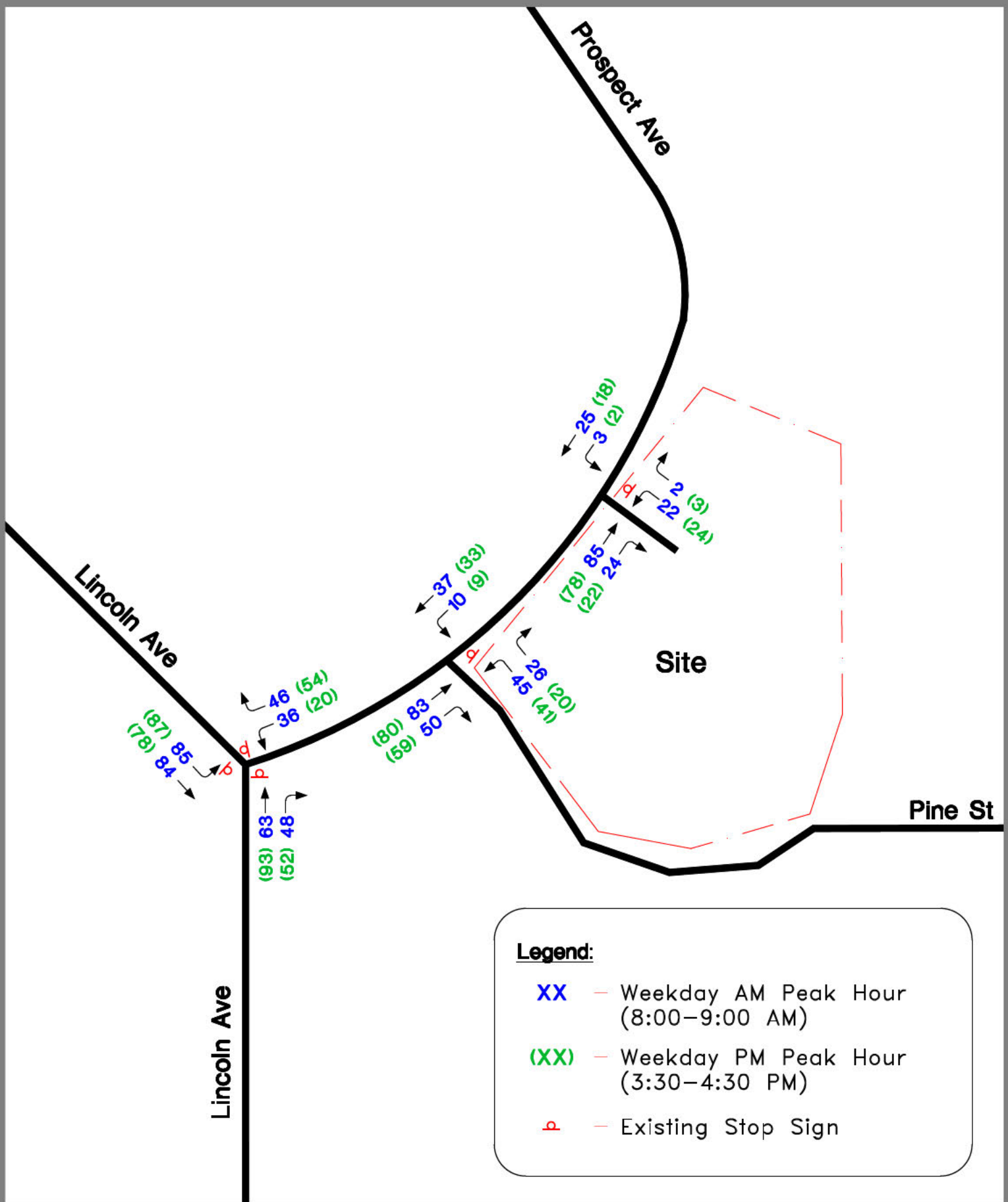
Traffic usage of the area roadway network is also illustrated on **Exhibit 5**

**Site and Total Traffic Assignments**

**Exhibit 5** illustrates the site traffic assignments for the development’s trips, which is based on the traffic characteristics summarized in **Tables 2** and **3** (traffic generation and trip distribution) and assigned to the area roadways. As previously noted, the proposed daycare program is anticipated to open in 2026. Therefore, we have considered the total impacts of the complete development for the year 2031, or buildout plus five years.

The site traffic (**Exhibit 5**) and 2031 No-Build traffic (**Exhibit 4**) were combined to produce the 2031 Total traffic, which is illustrated on **Exhibit 6**.





## Capacity Analysis

Capacity analyses are a standard measurement that identifies how an intersection operates. They are measured in terms of Level of Service (LOS). The concept of LOS is defined as a qualitative measure describing operational conditions within a traffic stream and their perception by motorists and/or passengers. A level-of-service definition provides an index to quality of traffic flow in terms of such factors as speed, travel time, freedom to maneuver, traffic interruptions, comfort, convenience, and safety.

Six Levels of Service are defined for each type of facility. They are given letter designations from A to F, with LOS A representing the best operating conditions and LOS F the worst. LOS C is often considered acceptable for design purposes and LOS D is usually considered as providing the lower threshold of acceptable operations. Since the level of service is a function of the traffic flows placed upon it, the facility may operate at a wide range of levels of service, depending on the time of day, day of week or period of year. A description of the operating condition under each level of service, based on the analysis parameters as published in the Transportation Research Board's (TRB) Highway Capacity Manual (HCM), Seventh Edition, is provided in **Table 4**.

**Table 4: Level of Service (LOS) Summary**

LOS	Description	Delay (sec/veh)	
		Traffic Signal	Stop Sign
A	Describes conditions with little to no delay to motorists.	<10	< 10
B	Represents a desirable level with relatively low delay to motorists.	>10 and < 20	>10 and < 15
C	Describes conditions with average delays to motorists.	>20 and < 35	>15 and < 25
D	Describes operations where the influence of congestion becomes more noticeable. Delays are still within an acceptable range.	>35 and < 55	>25 and < 35
E	Represents operating conditions with high delay values. This level is often considered within urban settings or for minor streets intersecting major arterial roadways to be the limit of acceptable delay.	>55 and < 80	>35 and < 50
F	Is unacceptable to most drivers with high delay values that often occur when arrival flow rates exceed the capacity of the intersection.	>80	>50

Capacity analyses were performed using the methodologies outlined in the HCM, for the following scenarios:

- *Existing Traffic* – Existing traffic (year 2025),
- *No-Build Traffic* – Future (non-site, year 2031) traffic with background growth, and
- *Total Traffic* – Future No-Build traffic volumes (year 2031) plus the addition of the site generated traffic.

**2031 Total Traffic conditions assumed the same existing traffic operations as shown in Exhibit 2**

**Table 5** summarizes the intersection capacity and queue analysis results.

**Table 5: Level-of-Service Summary**

Intersection / Timeframe		Roadway Conditions	Movement Group By Approach											
			> = Shared Lane - = Non Critical or Not Allowed Movement											
			Eastbound			Westbound			Northbound			Southbound		
1. Lincoln Ave & Prospect Ave		AWSC - NB/SB/WB Stop	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
AM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	-	<	-	A	<	>	A	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.7	-	-	-	7.6	-	-	8.4	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.7	-	-	-	10.2	-	-	17.9	-
PM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	-	<	-	A	<	>	A	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.4	-	-	-	7.8	-	-	8.3	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	5.0	-	-	-	15.1	-	-	17.6	-
AM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	-	<	-	A	<	>	A	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.9	-	-	-	7.7	-	-	8.6	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.7	-	-	-	12.7	-	-	20.5	-
PM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	-	<	-	A	<	>	A	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.4	-	-	-	7.8	-	-	8.3	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	5.0	-	-	-	15.1	-	-	17.6	-
AM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	-	<	-	A	<	>	A	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.6	-	-	-	7.9	-	-	8.5	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.6	-	-	-	15.1	-	-	20.2	-

**Table 5: Level-of-Service Summary (cont.)**

Intersection / Timeframe		Roadway Conditions	Movement Group By Approach											
			> = Shared Lane - = Non Critical or Not Allowed Movement											
			Eastbound			Westbound			Northbound			Southbound		
2. Prospect Ave & Pine St		TWSC - NB Stop	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
AM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	A	-	A	-	<	-	-	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.4	0.0	-	9.3	-	-	-	-	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	0	0	-	5	-	-	-	-	-
PM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	A	-	A	-	<	-	-	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.5	0.0	-	9.3	-	-	-	-	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	0	0	-	5.1	-	-	-	-	-
AM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	A	-	A	-	<	-	-	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.5	0.1	-	9.6	-	-	-	-	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	0	0	-	7.5	-	-	-	-	-
PM Peak	A. Existing Traffic (See Exhibit 3)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	A	A	-	A	-	<	-	-	-
	B. 2031 No-Build Traffic (See Exhibit 4)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	7.5	0.1	-	9.6	-	-	-	-	-
	C. 2031 Total Traffic (See Exhibit 6)	<ul style="list-style-type: none"> <li>• LOS</li> <li>• Delay</li> <li>• 95th Queue Length (ft)</li> <li>• Approach LOS (Delay)</li> </ul>	-	-	-	0	0	-	5.1	-	-	-	-	-

**Table 5: Level-of-Service Summary (cont.)**

Intersection / Timeframe		Roadway Conditions	Movement Group By Approach											
			> = Shared Lane - = Non Critical or Not Allowed Movement											
			Eastbound			Westbound			Northbound			Southbound		
			LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
<b>3. Prospect Ave &amp; Church Full Access</b>		<b>TWSC - NB Stop</b>												
<b>AM Peak</b>	<b>A. 2031 Total Traffic (See Exhibit 6)</b>	• LOS	-	-	-	<b>A</b>	<b>A</b>	-	<b>A</b>	-	<	-	-	-
		• Delay	-	-	-	7.5	0.0	-	9.3	-	-	-	-	-
		• 95th Queue Length (ft)	-	-	-	0	0	-	2.6	-	-	-	-	-
		• Approach LOS (Delay)					<b>A (0.8)</b>		<b>A (9.3)</b>					
<b>PM Peak</b>	<b>A. 2031 Total Traffic (See Exhibit 6)</b>	• LOS	-	-	-	<b>A</b>	<b>A</b>	-	<b>A</b>	-	<	-	-	-
		• Delay	-	-	-	7.4	0.0	-	9.2	-	-	-	-	-
		• 95th Queue Length (ft)	-	-	-	0	0	-	2.6	-	-	-	-	-
		• Approach LOS (Delay)					<b>A (0.8)</b>		<b>A (9.2)</b>					

Capacity analysis summary printouts are provided in **Appendix F**.

**Access Spacing**

- The only existing church full access is located approximately 125 feet northeast of Prospect Avenue & Pine Street.

Recall, this dimension is illustrated on **Exhibit 5**.

The following summarizes the findings of the Capacity Analyses.

Lincoln Avenue & Prospect Avenue

Currently, all movements operate at LOS A or better and are expected to remain at LOS A or better through buildout.

Prospect Avenue & Pine Street

Currently, all movements operate at LOS A or better and are expected to remain at LOS A or better through buildout.

Prospect Avenue & Church Full Access

After the daycare program is instituted the Church Full Access is expected to operate at LOS A or better for all movements.

**Parking Analysis**

**Table 6** illustrates the required and projected parking based on the ITE Parking Generation Manual, 6<sup>th</sup> Edition (See **Appendix G**). The Village of Winnetka Ordinance does not provide specific guidelines for off-street parking for a Daycare Center facility.

**Table 6: Parking Generation Calculations**

Use	Code	Size	Unit	ITE Parking Manual	Municipal Code	Parking Spaces		
						Code Required	ITE Projected Demand	Provided
Day Care Center	565	64	Attendants	0.25 Space per Attendant	N/A	N/A	16	25
<b>Total:</b>						<b>N/A</b>	<b>16</b>	<b>25</b>

Sources: ITE Parking Generation Manual, 6th Edition - See Appendix G

As shown in **Table 6**, the ITE projected demand for a Day Care Center of similar 64 attendants are 16 spaces. The site currently provides more than adequate parking spaces of 25. On street parking along Pine Street is also available for the daycare. It is estimated that the daycare program will have 10-15 full-time staff.

## Part IV. Recommendations and Conclusions

Analyses have been conducted under existing and future conditions to determine the impact from the proposed daycare program on the study area intersections. The capacity analysis results indicate that the increase in project site-generated traffic has little to no effect upon the Peak Hour operations of the area roadway network with the recommendations contained herein:

- The location of the only full movement church access will be located approximately 125 feet northeast of the Prospect Avenue & Pine Street intersection.
- Traffic operations will remain the same as existing for the intersections within this study.
- To facilitate vehicles entering and exiting the church driveway, consider restricting parking on Prospect between the church driveway and Lincoln Avenue.
- The church should plan for staff to assist with the drop-off and pick-up operations to help ensure orderly traffic flow on-site.

## Part V. Technical Addendum

The following Appendices were previously referenced. They provide technical support for our observations, findings and recommendations discussed in the text.

### Appendices

- A. Photo Inventory
- B. 2025 Traffic Count Summaries
- C. Crash Summary Map
- D. CMAP Traffic Projections
- E. ITE Trip Generation Manual Excerpts
- F. Capacity Analysis Worksheets
- G. ITE Parking Generation Manual Excerpts

6213.900 WCC Day Care Traffic TIS 011226.docx

# TECHNICAL ADDENDUM

## **APPENDICES**

- A. PHOTO INVENTORY**
- B. 2025 TRAFFIC COUNT SUMMARIES**
- C. CRASH SUMMARY MAP**
- D. CMAP 2050 TRAFFIC PROJECTIONS**
- E. ITE TRIP GENERATION MANUAL EXCERPTS**
- F. CAPACITY ANALYSIS WORKSHEETS**
- G. ITE PARKING GENERATION MANUAL EXCERPTS**

# **APPENDIX A**

## ***Photo Inventory***



Looking North along Lincoln Avenue approaching Prospect Avenue



Looking South along Lincoln Avenue approaching Prospect Avenue



Looking East across Lincoln Avenue at Prospect Avenue



Looking West along Prospect Avenue approaching Lincoln Avenue



Looking North along Pine Street approaching Prospect Avenue



Looking South across Prospect Avenue at Pine Street



Looking East along Prospect Avenue approaching Pine Street



Looking West along Prospect Avenue approaching Pine Street



Looking North along Church Full Access approaching Prospect Avenue



Looking South across Prospect Avenue at Church Full Access



Looking East along Prospect Avenue approaching Church Full Access



On Street Parking along Pine Street

# **APPENDIX B**

## ***2025 Traffic Count Summaries***

Lincoln Ave at Prospect Ave  
 6213.900 WCC Day Care Traffic  
 6 AM - 9 AM, 3 PM - 6 PM  
 GHA Mio

Gewalt Hamilton Associates Inc.  
 625 Forest Edge Drive  
 Vernon Hills, Illinois, United States 60061  
 (847) 478-9700 poster@gha-engineers.com

Count Name: Lincoln Ave at Prospect Ave  
 Site Code:  
 Start Date: 12/04/2025  
 Page No: 1

Turning Movement Data

Start Time	Prospect Ave Westbound					Lincoln Ave Northbound					Pine St Eastbound					Int. Total
	U-Turn	Left	Thru	Peds	App. Total	U-Turn	Left	Right	Peds	App. Total	U-Turn	Thru	Right	Peds	App. Total	
6:00 AM	0	0	0	0	0	0	1	1	0	2	0	1	2	2	3	5
6:15 AM	0	0	1	0	1	0	3	0	0	3	0	2	2	0	4	8
6:30 AM	0	0	1	0	1	0	2	2	0	4	0	1	6	0	7	12
6:45 AM	0	1	0	1	1	0	2	1	1	3	0	4	2	0	6	10
Hourly Total	0	1	2	1	3	0	8	4	1	12	0	8	12	2	20	35
7:00 AM	0	1	4	0	5	0	2	2	0	4	0	6	6	1	12	21
7:15 AM	0	0	1	0	1	0	5	4	0	9	0	7	4	1	11	21
7:30 AM	0	6	4	0	10	0	4	3	0	7	0	5	7	1	12	29
7:45 AM	0	7	10	1	17	0	6	5	0	11	0	9	8	0	17	45
Hourly Total	0	14	19	1	33	0	17	14	0	31	0	27	25	3	52	116
8:00 AM	0	10	5	1	15	1	10	11	4	22	0	17	15	0	32	69
8:15 AM	0	4	17	1	21	0	10	7	0	17	0	12	17	1	29	67
8:30 AM	0	8	6	0	14	0	15	8	0	23	0	24	24	0	48	85
8:45 AM	0	4	6	0	10	0	26	13	0	39	0	22	27	0	49	98
Hourly Total	0	26	34	2	60	1	61	39	4	101	0	75	83	1	158	319
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:00 PM	0	4	7	0	11	0	14	7	2	21	0	15	15	2	30	62
3:15 PM	0	3	10	0	13	1	10	8	0	19	0	12	11	0	23	55
3:30 PM	0	2	10	0	12	0	15	9	4	24	0	20	13	1	33	69
3:45 PM	0	3	11	3	14	0	32	7	2	39	0	18	28	1	46	99
Hourly Total	0	12	38	3	50	1	71	31	8	103	0	65	67	4	132	285
4:00 PM	0	2	12	2	14	0	31	17	0	48	0	24	21	0	45	107
4:15 PM	0	4	11	0	15	0	14	10	0	24	0	14	15	0	29	68
4:30 PM	0	2	7	1	9	0	20	7	0	27	0	11	12	5	23	59
4:45 PM	0	3	11	0	14	0	21	7	3	28	0	12	22	2	34	76
Hourly Total	0	11	41	3	52	0	86	41	3	127	0	61	70	7	131	310
5:00 PM	0	4	6	2	10	1	48	14	0	63	0	17	23	0	40	113
5:15 PM	0	1	8	0	9	0	26	9	0	35	0	15	15	0	30	74
5:30 PM	0	3	11	0	14	0	20	5	0	25	0	8	20	0	28	67
5:45 PM	0	4	8	0	12	0	7	7	0	14	0	8	9	0	17	43
Hourly Total	0	12	33	2	45	1	101	35	0	137	0	48	67	0	115	297
Grand Total	0	76	167	12	243	3	344	164	16	511	0	284	324	17	608	1362
Approach %	0.0	31.3	68.7	-	-	0.6	67.3	32.1	-	-	0.0	46.7	53.3	-	-	-
Total %	0.0	5.6	12.3	-	17.8	0.2	25.3	12.0	-	37.5	0.0	20.9	23.8	-	44.6	-
Lights	0	75	166	-	241	3	342	163	-	508	0	280	322	-	602	1351
% Lights	-	98.7	99.4	-	99.2	100.0	99.4	99.4	-	99.4	-	98.6	99.4	-	99.0	99.2
Mediums	0	1	1	-	2	0	2	1	-	3	0	4	2	-	6	11
% Mediums	-	1.3	0.6	-	0.8	0.0	0.6	0.6	-	0.6	-	1.4	0.6	-	1.0	0.8
Articulated Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0	0

Appendix B

% Articulated Trucks	-	0.0	0.0	-	0.0	0.0	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	0.0
Bicycles on Road	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0	0
% Bicycles on Road	-	0.0	0.0	-	0.0	0.0	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	0.0
Pedestrians	-	-	-	12	-	-	-	-	16	-	-	-	-	17	-	-
% Pedestrians	-	-	-	100.0	-	-	-	-	100.0	-	-	-	-	100.0	-	-

Pine St at Prospect Ave  
 6213.900 WCC Day Care Traffic  
 6 AM - 9 AM, 3 PM - 6 PM  
 GHA Mio

Gewalt Hamilton Associates Inc.  
 625 Forest Edge Drive  
 Vernon Hills, Illinois, United States 60061  
 (847) 478-9700 poster@gha-engineers.com

Count Name: Pine St at Prospect Ave  
 Site Code:  
 Start Date: 12/04/2025  
 Page No: 1

Turning Movement Data

Start Time	Prospect Ave Westbound					Pine St Northbound					Prospect Ave Eastbound					Int. Total
	U-Turn	Left	Thru	Peds	App. Total	U-Turn	Left	Right	Peds	App. Total	U-Turn	Thru	Right	Peds	App. Total	
6:00 AM	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2
6:15 AM	0	0	0	0	0	0	1	0	0	1	0	0	1	0	1	2
6:30 AM	0	1	0	0	1	0	1	0	1	1	0	2	2	0	4	6
6:45 AM	0	1	1	0	2	0	0	0	1	0	0	2	2	0	4	6
Hourly Total	0	2	1	0	3	0	2	0	2	2	0	6	5	0	11	16
7:00 AM	0	0	2	0	2	0	2	2	0	4	0	6	2	0	8	14
7:15 AM	0	0	0	0	0	0	2	1	0	3	0	7	4	0	11	14
7:30 AM	0	0	5	0	5	0	5	1	1	6	0	6	3	0	9	20
7:45 AM	0	0	6	0	6	0	7	1	0	8	0	3	8	0	11	25
Hourly Total	0	0	13	0	13	0	16	5	1	21	0	22	17	0	39	73
8:00 AM	0	4	9	0	13	0	10	4	1	14	0	9	17	0	26	53
8:15 AM	0	0	3	0	3	0	17	9	0	26	0	11	10	0	21	50
8:30 AM	0	1	4	0	5	0	10	3	1	13	0	22	12	0	34	52
8:45 AM	0	0	4	1	4	0	8	4	0	12	0	19	11	0	30	46
Hourly Total	0	5	20	1	25	0	45	20	2	65	0	61	50	0	111	201
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3:00 PM	0	0	7	0	7	0	3	3	0	6	0	10	16	1	26	39
3:15 PM	1	1	8	0	10	0	6	5	0	11	0	8	10	0	18	39
3:30 PM	0	1	3	0	4	0	6	9	0	15	0	11	18	0	29	48
3:45 PM	0	0	5	0	5	0	10	4	0	14	0	14	12	0	26	45
Hourly Total	1	2	23	0	26	0	25	21	0	46	0	43	56	1	99	171
4:00 PM	0	2	2	0	4	0	9	1	1	10	1	24	16	0	41	55
4:15 PM	0	0	3	1	3	0	13	1	0	14	0	13	12	0	25	42
4:30 PM	0	1	2	2	3	0	7	0	5	7	0	11	9	0	20	30
4:45 PM	0	1	4	0	5	0	10	2	0	12	0	8	8	0	16	33
Hourly Total	0	4	11	3	15	0	39	4	6	43	1	56	45	0	102	160
5:00 PM	0	0	2	0	2	0	5	0	0	5	1	11	22	0	34	41
5:15 PM	0	1	1	0	2	0	7	4	0	11	0	12	10	0	22	35
5:30 PM	0	1	7	0	8	0	9	0	0	9	0	7	7	0	14	31
5:45 PM	0	1	3	0	4	0	10	2	0	12	0	8	8	0	16	32
Hourly Total	0	3	13	0	16	0	31	6	0	37	1	38	47	0	86	139
Grand Total	1	16	81	4	98	0	158	56	11	214	2	226	220	1	448	760
Approach %	1.0	16.3	82.7	-	-	0.0	73.8	26.2	-	-	0.4	50.4	49.1	-	-	-
Total %	0.1	2.1	10.7	-	12.9	0.0	20.8	7.4	-	28.2	0.3	29.7	28.9	-	58.9	-
Lights	1	16	81	-	98	0	157	54	-	211	2	224	215	-	441	750
% Lights	100.0	100.0	100.0	-	100.0	-	99.4	96.4	-	98.6	100.0	99.1	97.7	-	98.4	98.7
Mediums	0	0	0	-	0	0	1	2	-	3	0	2	4	-	6	9
% Mediums	0.0	0.0	0.0	-	0.0	-	0.6	3.6	-	1.4	0.0	0.9	1.8	-	1.3	1.2
Articulated Trucks	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0	0

Appendix B

% Articulated Trucks	0.0	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	0.0	0.0	0.0	-	0.0	0.0
Bicycles on Road	0	0	0	-	0	0	0	0	-	0	0	0	1	-	1	1
% Bicycles on Road	0.0	0.0	0.0	-	0.0	-	0.0	0.0	-	0.0	0.0	0.0	0.5	-	0.2	0.1
Pedestrians	-	-	-	4	-	-	-	-	11	-	-	-	-	1	-	-
% Pedestrians	-	-	-	100.0	-	-	-	-	100.0	-	-	-	-	100.0	-	-

# **APPENDIX C**

## ***Crash Summary Map***



**Legend**

Crash Type

 Rear to Side

**Appendix C - IDOT Crash Data 2020-24**

Winnetka Congregational Church  
725 Pine Street  
Winnetka, IL



1 inch =  100  
Feet

# **APPENDIX D**

## ***CMAP 2050 Projections***



433 West Van Buren Street, Suite 450  
Chicago, IL 60607  
cmap.illinois.gov | 312-454-0400

December 11, 2025

Milan Patel, P.E., PTOE, RSP1  
Traffic Engineer  
Gewalt Hamilton Associates, Inc.  
625 Forest Edge Drive  
Vernon Hills, IL 60061

***Subject: Green Bay Road and Pine Street***  
IDOT

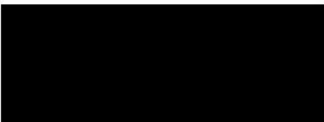
Dear Mr. Milan:

In response to a request made on your behalf and dated December 10, 2025, we have developed year 2050 average daily traffic (ADT) projections for the subject location.

<b>ROAD SEGMENT</b>	<b>Current ADT</b>	<b>Year 2050 ADT</b>
Green Bay Road north of Pine Street	8,050	<b>8,500</b>
Green Bay Road south of Pine Street	8,050	<b>8,500</b>
Pine Street east of Green Bay Road	1,400	<b>1,400</b>

Traffic projections are developed using existing ADT data provided in the request letter and the results from the June 2025 CMAP Travel Demand Analysis. The regional travel model uses CMAP 2050 socioeconomic projections and assumes the implementation of the ON TO 2050 Comprehensive Regional Plan for the Northeastern Illinois area. The provision of this data in support of your request does not constitute a CMAP endorsement of the proposed development or any subsequent developments.

If you have any questions, please call me at (312) 386-8806 or email me at [jrodriguez@cmap.illinois.gov](mailto:jrodriguez@cmap.illinois.gov)



Jose Rodriguez, PTP, AICP  
Senior Planner, Research & Analysis

cc: Rios (IDOT)  
S:\AdminGroups\ResearchAnalysis\2025\_trafficForecasts\Winnetka\ck-131-25\ck-131-25.docxs

# **APPENDIX E**

## ***ITE Trip Generation Manual Excerpts***

# Land Use: 565

## Day Care Center

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### Description

A day care center is a facility where care for preschool children is provided, normally during daytime hours. A day care facility generally includes classrooms, offices, eating areas, and playgrounds. A center may also provide after-school care for school-age children.

### Additional Data

The sites were surveyed in the 1990s, the 2000s, the 2010s, and the 2020s in California, Florida, Maryland, Minnesota, New Hampshire, New Jersey, New York, North Carolina, Oregon, Tennessee, Texas, and Wisconsin.

### Source Numbers

335, 336, 337, 355, 418, 536, 550, 562, 583, 633, 734, 866, 869, 877, 878, 954, 959, 981, 1236

# Day Care Center (565)

**Vehicle Trip Ends vs: Students**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 7 and 9 a.m.**

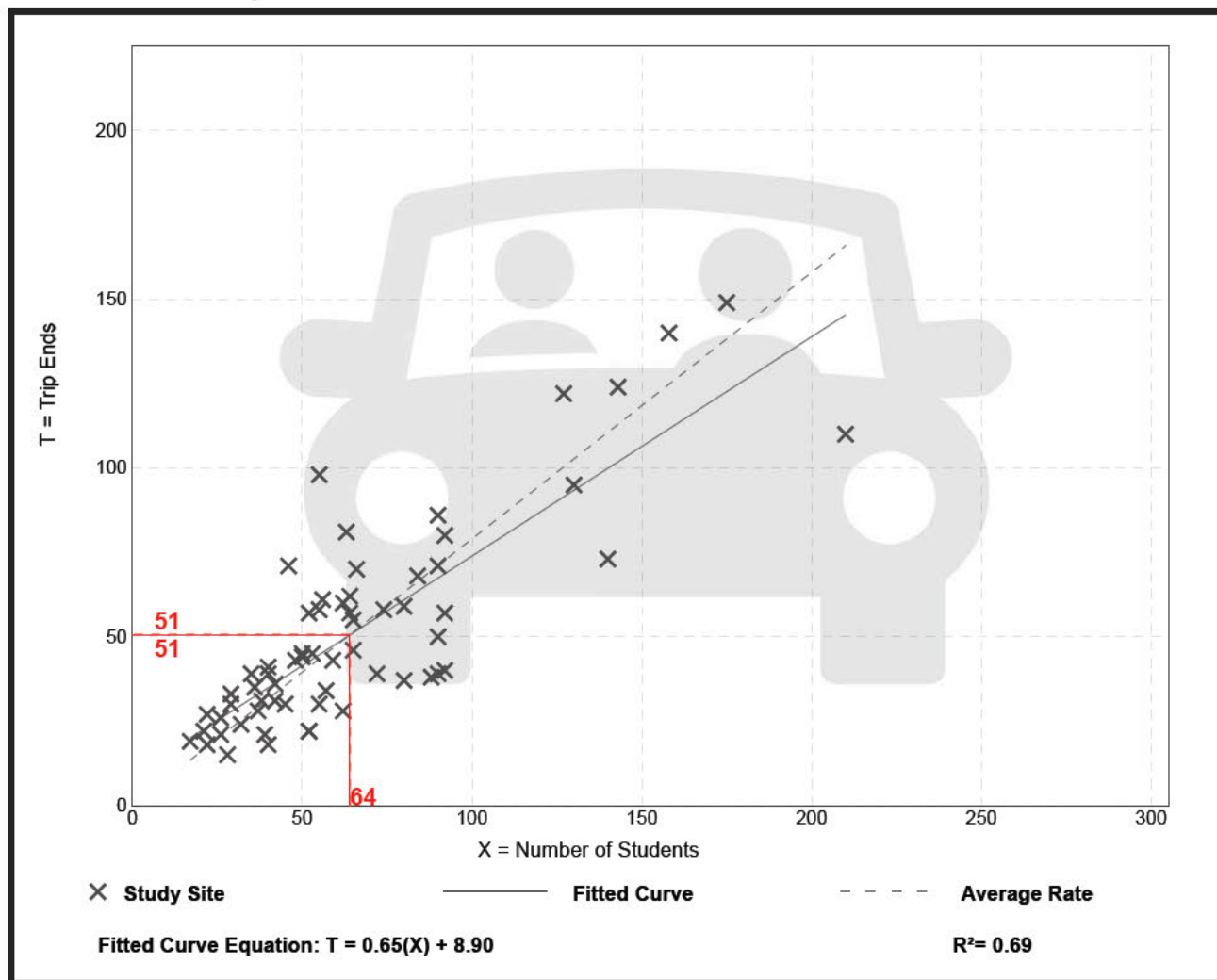
**Setting/Location: General Urban/Suburban**

Number of Studies: 63  
 Avg. Num. of Students: 66  
 Directional Distribution: 53% entering, 47% exiting

## Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
0.79	0.42 - 1.78	0.26

## Data Plot and Equation



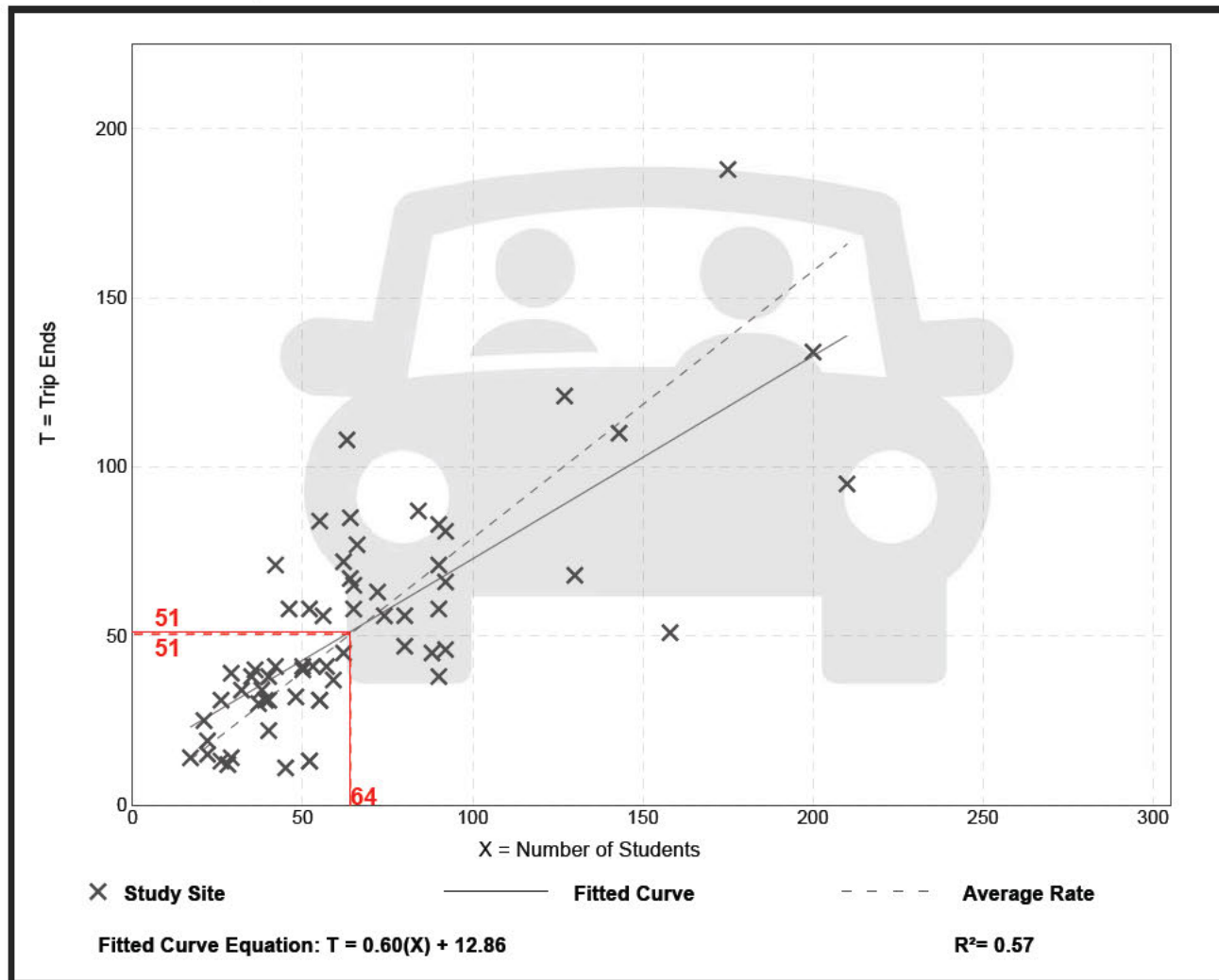
# Day Care Center (565)

**Vehicle Trip Ends vs: Students**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 4 and 6 p.m.**  
**Setting/Location: General Urban/Suburban**  
 Number of Studies: 63  
 Avg. Num. of Students: 67  
 Directional Distribution: 47% entering, 53% exiting

## Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
0.79	0.24 - 1.71	0.31

## Data Plot and Equation



# Day Care Center (565)

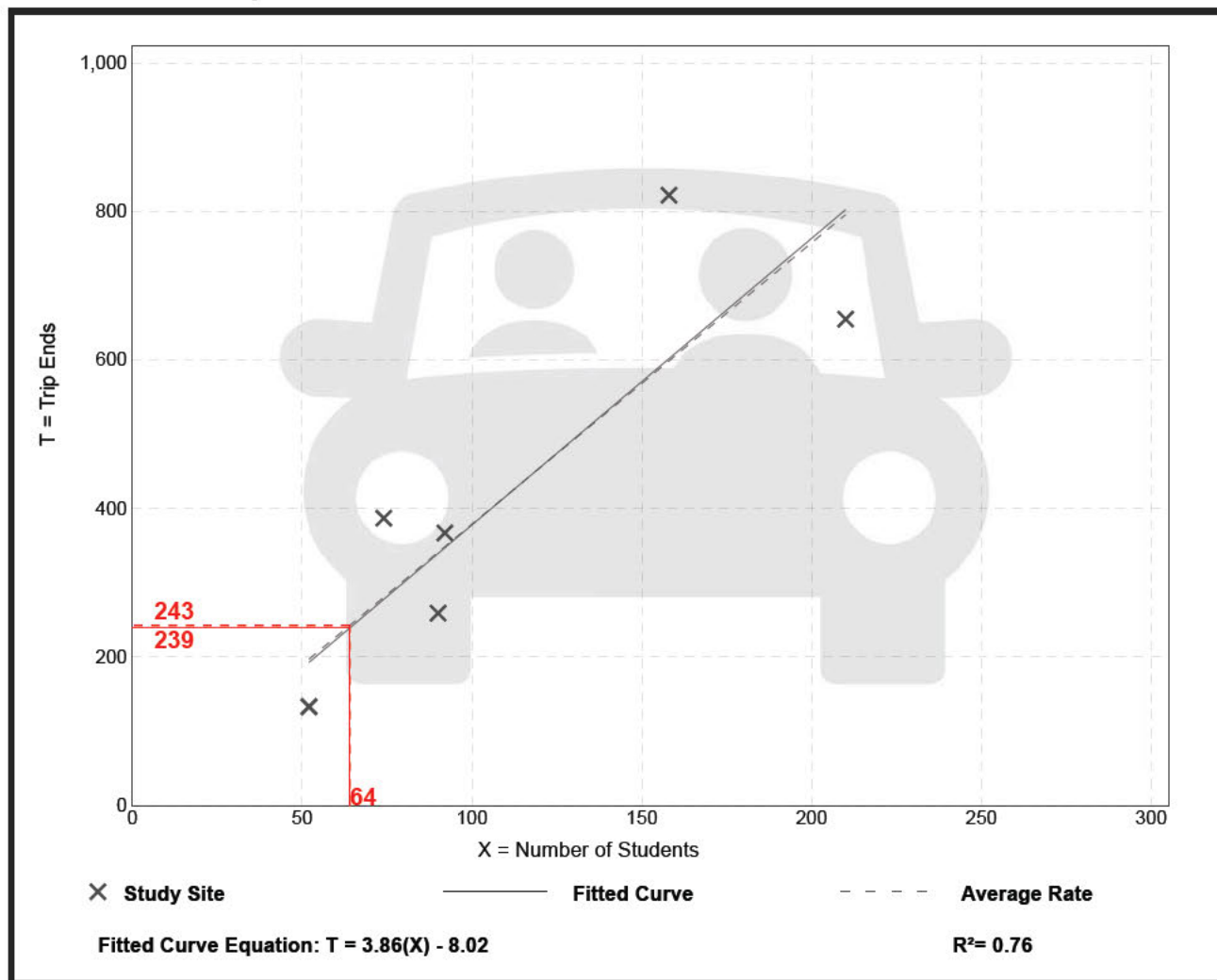
**Vehicle Trip Ends vs: Students**  
**On a: Weekday**

**Setting/Location: General Urban/Suburban**  
Number of Studies: 7  
Avg. Num. of Students: 104  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
3.79	2.56 - 5.23	1.13

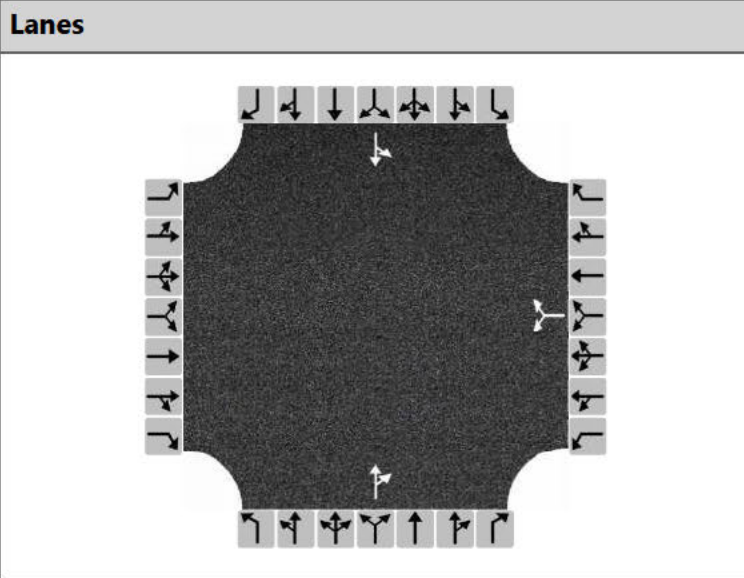
## Data Plot and Equation



# **APPENDIX F**

## ***Capacity Analysis Worksheets***

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2025
Analysis Time Period (hrs)	0.25
Time Analyzed	8:00-9:00 AM
Project Description	AM Exist
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95



**Turning Movement Demand Volumes**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
Movement												
Volume (veh/h)				28		37		62	39	75	83	
% Thrus in Shared Lane												

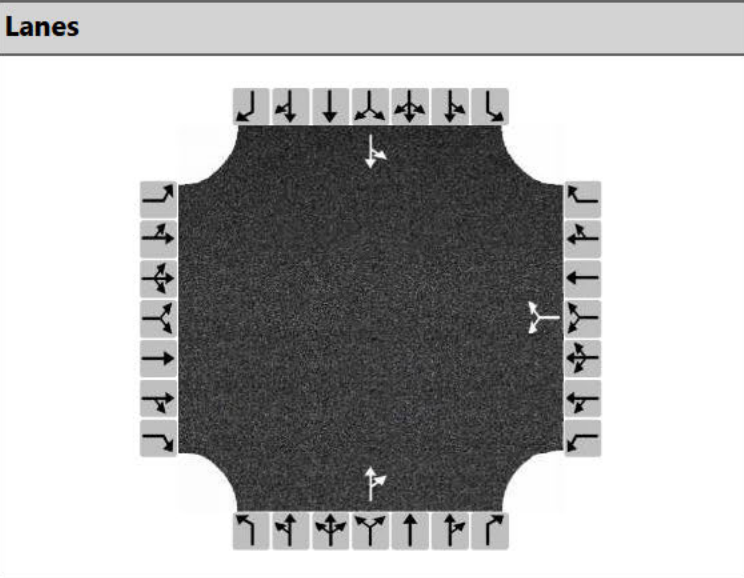
**Lane Flow Rate and Adjustments**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				68			106			166		
Percent Heavy Vehicles				4			2			3		
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20		
Initial Degree of Utilization, x				0.061			0.095			0.148		
Final Departure Headway, h <sub>d</sub> (s)				4.30			4.03			4.31		
Final Degree of Utilization, x				0.082			0.119			0.199		
Move-Up Time, m (s)				2.0			2.0			2.0		
Service Time, t <sub>s</sub> (s)				2.30			2.03			2.31		

**Capacity, Delay and Level of Service**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				68			106			166		
Capacity (veh/h)				838			893			836		
95% Queue Length, Q <sub>95</sub> (veh)				0.3			0.4			0.7		
95% Queue Length, Q <sub>95</sub> (ft)				7.7			10.2			17.9		
Control Delay (s/veh)				7.7			7.6			8.4		
Level of Service, LOS				A			A			A		
Approach Delay (s/veh)   LOS				7.7		A	7.6		A	8.4		A
Intersection Delay (s/veh)   LOS				8.0			A					

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2031
Analysis Time Period (hrs)	0.25
Time Analyzed	8:00-9:00 AM
Project Description	AM No Build
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95

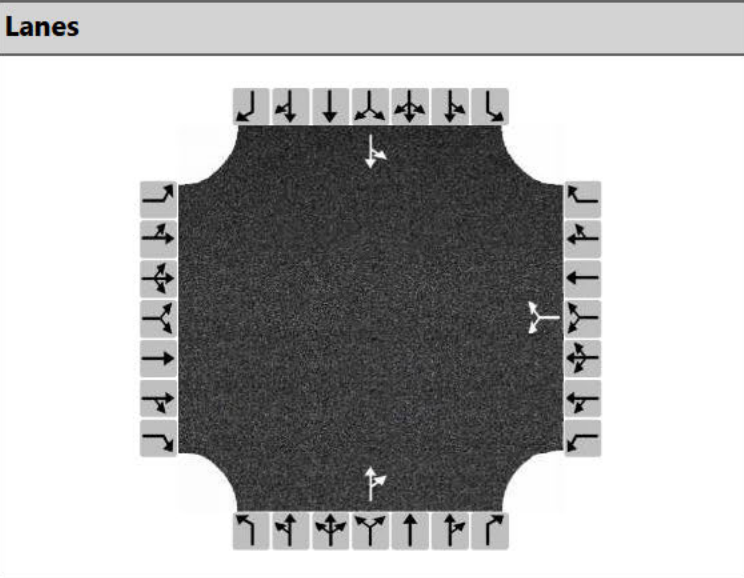


Turning Movement Demand Volumes													
Approach	Eastbound			Westbound			Northbound			Southbound			
	L	T	R	L	T	R	L	T	R	L	T	R	
Movement													
Volume (veh/h)				28		37		63	39	76	84		
% Thrus in Shared Lane													

Lane Flow Rate and Adjustments													
Approach	Eastbound			Westbound			Northbound			Southbound			
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	
Lane													
Configuration				LR			TR			LT			
Flow Rate, v (veh/h)				68			107			168			
Percent Heavy Vehicles				4			2			3			
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20			
Initial Degree of Utilization, x				0.061			0.095			0.150			
Final Departure Headway, h <sub>d</sub> (s)				4.31			4.04			4.31			
Final Degree of Utilization, x				0.082			0.120			0.202			
Move-Up Time, m (s)				2.0			2.0			2.0			
Service Time, t <sub>s</sub> (s)				2.31			2.04			2.31			

Capacity, Delay and Level of Service													
Approach	Eastbound			Westbound			Northbound			Southbound			
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	
Lane													
Configuration				LR			TR			LT			
Flow Rate, v (veh/h)				68			107			168			
Capacity (veh/h)				836			892			836			
95% Queue Length, Q <sub>95</sub> (veh)				0.3			0.4			0.8			
95% Queue Length, Q <sub>95</sub> (ft)				7.7			10.2			20.5			
Control Delay (s/veh)				7.7			7.6			8.4			
Level of Service, LOS				A			A			A			
Approach Delay (s/veh)   LOS				7.7		A	7.6		A	8.4		A	
Intersection Delay (s/veh)   LOS				8.0			A						

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2031
Analysis Time Period (hrs)	0.25
Time Analyzed	8:00-9:00 AM
Project Description	AM Total
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95



**Turning Movement Demand Volumes**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
Movement												
Volume (veh/h)				36		46		63	48	85	84	
% Thrus in Shared Lane												

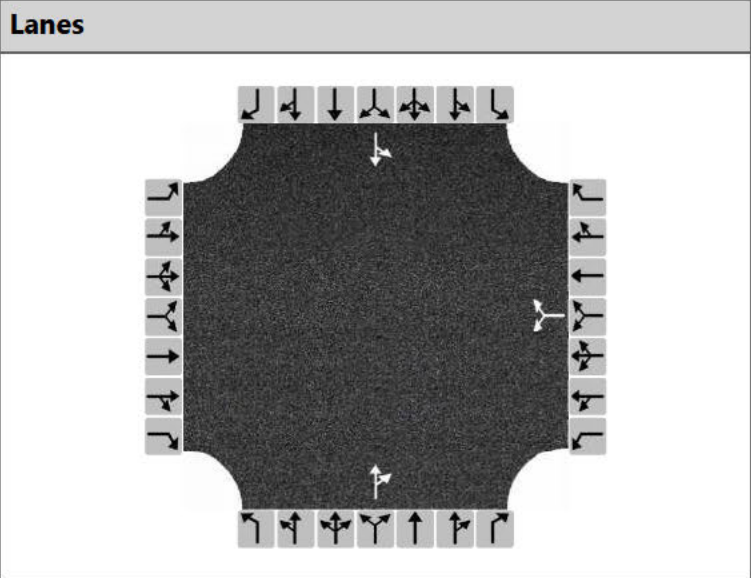
**Lane Flow Rate and Adjustments**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				86			117			178		
Percent Heavy Vehicles				4			2			3		
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20		
Initial Degree of Utilization, x				0.077			0.104			0.158		
Final Departure Headway, h <sub>d</sub> (s)				4.36			4.06			4.37		
Final Degree of Utilization, x				0.104			0.132			0.216		
Move-Up Time, m (s)				2.0			2.0			2.0		
Service Time, t <sub>s</sub> (s)				2.36			2.06			2.37		

**Capacity, Delay and Level of Service**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				86			117			178		
Capacity (veh/h)				827			886			824		
95% Queue Length, Q <sub>95</sub> (veh)				0.3			0.5			0.8		
95% Queue Length, Q <sub>95</sub> (ft)				7.7			12.7			20.5		
Control Delay (s/veh)				7.9			7.7			8.6		
Level of Service, LOS				A			A			A		
Approach Delay (s/veh)   LOS				7.9		A	7.7		A	8.6		A
Intersection Delay (s/veh)   LOS				8.1			A					

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2025
Analysis Time Period (hrs)	0.25
Time Analyzed	3:30-4:30 PM
Project Description	PM Exist
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95



**Turning Movement Demand Volumes**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
Movement												
Volume (veh/h)				11		44		92	43	77	77	
% Thrus in Shared Lane												

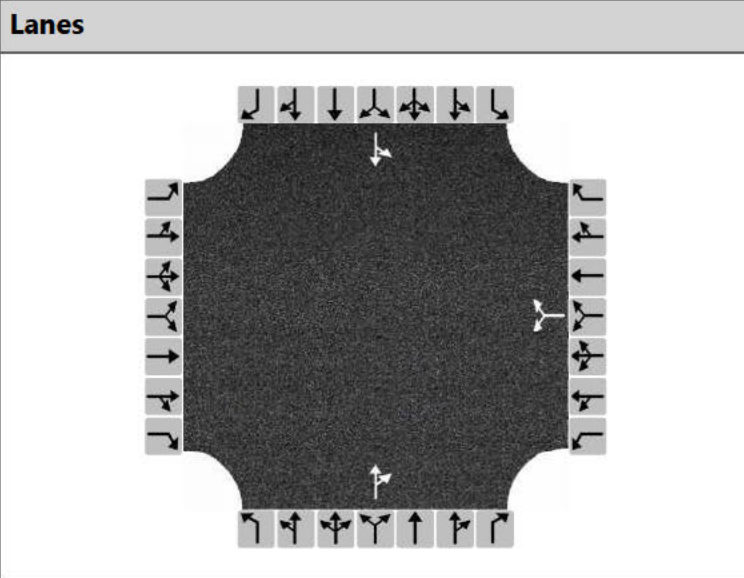
**Lane Flow Rate and Adjustments**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				58			142			162		
Percent Heavy Vehicles				0			1			1		
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20		
Initial Degree of Utilization, x				0.051			0.126			0.144		
Final Departure Headway, h <sub>d</sub> (s)				4.10			4.02			4.28		
Final Degree of Utilization, x				0.066			0.159			0.193		
Move-Up Time, m (s)				2.0			2.0			2.0		
Service Time, t <sub>s</sub> (s)				2.10			2.02			2.28		

**Capacity, Delay and Level of Service**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				58			142			162		
Capacity (veh/h)				877			896			841		
95% Queue Length, Q <sub>95</sub> (veh)				0.2			0.6			0.7		
95% Queue Length, Q <sub>95</sub> (ft)				5.0			15.1			17.6		
Control Delay (s/veh)				7.4			7.8			8.3		
Level of Service, LOS				A			A			A		
Approach Delay (s/veh)   LOS				7.4		A	7.8		A	8.3		A
Intersection Delay (s/veh)   LOS				7.9			A					

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2031
Analysis Time Period (hrs)	0.25
Time Analyzed	3:30-4:30 PM
Project Description	PM No Build
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95



**Turning Movement Demand Volumes**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
Movement												
Volume (veh/h)				11		45		93	44	78	78	
% Thrus in Shared Lane												

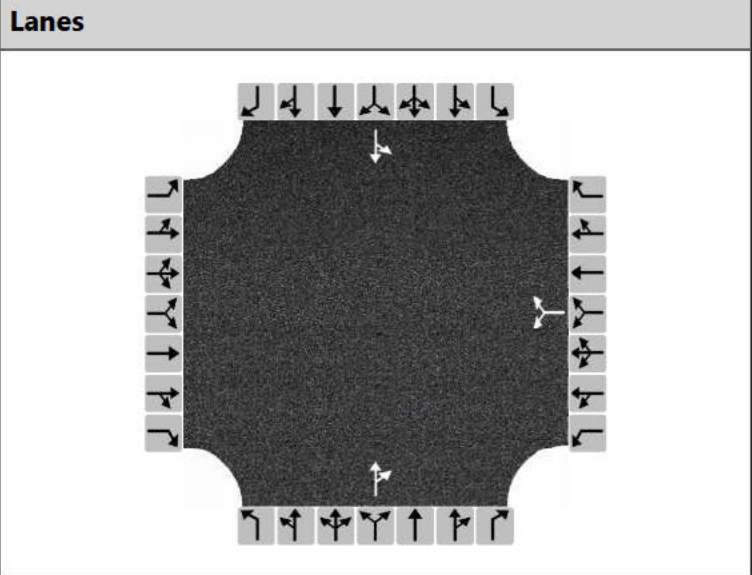
**Lane Flow Rate and Adjustments**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				59			144			164		
Percent Heavy Vehicles				0			1			1		
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20		
Initial Degree of Utilization, x				0.052			0.128			0.146		
Final Departure Headway, h <sub>d</sub> (s)				4.11			4.02			4.28		
Final Degree of Utilization, x				0.067			0.161			0.195		
Move-Up Time, m (s)				2.0			2.0			2.0		
Service Time, t <sub>s</sub> (s)				2.11			2.02			2.28		

**Capacity, Delay and Level of Service**

Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				59			144			164		
Capacity (veh/h)				876			895			840		
95% Queue Length, Q <sub>95</sub> (veh)				0.2			0.6			0.7		
95% Queue Length, Q <sub>95</sub> (ft)				5.0			15.1			17.6		
Control Delay (s/veh)				7.4			7.8			8.3		
Level of Service, LOS				A			A			A		
Approach Delay (s/veh)   LOS				7.4		A	7.8		A	8.3		A
Intersection Delay (s/veh)   LOS				8.0			A					

General and Site Information	
Analyst	Milan P
Agency/Co.	GHA
Date Performed	12/15/2025
Analysis Year	2031
Analysis Time Period (hrs)	0.25
Time Analyzed	3:30-4:30 PM
Project Description	PM Total
Intersection	Lincoln Avenue & Prospect Avenue
Jurisdiction	Village of Winnetka
East/West Street	Prospect Avenue
North/South Street	Lincoln Avenue
Peak Hour Factor	0.95



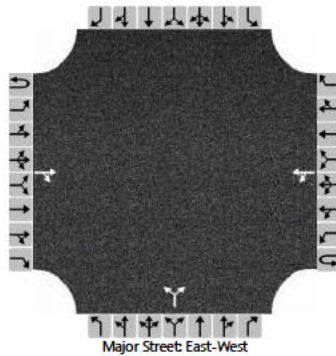
Turning Movement Demand Volumes												
Approach	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
Movement												
Volume (veh/h)				20		54		93	52	87	78	
% Thrus in Shared Lane												

Lane Flow Rate and Adjustments												
Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				78			153			174		
Percent Heavy Vehicles				0			1			1		
Initial Departure Headway, h <sub>d</sub> (s)				3.20			3.20			3.20		
Initial Degree of Utilization, x				0.069			0.136			0.154		
Final Departure Headway, h <sub>d</sub> (s)				4.21			4.06			4.35		
Final Degree of Utilization, x				0.091			0.172			0.210		
Move-Up Time, m (s)				2.0			2.0			2.0		
Service Time, t <sub>s</sub> (s)				2.21			2.06			2.35		

Capacity, Delay and Level of Service												
Approach	Eastbound			Westbound			Northbound			Southbound		
	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
Lane												
Configuration				LR			TR			LT		
Flow Rate, v (veh/h)				78			153			174		
Capacity (veh/h)				855			887			828		
95% Queue Length, Q <sub>95</sub> (veh)				0.3			0.6			0.8		
95% Queue Length, Q <sub>95</sub> (ft)				7.5			15.1			20.2		
Control Delay (s/veh)				7.6			7.9			8.5		
Level of Service, LOS				A			A			A		
Approach Delay (s/veh)   LOS				7.6		A	7.9		A	8.5		A
Intersection Delay (s/veh)   LOS				8.1			A					

General Information				Site Information			
Analyst	Milan P			Intersection	Prospect Ave & Pine St		
Agency/Co.	GHA			Jurisdiction	Village of Winnetka		
Date Performed	12/15/2025			East/West Street	Prospect Ave		
Analysis Year	2025			North/South Street	Pine St		
Time Analyzed	8:00-9:00 AM			Peak Hour Factor	0.95		
Intersection Orientation	East-West			Analysis Time Period (hrs)	0.25		
Project Description	AM Exist						

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			64	50		5	20			45		20				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

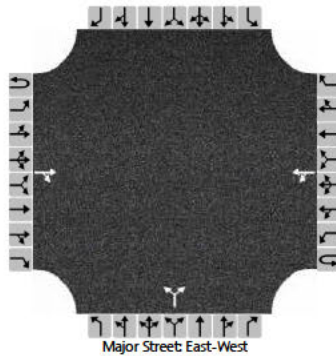
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.20			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.30			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						5						68				
Capacity, c (veh/h)						1480						899				
v/c Ratio						0.00						0.08				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.2				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						5.0				
Control Delay (s/veh)						7.4	0.0					9.3				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)						1.5				9.3						
Approach LOS						A				A						

General Information		Site Information	
Analyst	Milan P	Intersection	Prospect Ave & Pine St
Agency/Co.	GHA	Jurisdiction	Village of Winnetka
Date Performed	12/15/2025	East/West Street	Prospect Ave
Analysis Year	2031	North/South Street	Pine St
Time Analyzed	8:00-9:00 AM	Peak Hour Factor	0.95
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	AM No Build		

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			65	50		5	20			45		20				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

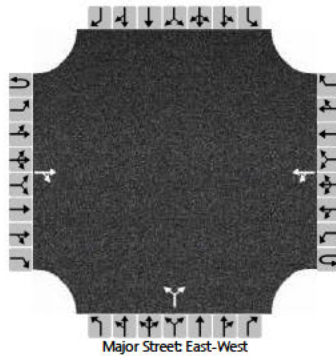
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.20			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.30			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						5						68				
Capacity, c (veh/h)						1479						898				
v/c Ratio						0.00						0.08				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.2				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						5.0				
Control Delay (s/veh)						7.4	0.0					9.3				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)						1.5				9.3						
Approach LOS						A				A						

General Information				Site Information			
Analyst	Milan P			Intersection	Prospect Ave & Pine St		
Agency/Co.	GHA			Jurisdiction	Village of Winnetka		
Date Performed	12/15/2025			East/West Street	Prospect Ave		
Analysis Year	2031			North/South Street	Pine St		
Time Analyzed	8:00-9:00 AM			Peak Hour Factor	0.95		
Intersection Orientation	East-West			Analysis Time Period (hrs)	0.25		
Project Description	AM Total						

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			83	50		10	37			45		26				
Percent Heavy Vehicles (%)						0				0		0				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

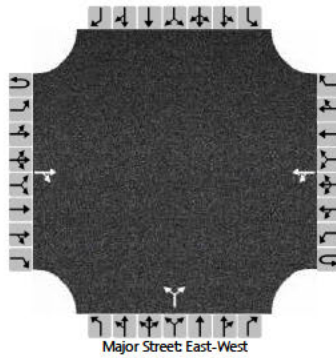
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.20			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.30			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						11						75				
Capacity, c (veh/h)						1456						858				
v/c Ratio						0.01						0.09				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.3				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						7.5				
Control Delay (s/veh)						7.5	0.1					9.6				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)					1.6				9.6							
Approach LOS					A				A							

General Information				Site Information			
Analyst	Milan P			Intersection	Prospect Ave & Pine St		
Agency/Co.	GHA			Jurisdiction	Village of Winnetka		
Date Performed	12/15/2025			East/West Street	Prospect Ave		
Analysis Year	2025			North/South Street	Pine St		
Time Analyzed	3:30-4:30 PM			Peak Hour Factor	0.95		
Intersection Orientation	East-West			Analysis Time Period (hrs)	0.25		
Project Description	PM Exist						

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			62	58		3	14			41		15				
Percent Heavy Vehicles (%)						0				0		7				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

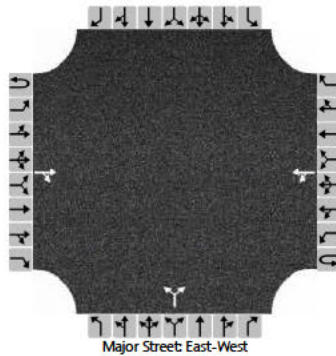
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.27			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.36			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						3						59				
Capacity, c (veh/h)						1473						899				
v/c Ratio						0.00						0.07				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.2				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						5.1				
Control Delay (s/veh)						7.5	0.0					9.3				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)					1.3				9.3							
Approach LOS					A				A							

General Information		Site Information	
Analyst	Milan P	Intersection	Prospect Ave & Pine St
Agency/Co.	GHA	Jurisdiction	Village of Winnetka
Date Performed	12/15/2025	East/West Street	Prospect Ave
Analysis Year	2031	North/South Street	Pine St
Time Analyzed	3:30-4:30 PM	Peak Hour Factor	0.95
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	PM No Build		

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			63	59		3	15			41		15				
Percent Heavy Vehicles (%)						0				0		7				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

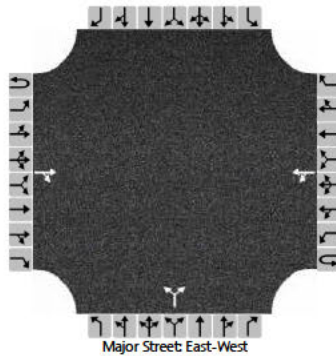
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.27			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.36			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						3						59				
Capacity, c (veh/h)						1470						896				
v/c Ratio						0.00						0.07				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.2				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						5.1				
Control Delay (s/veh)						7.5	0.0					9.3				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)					1.3				9.3							
Approach LOS					A				A							

General Information				Site Information			
Analyst	Milan P			Intersection	Prospect Ave & Pine St		
Agency/Co.	GHA			Jurisdiction	Village of Winnetka		
Date Performed	12/15/2025			East/West Street	Prospect Ave		
Analysis Year	2031			North/South Street	Pine St		
Time Analyzed	3:30-4:30 PM			Peak Hour Factor	0.95		
Intersection Orientation	East-West			Analysis Time Period (hrs)	0.25		
Project Description	PM Total						

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			80	59		9	33			41		20				
Percent Heavy Vehicles (%)						0				0		7				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

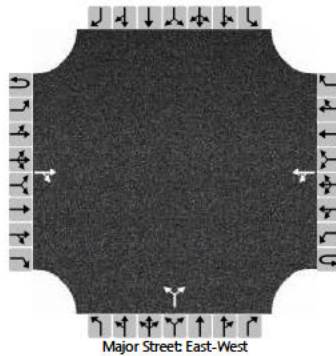
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.10					6.40		6.27			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.20					3.50		3.36			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						9						64				
Capacity, c (veh/h)						1448						852				
v/c Ratio						0.01						0.08				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.2				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						5.1				
Control Delay (s/veh)						7.5	0.1					9.6				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)					1.6				9.6							
Approach LOS					A				A							

General Information		Site Information	
Analyst	Milan P	Intersection	Prospect Ave & Church Full Access
Agency/Co.	GHA	Jurisdiction	Village of Winnetka
Date Performed	12/15/2025	East/West Street	Prospect Ave
Analysis Year	2031	North/South Street	Church Full Access
Time Analyzed	8:00-9:00 AM	Peak Hour Factor	0.95
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	AM Total		

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			85	24		3	25			22		2				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

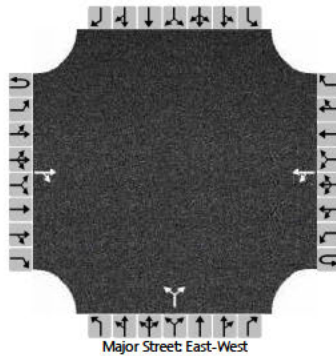
Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.13					6.43		6.23			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.23					3.53		3.33			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)						3						25				
Capacity, c (veh/h)						1468						862				
v/c Ratio						0.00						0.03				
95% Queue Length, Q <sub>95</sub> (veh)						0.0						0.1				
95% Queue Length, Q <sub>95</sub> (ft)						0.0						2.6				
Control Delay (s/veh)						7.5	0.0					9.3				
Level of Service (LOS)						A	A					A				
Approach Delay (s/veh)					0.8				9.3							
Approach LOS					A				A							

General Information		Site Information	
Analyst	Milan P	Intersection	Prospect Ave & Church Full Access
Agency/Co.	GHA	Jurisdiction	Village of Winnetka
Date Performed	12/15/2025	East/West Street	Prospect Ave
Analysis Year	2031	North/South Street	Church Full Access
Time Analyzed	3:30-4:30 PM	Peak Hour Factor	0.95
Intersection Orientation	East-West	Analysis Time Period (hrs)	0.25
Project Description	PM Total		

**Lanes**



**Vehicle Volumes and Adjustments**

Approach	Eastbound				Westbound				Northbound				Southbound			
	U	L	T	R	U	L	T	R	U	L	T	R	U	L	T	R
Movement	1U	1	2	3	4U	4	5	6		7	8	9		10	11	12
Priority																
Number of Lanes	0	0	1	0	0	0	1	0		0	1	0		0	0	0
Configuration				TR		LT					LR					
Volume (veh/h)			78	22		2	18			24		3				
Percent Heavy Vehicles (%)						3				3		3				
Proportion Time Blocked																
Percent Grade (%)										0						
Right Turn Channelized																
Median Type   Storage	Undivided															

**Critical and Follow-up Headways**

Base Critical Headway (sec)						4.1					7.1		6.2			
Critical Headway (sec)						4.13					6.43		6.23			
Base Follow-Up Headway (sec)						2.2					3.5		3.3			
Follow-Up Headway (sec)						2.23					3.53		3.33			

**Delay, Queue Length, and Level of Service**

Flow Rate, v (veh/h)					2						28					
Capacity, c (veh/h)					1480						884					
v/c Ratio					0.00						0.03					
95% Queue Length, Q <sub>95</sub> (veh)					0.0						0.1					
95% Queue Length, Q <sub>95</sub> (ft)					0.0						2.6					
Control Delay (s/veh)					7.4	0.0					9.2					
Level of Service (LOS)					A	A					A					
Approach Delay (s/veh)					0.8				9.2							
Approach LOS					A				A							

# **APPENDIX G**

## ***ITE Parking Generation Manual Excerpts***

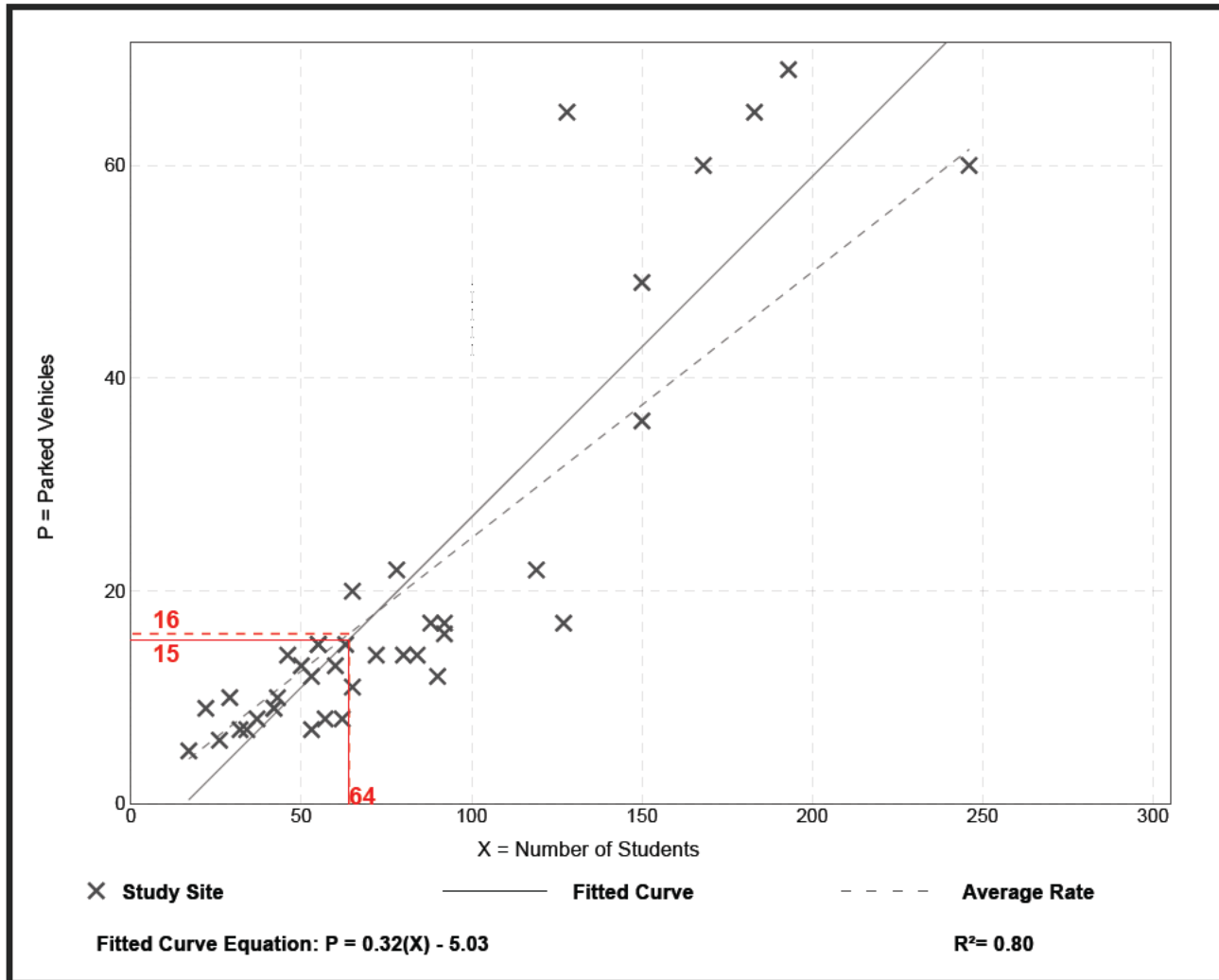
# Day Care Center (565)

**Peak Period Parking Demand vs: Students**  
**On a: Weekday (Monday - Friday)**  
**Setting/Location: General Urban/Suburban**  
 Number of Studies: 39  
 Avg. Num. of Students: 81

## Peak Period Parking Demand per Student

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.25	0.13 - 0.51	0.20 / 0.34	0.22 - 0.28	0.09 (36%)

## Data Plot and Equation



*Parking Generation Manual, 6th Edition* • Institute of Transportation Engineers

## Land Use: 565 Day Care Center

### Description

A day care center is a facility where care for pre-school age children is provided, normally during daytime hours. A day care facility generally includes classrooms, offices, eating areas, and playgrounds. A day care center may also provide after-school care for school-age children.

### Time-of-Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at 17 study sites in a general urban/suburban setting.

Hour Beginning	Percent of Weekday Peak Parking Demand
12:00–4:00 a.m.	—
5:00 a.m.	—
6:00 a.m.	11
7:00 a.m.	45
8:00 a.m.	89
9:00 a.m.	93
10:00 a.m.	100
11:00 a.m.	100
12:00 p.m.	97
1:00 p.m.	93
2:00 p.m.	88
3:00 p.m.	82
4:00 p.m.	88
5:00 p.m.	96
6:00 p.m.	61
7:00 p.m.	—
8:00 p.m.	—
9:00 p.m.	—
10:00 p.m.	—
11:00 p.m.	—

## **Additional Data**

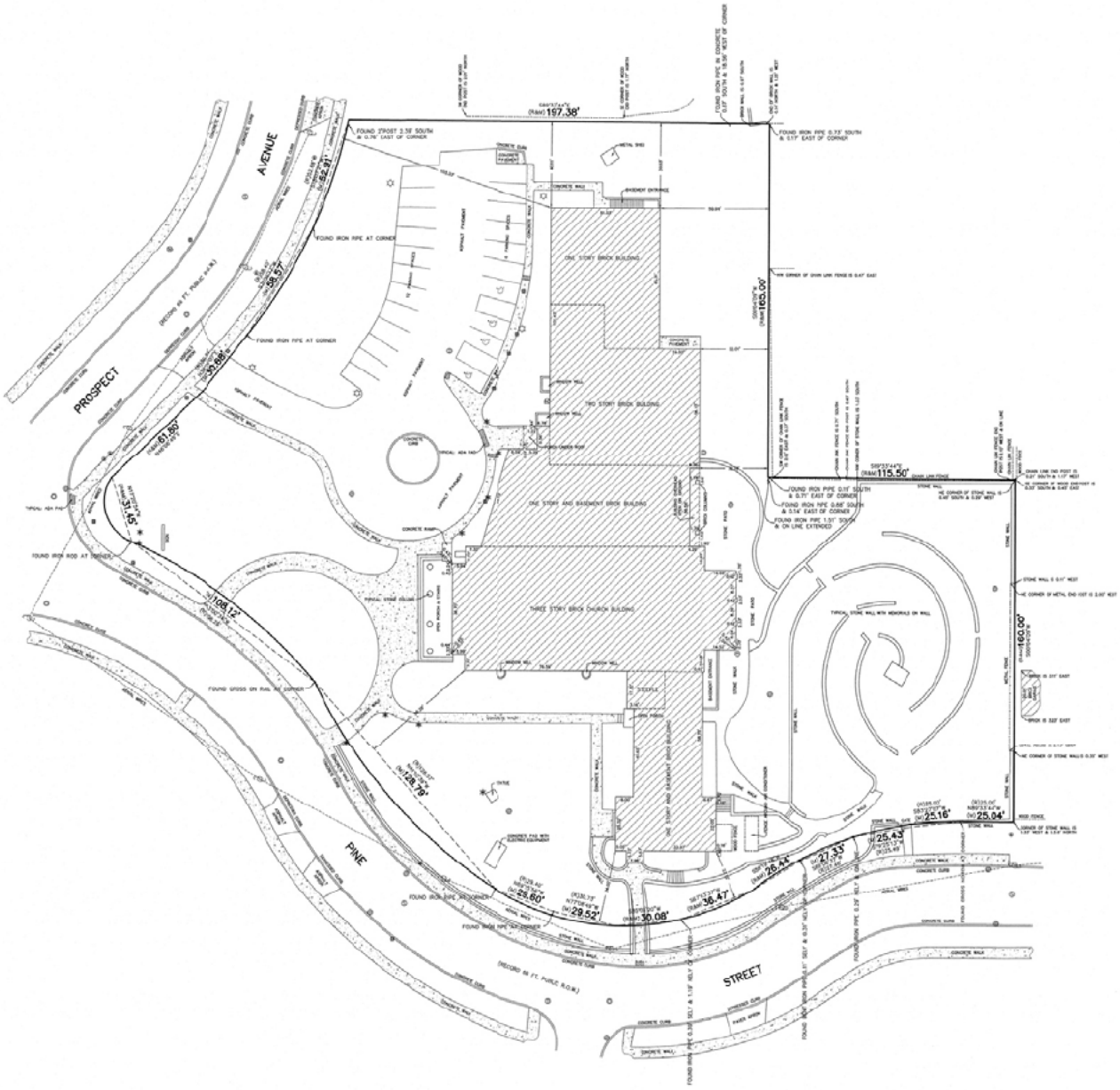
For this land use, any child enrolled at a day care center is considered a student. The number of students refers to the total number of enrolled children, not just those present at the time the study is conducted.

The average parking supply ratio for the 36 study sites with parking supply information and located in a general urban/suburban setting is 3.6 spaces per 1,000 square feet GFA. The average peak parking occupancy at these 36 sites is 63 percent. For the single study site in a dense multiuse urban setting, the parking supply ratio is 1.4 spaces per 1,000 square feet GFA and its peak parking occupancy is 86 percent.

The sites were surveyed in the 1990s, the 2000s, the 2010s, and the 2020s in California, Kansas, Kentucky, Minnesota, New Jersey, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, and Wisconsin.

## **Source Numbers**

221, 223, 289, 291, 433, 555, 556, 557, 563, 603, 618, 622, 632, 633



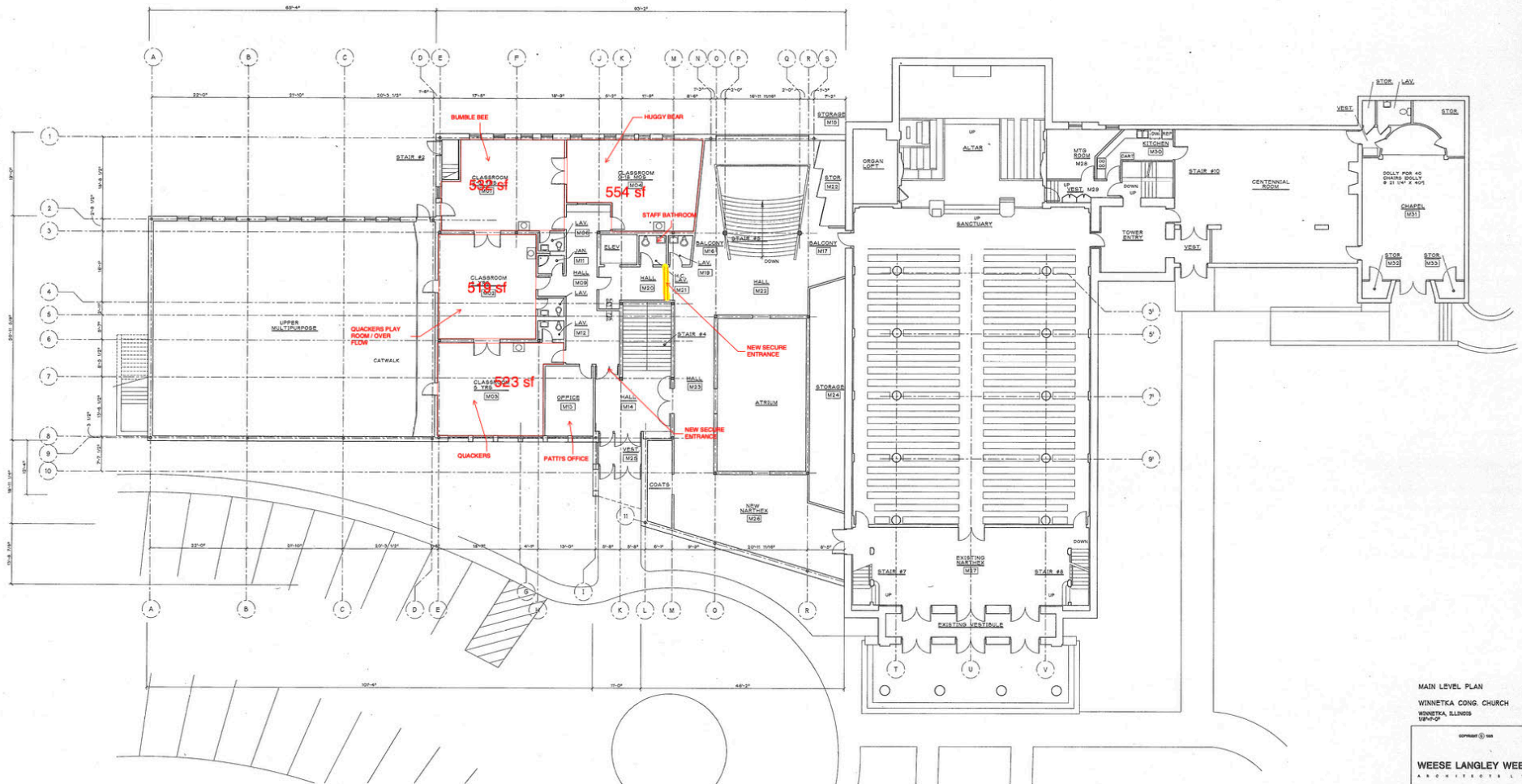
ORDER BY: **WINDY HILL CONSTRUCTION, INC.** (CHECKED) DRAWN BY: **LS**  
 ORDER: **TO THE STREET** (18) & (40)  
 BY: **GREMLEY & BIDERMAN, A.C. COMPANY**  
 1100 W. 10TH STREET, SUITE 100  
 CHICAGO, IL 60607  
 TEL: (773) 462-8000 FAX: (773) 462-8001  
 2025-33133-001 (REVISED) PL. 2025  
 SCALE: AS SHOWN (1" = 40')  
 SHEET: 1 OF 1

**SURVEY NOTES:**  
 P.L.N. 18-16-103-04-000  
 SURVEYOR LICENSE EXPIRES November 30, 2028  
 Note: (S&M) denotes Survey and Reduced Distance respectively.  
 Distances are rounded to both one and three decimal places. Computations of points BEFORE staking by name and all other notes are otherwise NOTED otherwise to be true.  
 For easements, utility lines and other matters not shown survey job title for your details, open, correct, this plat and book holding the originals.  
 NO dimensions shall be assumed to locate measurements upon this plat.  
 Unless otherwise noted between the Surveying, Station, Elevation Datum and Coordinate Datum it is assumed:  
 DATUM: NAD 83  
 COORDINATE SYSTEM: UTM  
 ELEVATION DATUM: NAVD 83  
 COORDINATE DATUM: NAD 83  
 COPYRIGHT GREMLEY & BIDERMAN, INC. 2025. ALL RIGHTS RESERVED.

STATE OF ILLINOIS  
 COUNTY OF COOK  
 WE, GREMLEY & BIDERMAN, INC. HEREBY CERTIFY THAT WE HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON SHOWN IS A CORRECT REPRESENTATION OF SAID SURVEY CONDUCTED TO A TEMPERATURE OF 82° FAHRENHEIT.  
 FIELD MEASUREMENTS COMPLETED ON SEPTEMBER 23, 2024  
 SIGNED ON OCTOBER 1, 2025  
 [Redacted Signature]  
 PROFESSIONAL ILLINOIS LAND SURVEYOR NO. 3882  
 THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.







MAIN LEVEL PLAN  
 WINNETKA CONG. CHURCH  
 WINNETKA, ILLINOIS  
 10/14/94

WEESE LANGLEY WEESE  
 ARCHITECTS P.C.  
 1000 N. WASHINGTON ST., SUITE 200  
 CHICAGO, ILLINOIS 60610  
 TEL: 312.467.1100  
 FAX: 312.467.1101  
 WWW: WWW.WEESELANGLEYWEESE.COM

DATE: 10/14/94  
 SHEET: A2-2

ALL DIMENSIONS UNLESS OTHERWISE NOTED. SEE NOTES FOR DIMENSIONS OF WALLS AND PARTITIONS. SEE NOTES FOR DIMENSIONS OF FLOORS AND CEILING. SEE NOTES FOR DIMENSIONS OF ROOF AND FOUNDATION. SEE NOTES FOR DIMENSIONS OF MECHANICAL AND ELECTRICAL. SEE NOTES FOR DIMENSIONS OF INTERIORS. SEE NOTES FOR DIMENSIONS OF EXTERIORS. SEE NOTES FOR DIMENSIONS OF LANDSCAPE. SEE NOTES FOR DIMENSIONS OF UTILITIES. SEE NOTES FOR DIMENSIONS OF SPECIALTIES. SEE NOTES FOR DIMENSIONS OF OTHERS. SEE NOTES FOR DIMENSIONS OF ALL OTHERS.



# OFFICE OF THE ILLINOIS STATE FIRE MARSHAL

JB Pritzker, Governor  
Michele L. Pankow, State Fire Marshal

TECHNICAL SERVICES DIVISION  
Fax: 312-814-3459

Phone: 312-814-8960

Email: [SFM.Techservices@illinois.gov](mailto:SFM.Techservices@illinois.gov)

January 8, 2026

OSFM #25148

Victor Cuebas  
Jumpstart Early Learning Academy II  
5644 West Diversey Avenue  
Chicago, IL 60639

Re: Jumpstart Early Learning Academy Day Care Center  
725 Pine Street  
Winnetka, IL 60093

## COOK COUNTY

Dear Victor,

Plans submitted for the above referenced day care center occupancy were reviewed on this date under the requirements of the 2015 edition of the NFPA 101-*Life Safety Code* and applicable references as adopted in Title 41 Illinois Administrative Code Parts 100, 109, and 251. This review pertains to:

**A NEW DAY CARE CENTER IN AN EXISTING TYPE III (211), PER NFPA 220, TWO-STORY BUILDING WITH BASEMENT AND NO OCCUPIED ATTIC. IT WILL BE FULLY PROTECTED BY FIRE ALARM AND FIRE SPRINKLER SYSTEM. THERE WILL BE NO COMMERCIAL COOKING OPERATIONS.**

*Please note that OSFM's plan reviews are strictly advisory in nature and that the local authority having jurisdiction retains the ultimate responsibility for compliance determinations. This advisory plan review is conducted based only on the information OSFM was provided. There may be information, details, or variables in existence but unknown to OSFM that would alter its technical analysis were those items made known to OSFM at the time of its advisory review.*

The drawings appear to conform with the applicable requirements with the following noted exceptions:

1. In accordance with Section 16.1.3.1, multiple occupancies shall be in accordance with 6.1.14.

555 W. Monroe Street  
Suite 1300-N  
Chicago, IL 60661  
(312) 814-2693

1035 Stevenson Drive  
Springfield, IL 62703  
(217) 785-0969

2309 W. Main  
Marion, IL 62959  
(618) 993-7085

[www.sfm.illinois.gov](http://www.sfm.illinois.gov)

2. In accordance with Section 16.1.6.1, day-care occupancies, other than day-care homes, shall be limited to the locations, construction types, and sprinkler protection features specified in Table 16.1.6.1. based on the number of stories in height as defined in 4.6.3. (See 8.2.1.)
3. In accordance with Section 16.1.6.2, where day-care occupancies, other than day-care homes, with clients who are 24 months or less in age or who are incapable of self-preservation are located one or more stories above the level of exit discharge, or where day-care occupancies are located two or more stories above the level of exit discharge, smoke partitions shall be provided to divide such stories into not less than two compartments. The smoke barriers shall be constructed in accordance with Section 8.4 but shall not be required to have a fire resistance rating.
4. In accordance with Section 16.2.2.2.2, any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.
5. In accordance with Section 16.2.2.2.4, every door latch to closets, storage areas, kitchens, and other similar areas shall be such that clients can open the door from inside the space or area.
6. In accordance with Section 16.2.2.2.5, every bathroom door lock shall be designed to allow opening of the locked door from the outside in an emergency. The opening device shall be readily accessible to the staff.
7. In accordance with Section 16.2.4, the number of means of egress shall be in accordance with Section 7.4. Not less than two separate exits shall be in accordance with both of the following criteria:
  - (1) They shall be provided on every story.
  - (2) They shall be accessible from every part of every story and mezzanine, however, exit access travel shall be permitted to be common for the distance permitted as common path of travel by 16.2.5.3.
8. In accordance with Section 16.2.5.2, no dead-end corridor shall exceed 20 ft, other than in buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7, in which case dead-end corridors shall not exceed 50 ft.
9. In accordance with Section 16.2.5.3.1, common path of travel shall not exceed 100 ft in a building protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

10. In accordance with 16.2.5.3.2 common path of travel shall not exceed 75 ft. in a building not protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7
11. In accordance with Section 16.2.6.2, travel distance shall meet the following criteria, unless otherwise permitted by 16.2.6.3:
  - (1) The travel distance between any room door intended as an exit access and an exit shall not exceed 100 ft.
  - (2) The travel distance between any point in a room and an exit shall not exceed 150 ft.
  - (3) The travel distance between any point in a sleeping room and an exit access door in that room shall not exceed 50 ft.
12. In accordance with 16.2.6.3, the travel distance in 16.2.6.2(1) and (2) shall be permitted to be increased by 50 ft in buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.
13. In accordance with Section 16.2.8, means of egress shall be illuminated in accordance with Section 7.8.
14. In accordance with Section 16.2.9, emergency lighting shall be provided in accordance with Section 7.9 in the following areas:
  - (1) Interior stairs and corridors
  - (2) Assembly use spaces
  - (3) Flexible and open plan buildings
  - (4) Interior or windowless portions of buildings
  - (5) Shops and laboratories
15. In accordance with Section 16.2.10, means of egress shall have signs in accordance with Section 7.10.
16. In accordance with Section 16.2.11.1, every room or space normally subject to client occupancy, other than bathrooms, shall have not less than one outside window for emergency rescue that complies with the following:
  - (1) Such windows shall be openable from the inside without the use of tools and shall provide a clear opening of not less than 20 in. in width, 24 in. in height, and 5.7 ft<sup>2</sup> in area.
  - (2) The bottom of the opening shall be not more than 44 in. above the floor.
  - (3) The clear opening shall allow a rectangular solid, with a width and height that provides not less than the required 5.7-ft<sup>2</sup> opening and a depth of not less than 20 in., to pass fully through the opening.

*Exception No. 1: This requirement shall not apply to buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.*

*Exception No. 2: This requirement shall not apply where the room or space has a door leading directly to the outside of the building.*

17. In accordance with Section 16.3.1, any vertical opening, other than unprotected vertical openings in accordance with 8.6.9.1, shall be enclosed or protected in accordance with 8.6.
18. In accordance with Section 16.3.2.1, rooms or spaces for the storage, processing, or use of materials specified in 16.3.2.1(1) through (3) shall be protected in accordance with the following:
  - (1) Separation from the remainder of the building by fire barriers having a fire resistance rating of not less than 1 hour **or** protection of such rooms by automatic extinguishing systems as specified in Section 8.7 in the following areas:
    - a. Boiler and furnace rooms, unless such rooms enclose only air handling equipment
    - b. Rooms or spaces used for the storage of combustible supplies in quantities deemed hazardous by the authority having jurisdiction
    - c. Rooms or spaces used for the storage of hazardous materials or flammable or combustible liquids in quantities deemed hazardous by recognized standards
    - d. Janitor closets
  - (2) Separation from the remainder of the building by fire barriers having a fire resistance rating of not less than 1 hour and protection of such rooms by automatic extinguishing systems as specified in Section 8.7 in the following areas:
    - a. Laundries (*Note: It is not the intent to classify a room with a domestic-type clothes washer and a domestic-type clothes dryer as a laundry.*)
    - b. Maintenance shops, including woodworking and painting areas
    - c. Rooms or spaces used for processing or use of combustible supplies deemed hazardous by the authority having jurisdiction
    - d. Rooms or spaces used for processing or use of hazardous materials or flammable or combustible liquids in quantities deemed hazardous by recognized standards
  - (3) Where automatic extinguishing is used to meet the requirements of 16.3.2.1 (1) and (2), protection as permitted in accordance with 9.7.1.2
19. In accordance with Section 16.3.2.4, food preparation facilities protected in accordance with 9.2.3 shall not be required to have openings protected between food preparation areas and dining areas. (*See OSFM policy for domestic cooking equipment that is used for food warming or limited cooking.*)

20. In accordance with Section 16.3.3.2, interior wall and ceiling finish materials in accordance with 10.2. shall be Class A in stairways, corridors, and lobbies; in all other occupied areas, interior wall and ceiling finish shall be Class A or Class B.
21. In accordance with Section 16.3.3.3, interior floor finish materials in accordance with 10.2. shall be not less than Class II within corridors and exits if not separated by walls complying with 14.3.6.
22. In accordance with Section 16.3.4.1, day-care occupancies, other than day-care occupancies housed in one room, shall be provided with a fire alarm system in accordance with Section 9.6. The fire alarm system shall comply with the following:
  - In accordance with Section 16.3.4.2, initiation of the required fire alarm system shall be by manual means and by operation of any required smoke detectors and required sprinkler systems. (See 16.3.4.5.)
  - In accordance with Section 16.3.4.3.1, occupant notification shall be in accordance with 9.6.3.
  - In accordance with Section 16.3.4.4, fire department notification shall be accomplished in accordance with 9.6.4.
  - In accordance with Section 16.3.4.5, a smoke detection system in accordance with Section 9.6 shall be installed in day-care occupancies, other than those housed in one room. Detectors shall be installed on each story in front of the doors to the stairways and in the corridors of all floors occupied by the day-care occupancy. Detectors also shall be installed in lounges, recreation areas, and sleeping rooms in the day-care occupancy.
  - In accordance with NFPA 72-*National Fire Alarm Code*, the acceptability of the location of the fire alarm control panel shall be confirmed by the local fire department having response jurisdiction to the occupancy.
  - The installation of fire alarm systems is required to be performed by a licensed electrical and/or fire alarm installation company. Contact the Illinois Department of Professional Regulation for further information.
23. In accordance with Section 16.3.6, every interior corridor shall be constructed of walls having not less than a 1-hour fire resistance rating in accordance with 8.2.3.

*Exception No. 1: Corridor protection shall not be required where all spaces normally subject to client occupancy have not less than one door opening directly to the outside or to an exterior exit access balcony or corridor in accordance with 7.5.3.*

*Exception No. 2: In buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7, corridor walls shall not be required to be rated, provided that such walls form smoke partitions in accordance with 8.2.4.*

*Exception No. 3: Where the corridor ceiling is an assembly having a 1-hour fire resistance rating where tested as a wall, the corridor walls shall be permitted to terminate at the corridor ceiling.*

*Exception No. 4: Lavatories shall not be required to be separated from corridors, provided that they are separated from all other spaces by walls having not less than a 1-hour fire resistance rating in accordance with 8.2.3.*

24. In accordance with Sections 16.5.1.1 and 16.5.2.1, utilities and HVAC equipment shall comply with the provisions of Sections 9.1 and 9.2 which require compliance with the following referenced codes and standards:

NFPA 54 *National Fuel Gas Code*

NFPA 70 *National Electrical Code*

NFPA 110 *Standard for Emergency and Standby Power Systems*

NFPA 111 *Standard on Stored Electrical Energy Emergency and Standby Power Systems*

NFPA 90A *Standard for the Installation of Air-Conditioning and Ventilating Systems,*

NFPA 90B *Standard for the Installation of Warm Air Heating and Air-Conditioning Systems*

Additionally, in accordance with State statute (431 ILCS 75) every boiler and each pressure vessel over the minimum capacity must have a current inspection certificate issued by the Office of the Illinois State Fire Marshal posted in the boiler room. Heating boilers (both steam and water), hot water supply boilers (hot water heaters) and other types of boilers are exempt from inspection and registration if the BTU output does not exceed 200,000. Contact the OSFM Division of Boiler and Pressure Vessel Safety for further information pertaining to boiler and pressure vessel registration.

25. In accordance with Section 16.5.1.2, special protective covers for all electrical receptacles shall be installed in all areas occupied by clients.
26. In accordance with Section 16.5.2.2, unvented fuel-fired room heaters, other than gas space heaters in compliance with NFPA 54, *National Fuel Gas Code*, shall not be permitted.
27. In accordance with Section 16.5.2.3, any heating equipment in spaces occupied by clients shall be provided with partitions, screens, or other means to protect clients from hot surfaces and open flames. If solid partitions are used to provide such protection, provisions shall be made to ensure adequate air for combustion and ventilation for the heating equipment.

### *Concealed Spaces*

28. In accordance with Section 8.2.7.1, in *new* Type III, Type IV, or Type V construction, any concealed space in which materials having a flame spread rating greater than Class A (as defined in Section 10.2) are exposed shall be effectively firestopped or draftstopped as follows:
- (1) Every exterior and interior wall and partition shall be fire-stopped at each floor level, at the top story ceiling level, and at the level of support for roofs.
  - (2) Every unoccupied attic space shall be subdivided by draftstops into areas not to exceed 3000 ft<sup>2</sup>.
  - (3) Any concealed space between the ceiling and the floor or roof above shall be draftstopped for the full depth of the space along the line of support for the floor or roof structural members and, if necessary, at other locations to form areas not to exceed 1000 ft<sup>2</sup> for any space between the ceiling and floor and 3000 ft<sup>2</sup> for any space between the ceiling and roof.

*Exception No. 1: This requirement shall not apply where the space is protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.*

*Exception No. 2: This requirement shall not apply to concealed spaces serving as plenums. (See NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems.)*

### *Furnishings and Similar*

29. In accordance with Section 16.7.4.1, draperies, curtains, and other similar furnishings and decorations in day-care occupancies shall be in accordance with the provisions of 10.3.1.

### **OPERATING FEATURES**

*(The following requirements should be shared with the facility administrator):*

30. In accordance with Section 16.7.1, the facility shall have a comprehensive written fire emergency response plan. Copies of the plan shall be made available to all employees. All employees shall be periodically instructed and kept informed with respect to the duties of their position under the plan.
31. In accordance with Section 16.7.2.2, emergency egress and relocation drills shall be conducted as follows:
- (1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.  
*Exception: In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred, provided that the*

*required number of emergency egress and relocation drills is achieved and not less than four are conducted before the drills are deferred.*

- (2) All occupants of the building shall participate in the drill.
  - (3) One additional emergency egress and relocation drill, other than for day-care occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.
32. In accordance with Section 16.7.3.1, fire prevention inspections shall be conducted monthly by a trained senior member of the staff. A copy of the latest inspection report shall be posted in a conspicuous place in the day-care facility.
  33. In accordance with Section 16.7.3.2, it shall be the duty of site administrators and staff members to inspect all exit facilities daily to ensure that all stairways, doors, and other exits are in proper condition.
  34. In accordance with Section 16.7.4.2, clothing and personal effects shall not be stored in corridors.

*Exception No. 1: This requirement shall not apply to corridors protected by an automatic sprinkler system in accordance with Section 9.7.*

*Exception No. 2: This requirement shall not apply to corridor areas protected by a smoke detection system in accordance with Section 9.6.*

*Exception No. 3: This requirement shall not apply to storage in metal lockers, provided that the required egress width is maintained.*

35. In accordance with Section 16.7.4.3, artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area.
36. In accordance with Section 16.7.5, adequate adult staff shall be on duty, alert, awake, and in the facility at all times where clients are present.

**This review credited the presence of a complete automatic sprinkler system throughout the occupancy. The review did not however, consider specific information concerning the system water supply, pipe sizing, head placement, or hydraulic feasibility**

***Compliance with these noted exceptions is mandatory.***

No guarantee is rendered as to the completeness of the plan review, and the responsibility for full compliance with both state and locally adopted codes, standards and regulations rests with the owner or his authorized agent or subcontractor. Subsequent discovery of errors or omissions shall not be construed as authority to violate, cancel or set aside any provision of any applicable codes.

The rules of the Office of the State Fire Marshal are concurrently applicable with those of local authorities having jurisdiction. The Office of the Illinois State Fire Marshal recommends contact with the local fire and/or building department to ensure compliance with local regulations in the event that they may have requirements that are more stringent.

Day care center occupancies are licensed by the Illinois Department of Children and Family Services, therefore, the OSFM will not conduct a final inspection of this occupancy until formally requested to so by DCFS. Please DO NOT NOTIFY the OSFM when this work has been completed, but rather contact the applicable DCFS licensing representative who will request an OSFM inspection. The returned plans shall be retained on-site and made available to the assigned Fire Prevention Inspector of the Office of the Illinois State Fire Marshal for use in conducting an on-site inspection.

Respectfully,

[Bernie Arends](#)

OSFM Technical Services

c: OSFM Fire Prevention Portal  
OSFM Technical Services Plan Review File  
Fire Chief, Winnetka Fire Department

**OSFM PLAN SUBMITTAL FORM**

**PROJECT INFORMATION**

Name of Project: Jumpstart Winnetka  
Address of Project: 725 Pine St.  
City: Winnetka ZIP Code 60093 County: Cook

**SUBMITTER INFORMATION**

Submitter's Name: Victor Cuebas  
Company Name: Jumpstart Early Learning Services  
Address: 7559 W. Addison St City: Chicago  
Zip: 60634 Telephone: 312.860.4205 Email: jumpstartels@gmail.com

**The plans are for:**

- New construction
- An addition to an existing building
- Remodeling of an existing building:
  - To serve the same occupancy classification as the most recent occupancy
  - Changing the occupancy classification from that of the most recent occupancy.  
What was the previous occupancy classification? \_\_\_\_\_

**Occupancy Classification as defined in NFPA 101 (2015)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Ambulatory Health Care     | <input type="checkbox"/> Detention & Correctional | <input type="checkbox"/> Residential Board & Care |
| <input type="checkbox"/> Assembly                   | <input type="checkbox"/> Hotel                    | <input type="checkbox"/> Storage                  |
| <input type="checkbox"/> Apartment Building         | <input type="checkbox"/> Dormitory                |   |
| <input type="checkbox"/> Business                   | <input type="checkbox"/> Industrial               |   |
| <input checked="" type="checkbox"/> Day Care Center | <input type="checkbox"/> Lodging or Rooming       |   |
| <input type="checkbox"/> Day Care Home              | <input type="checkbox"/> Mercantile               |   |

Mixed Occupancy Classifications: \_\_\_\_\_

**Number of Stories**

- One  Two  Three  Four  > Four  "High rise" (> 75 ft)

**Is there a Basement or one or more levels below the level of exit discharge?:**

- Yes  No

**Construction Classification per NFPA 220**

\_\_\_\_ Type I(442)    \_\_\_\_ Type II(222)    X Type III(211)    \_\_\_\_ Type V(111)  
\_\_\_\_ Type I(332)    \_\_\_\_ Type II(111)    \_\_\_\_ Type III(200)    \_\_\_\_ Type V(000)  
                         \_\_\_\_ Type II(000)    \_\_\_\_ Type IV(2HH)

Or provide construction classification per the International Building Code or BOCA Code: IIIA see email dated 12/16/25

**Will the building be protected by an automatic fire sprinkler system?:**

\_\_\_\_ No  
\_\_\_\_ Only partially in some areas or rooms. Please specify sprinklered areas:

\_\_\_\_\_  
\_\_\_\_\_

If yes, the standard to which the sprinkler system will be designed:

NFPA 13                       NFPA 13R                       NFPA 13D

**Will the building be protected by an automatic fire alarm system?:**

No  
 Only partially in some areas or rooms:

Please Specify: \_\_\_\_\_

Yes

**Will kitchen cooking fire suppression systems be included in the building?:**

No Yes  
 If yes, will the systems comply with NFPA 96?  
 Yes                       No

If food services are provided for occupants, is the cooking onsite or will food be catered?

Catered  
\_\_\_\_\_

**Are there any exceptions to the 2015 Life Safety Code included in this project?**

No  
 Yes

If yes, please explain:

\_\_\_\_\_  
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# Memorandum

**To:** Zoning Board of Appeals and Plan Commission  
**CC:** Ann Klaassen  
**From:** James J. Bernahl, Director of Engineering/Village Engineer  
**Date:** February 11, 2026  
**Re:** Special Use Permit Application – 725 Pine Street (Winnetka Congregational Church) – Childcare Center

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The Engineering Department has reviewed the Special Use permit application to allow for the implementation of a Childcare Center at the Winnetka Congregational Church, located at 725 Pine Street. The proposed location is located east of the intersection of Prospect Avenue and Pine Street. Based on responses provided from the applicant the Engineering Department is submitting this revised memo.

The Engineering Department reviewed the information provided as part of this request which included a cover letter from the applicant, a copy of the Village of Winnetka Special Use Permit application, and a Traffic Impact Study; prepared by the Engineering firm Gewalt Hamilton Associates, Inc. Among the conditions for being satisfied for a Special Use to be granted is the following:

*“That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;”*

To demonstrate compliance with the above, the applicant affirmed that no proposed exterior modifications to the current structure, or exterior grading are proposed. Based on this statement the Engineering Department does not have concerns about any impact on the existing utility infrastructure or drainage concerns.

## Traffic Impact Study Overview

The largest potential impact to the surrounding area is the inclusion of additional vehicles and pedestrian movements related specifically to the proposed Childcare Center. As noted above, the applicant has provided a Traffic Impact Study, the professional consultants’ conclusion are as follows:

“Analyses have been conducted under existing and future conditions to determine the impact from the proposed daycare program on the study area intersections. The capacity analysis results indicate that the increase in project site-generated traffic has little to no effect upon the Peak Hour operations of the area roadway network with the recommendations contained herein:

- The location of the only full movement church access will be located approximately 125 feet northeast of the Prospect Avenue & Pine Street intersection.
- Traffic operations will remain the same as existing for the intersections within this study.
- To facilitate vehicles entering and exiting the church driveway, consider restricting parking on Prospect between the church driveway and Lincoln Avenue.
- The church should plan for staff to assist with the drop-off and pick-up operations to help ensure orderly traffic flow on-site.”

The Engineering Department has reviewed the technical information provided in the Traffic Study and offered comments to the consultant. Some of the information requested for additional clarification was as follows:

- There was a discrepancy between the actual number of students being proposed and the number of students considered in the traffic study; 60 versus 64. Engineering is seeking a final clarification on the number of students to ensure the traffic study correctly reflects the impacts on traffic and pedestrian traffic.
  - *This item has been addressed with a clarification that there will be 64 students.*
- The consultant indicated that, “The report references the “Village of Winnetka Traffic Count Map (Q1 2025).” The Engineering Department requested clarification on where this residential map comes from as it is not familiar with this document.
  - *This item has been addressed and clarified.*
- Engineering stated that consideration should be given to the location of the existing church driveway entrance to this intersection. Parents wanting to head west will have site line issues for any queuing that would take place on Prospect. The narrow roadway, proximity to Lincoln, and the curve on Prospect would make it very difficult for vehicles to have a clear site line to the west.
  - *The applicant has provided a response that the traffic study demonstrates that vehicles will be permitted to enter and leave the site from the north or south on Prospect without any impact. The*

*Engineering Department believes that this will need to be evaluated on an ongoing basis based on actual traffic patterns for users entering and exiting the site. Should traffic issues arise from this additional coordination to address this issue will need to occur between the applicant, Engineering, and Police.*

- Engineering asked how many staff members are proposed to assist with vehicle drop off and pick up. This will be a big factor considering that it will drive any queuing efforts onto Prospect.
  - *The applicant has provided a response that 2 staff members will be present. This will need to be evaluated on a long-term basis based on actual drop-off and pick-up operations. Additional personnel may be required based on the actual needs.*
- As noted above the Traffic Consultant recommended that, “To facilitate vehicles entering and exiting the church driveway, consider restricting parking on Prospect between the church driveway and Lincoln Avenue.” The Engineering Department has concerns about this recommendation as the removal of these temporary parking spaces where requested would reduce parking near the entrance, but it would push on street parking further north on Prospect Avenue. In the past the residents of Prospect have requested that this not be permitted as it reduced available parking in front of their homes. In addition, the bend of Prospect creates reduced visibility due to the bend.

Engineering Department Recommendation:

Based on the information provided by the applicant the Engineering Department believes that the proposed Childcare Center can operate at this location with minimal overall impacts to the area. However, as noted above it may be necessary to perform ongoing evaluation and possible modifications based on drop-off and pick-up conditions. Engineering believes that appropriate staffing will be critical in reducing the potential for on-street queuing of vehicles entering the site which could cause safety concerns at this curve on Prospect Avenue. In addition, parking for staff members on site should be required to reduce any additional impacts to available on Street parking near the site.

Consideration should be given to any overlapping of any other existing or future programs that are offered during the day. Previously attendants of church groups during the day would utilize the current onsite parking spaces for these activities. With the increase in additional staff members this could cause additional on-street parking issues. The Church will need to consider its other current and future programming impacts as it relates to parking needs.

ATTACHMENT C

ORDINANCE NO. M-450-96

**AN ORDINANCE GRANTING VARIATIONS AND A  
SPECIAL USE PERMIT TO ALLOW EXPANSION OF A  
CHURCH BUILDING AT 725 PINE STREET**

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

Lot 1 in the Winnetka Congregational Church Plat of Consolidation of part of the Southwest quarter of Section 16, Township 42 North, Range 13, East of the Third Principal Meridian, in the Village of Winnetka, Cook County, Illinois,

which is commonly known as 725 Pine Street, Winnetka, Illinois, and which is located in the "A-3" (One-Half Acre) Single-Family Residential District provided in the Winnetka Zoning Ordinance, chapter 22, Winnetka Village Code; and,

**WHEREAS,** the Subject Property is improved with a church building consisting of a main sanctuary building and a south wing; and

**WHEREAS,** church buildings are permitted as special uses in the "A-3" (One-Half Acre) Single-Family Residential District, subject to the conditions and requirements pertaining to special uses, as set forth in Section 22.13 of the Winnetka Zoning Ordinance; and,

**WHEREAS,** the Winnetka Congregational Church (hereinafter the "Church") has been operating on the Subject Property since 1936; and,

**WHEREAS,** the Church has filed applications for a special use permit under Section 22.07(b)2a of the Winnetka Zoning Ordinance, and for a variation from the maximum building size of 22,463.28 square feet of gross floor area permitted by Section 22.07(g) of the Winnetka Zoning Ordinance and from the 50-foot Prospect Avenue setback required by Section 22.07(h) of the

Winnetka Zoning Ordinance, to permit the expansion of the church building located on the Subject Property to a gross floor area of 63,030.95 square feet, in accordance with the plans accompanying the applications for special use permit and variations; and,

**WHEREAS**, on September 21, 1996, the Design Review Board determined that a certificate of appropriateness would issue for the expansion as originally proposed; and

**WHEREAS**, the Plan Commission considered the Church's proposal at its meeting on September 27, 1995, and by the unanimous vote of the eight members then present, found the proposal to be consistent with the Comprehensive Plan; and,

**WHEREAS**, pursuant to due notice thereof, the Zoning Board of Appeals conducted a public hearing on said applications for special use permit and variations, commencing on November 13, 1995, and continuing on December 11, 1995, January 11, 1996, January 22, 1996, and February 5, 1996; and,

**WHEREAS**, following the public hearings, during which the applicant modified its plans to reduce the height and gross floor area of the proposed addition, the Zoning Board of Appeals voted to recommend to the Village Council that the setback variation be granted, but did not issue a recommendation of approval on the requested maximum building size variation and the special use permit application; and

**WHEREAS**, the Church has further modified its proposed addition by further reducing the height of portions of the building and modifying the building footprint, as depicted in drawings and plans dated February 27, 1996, and revised March 6, 1996, so that it is now requesting a variation of 32,016.93 square feet of gross floor area from the maximum allowable gross floor area of 22,463.28 square feet, and floor area ratio of 21.76%, for a total gross floor area of 54,480.21 square

feet and floor area ratio of 52.77% on the Subject Property, with no change in the requested setback variation (hereinafter the "Amended Proposal"); and

**WHEREAS,** the Amended Proposal is substantially the same as the proposal as originally filed and as originally considered by the Zoning Board of Appeals and the Plan Commission, there being no change in the nature of the special use request, no increase in the height and footprint from the original proposal, a reduction in the gross floor area variation requested and no additional variations requested; and

**WHEREAS,** on March 13, 1996, the Design Review Board considered the Amended Proposal as depicted in the drawings and plans dated February 27, 1996, and revised March 6, 1996, and reviewed the Church's preliminary landscape plan, entitled "Tree Replacement Plan," dated March 12, 1996, and determined that a certificate of appropriateness would be issued for the expansion as amended; and

**WHEREAS,** there are no classrooms or large social function spaces in the existing church facility, and church school classes are currently held at Harkness Hall, which requires the students to cross Pine Street or Prospect Avenue and Lincoln Avenue to attend church school at Harkness Hall at the Community Center after participating in the beginning of Sunday services in the church building and, after worship, parents must again cross the street to meet their children at Harkness Hall; and

**WHEREAS,** the split campus creates potential hazards to pedestrians from traffic at the three-way intersection of Pine, Prospect and Lincoln and also inhibits fellowship activities following worship, due to the need to reunite families at the Harkness Hall campus and return to the main church following worship and church school; and

**WHEREAS,** the Church's use of the Community House for large social functions related to its ministry has become increasingly difficult, due to other demands for use of space in the Community House and because the nature of such social functions and memorial services is such that they cannot be scheduled sufficiently in advance to be accommodated at the Community House; and

**WHEREAS,** the proposed expansion of the church facilities will provide fellowship space, classrooms and multi-purpose areas, all of which will allow the Church to consolidate the activities of its ministry on a single campus; and

**WHEREAS,** the Church has established that the consolidation of its activities in a single campus 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 120 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) although the existing church structure sits on a large lot, it cannot expand to the east due to the presence of its burial yard, or to the south due to the presence of the south wing relatively close to the property line, or to the west due to the need to maintain existing parking and to avoid visual intrusion of the addition into the neighborhood; (2) the Village of Winnetka is a mature community and no alternative sites of sufficient size are available for a consolidated church campus; (3) the unusual shape and topography of the Subject Property further operates as a practical limitation to buildable areas for any church expansion; (4) 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 religious education, funerals, weddings and fellowship 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 north 198 feet of the Subject Property will be rendered useless to the Church for its ministry, said area being effectively 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 setback variation results in an at-grade extension of the existing parking lot into a portion of the 50-foot front setback, which is barely noticeable; (2) 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 in the community; and (3) the use 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: (1) the profile of the proposed addition is below the maximum height of the A-3 zoning district; (2) the proposed north and east setbacks exceed Village requirements; and (3) the Amended Proposal has shifted the location of the addition to the extent possible toward the west property line,

allowing more trees to be conserved and making the addition less visible to the adjoining properties than as originally proposed; 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 Church has presented evidence that the taxable value of land and buildings throughout the Village will not diminish as a result of the proposed addition, and no credible evidence has been offered to the contrary; 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 any increase of traffic from the Church will be a relatively insignificant portion of the total; 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 in an established residential area with transitional institutional uses, including the existing church building, adjacent to the residences, and there is no evidence that

construction of the proposed addition subject to the terms and conditions of this ordinance will not 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 provides for the consolidation of the Church's functions on a single campus; 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,** the times when the Church's operations have the greatest impact on parking in the area are times when the Church's actual parking demand is at its lowest, the daily parking congestion in the area being the result of parking by commuters, patrons of the commercial district and persons attending functions at the Community House; and

**WHEREAS,** it is not practicable to require the Church to provide additional on-site parking, which would require either changing the footprint, height or location of the building addition, creating a greater impact on adjoining residences, or would reduce the amount of space available to the Church for its program needs; and

**WHEREAS,** the 27 spaces of on-site parking provided in the Church's Amended Proposal are adequate under the circumstances, because: (1) construction of the proposed addition subject

to the terms and conditions of this ordinance will result in the Church's contributing to the construction of additional parking to mitigate the effect of its additional parking demands on the general parking demands in the vicinity; (2) the Church's peak demand for parking is on Sunday mornings, when the demands for commercial and commuter parking are at their lowest; and (3) the Church can continue the current practice of using parking at the Community House and on the street; 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 variations from the maximum building size (gross floor area) provisions of Section 22.07(g) of the Winnetka Zoning Ordinance and from the 50-foot Prospect Avenue setback required by Section 22.07(h) of the Winnetka Zoning Ordinance are hereby granted to the Winnetka Congregational Church, to permit the expansion of the church building located on the Subject Property from the existing gross floor area of 28,727.48 square feet to 54,480.21 square feet, a variation from gross floor area of 32,016.93 square feet for a total floor area ratio of 52.77%, and to permit the construction of a portion of the expanded on-site parking lot with a west (Prospect Avenue) setback of 28 feet, instead of the minimum required setback of 50 feet, a variation of 44%, all in accordance with the drawings and plans dated February 27, 1996, and revised March 6, 1996, subject to the terms and conditions hereinafter set forth.

**SECTION 3:** That a special use permit under Section 22.07(b)2c of the Winnetka Zoning Ordinance is hereby granted with respect to the Subject Property, which is located in the "B-3" (One-Half Acre) Single-Family Residential district, and which is commonly known as Winnetka Congregational Church, 725 Pine Street, to allow expansion of the existing special use of a church facility on the Subject Property by expanding the church to the north to create new fellowship space and classrooms, in accordance with the plans dated February 27, 1996, and revised March 6, 1966, subject to the terms and conditions hereinafter set forth.

**SECTION 4:** That the variations and special use permit hereby granted are conditioned upon the commencement of the proposed construction within twelve (12) months after the effective date of this ordinance.

**SECTION 5:** That the special use permit hereby granted is further conditioned upon the Winnetka Congregational Church's participating in the cost of the construction of up to 23 additional parking spaces, which the Council finds, based on the Church's traffic study, to be the amount of parking required to alleviate the additional demands for parking on the street and in the Community House parking lot resulting from the Church's proposed addition. The 23 additional parking spaces shall be in a community parking facility to be constructed by the Village in the vicinity of the Community House (the "Parking Project").

**SECTION 6:** That the special use permit hereby granted is further conditioned upon the Church's installation of landscaping and lighting substantially as depicted in the drawings and plans dated February 27, 1996, and revised March 6, 1996, and the preliminary landscape plan, entitled "Tree Replacement Plan," dated March 12, 1996. Within 5 days of the adoption of this ordinance, representatives of the Church shall begin to meet individually with the owners of property adjoining

the Subject Property and with the owners of property having a direct line of sight to the Proposed Addition in order to develop, to the extent possible, a mutually agreeable final landscaping and lighting plan. The final landscaping and lighting plan shall be subject to the final approval of the Village Council after review and comment by the Design Review Board. The final landscaping plan shall be designed so as to enhance the appearance of the Proposed Addition and to provide a visual buffer for the adjoining property owners, using materials approved by the Village Forester. The implementation of the final landscaping plan shall begin with the planting of large landscaping materials on the eastern slope of the Subject Property before construction of the Proposed Addition begins. The final lighting plan shall be designed so as to safely illuminate the premises while minimizing the spillage of light to adjoining properties. The final lighting plan 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. For a period of two years from the date of issuance of the certificate of occupancy for the Proposed Addition, representatives of the Church will meet with the above-described neighbors to fine-tune the landscaping and lighting as plantings mature and to address the reasonable concerns of those neighbors related to landscaping and lighting as they may arise.

**SECTION 7:** In the event that any provision of this ordinance conflicts with any other ordinance of the Village, the provisions of this ordinance shall prevail.



## ATTACHMENT D

**From:** [REDACTED]  
**To:** [Planning](#)  
**Subject:** Winnetka Congregational Childcare Center  
**Date:** Saturday, February 14, 2026 4:53:42 PM

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**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 Winnetka Plan Commission,

We enthusiastically support making whatever Village zoning changes are necessary so a child care center can be operated at Winnetka Congregational Church.

We have reviewed the plans and possible impact to the neighborhood. We feel the slight inconveniences are inconsequential trade-offs to have greatly needed additional childcare space here.

We've been homeowners at Lincoln & Pine for over 40 years. We're used to traffic ebbs & flows especially from both the Community House & Home Alone house tourists. Added traffic during childcare drop off & pickups won't be an issue.

Thanks,

Nancy & Bill Yurek  
647 Lincoln Ave

February 20, 2026

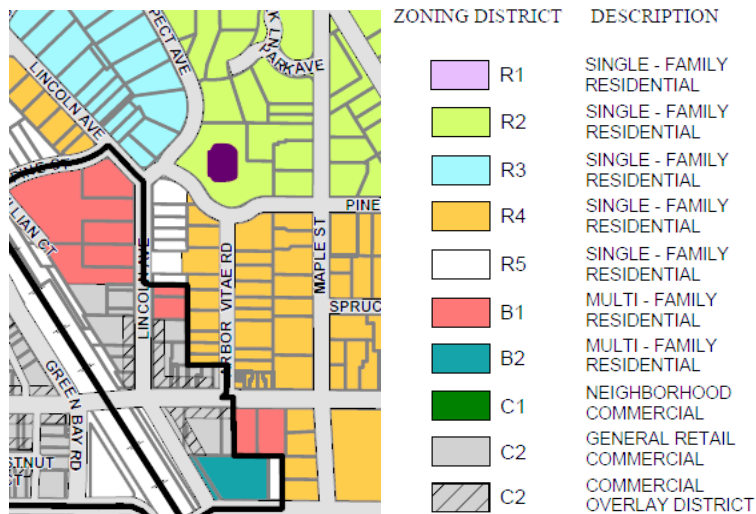
Via Electronic Mail [planning@winnetka.org](mailto:planning@winnetka.org)

RE: Case No. 25-24-SU

Dear Winnetka Plan Commission:

The 542-619 Block of Lincoln Avenue, and the immediately surrounding blocks of Lincoln, Prospect and Pine, will be negatively impacted by the addition of a day care enterprise at the Winnetka Congregational Church (“WCC”) that will bring with it a twice-a-day, 80 to 100-car, drop-off and pick-up line and add an additional volume of street traffic and noise in this already busy residential area. We are raising two children here in Winnetka, and **while we are sympathetic to the desire for additional childcare resources in the Village, we ask that the Village reject the request to modify WCC’s existing Special Use Permit to allow this use.**

While the WCC location in question is referenced as part of a “commercial overlay district” it is smack dab in the middle of a residential area – as shown in Winnetka’s zoning map – and must be evaluated through that lens. The purple dot reflects location of WCC surrounded by areas zoned as residential:



The WCC suggests that the operation of a new childcare enterprise (the “Center”) on its property will not impact traffic in the area, but that suggestion is based on flawed data and unrealistic expectations.

At the end of October 2025, in a letter sent to nearby neighbors announcing its proposal to lease space on its property for the Center, WCC provided neighbors with a copy of a Traffic and Parking Study (“Traffic Study”) that was prepared using “existing traffic data” along with “accepted...trip-generation methodologies” and “locally appropriate operating assumptions” (Traffic Study, p.1). However, a closer look reveals that none of these sources of data or assumptions likely reflect the true state of traffic volume and congestion in the area now or in the near future, and the plan would have additional negative effects for the area.

1. **The Traffic Study Ignores Lincoln Avenue.** The Traffic Study conveniently fails to consider traffic volumes on Lincoln Avenue, which along with Pine will obviously be a main route to the WCC for those accessing the proposed Center. The “Traffic Count Map” cited on page 2 of the Traffic Study references Q1 2025 traffic volumes on Prospect, Pine, and East Elm – but provides no data regarding Lincoln Avenue, an increasingly busy street that feeds traffic directly to Pine and Prospect from both north and south. The residents of the 580-619 end of the 542-619 Block of Lincoln Avenue already experience significant traffic from the East Elm and Lincoln retail and medical/dental businesses, as well as from the Winnetka Community House (“Community House”). The recent relocation of the Village’s post office branch to 586 Lincoln Avenue also means more cars and people coming to the area, and traffic from postal vehicles coming and going from the site. On this block of Lincoln, driving is already challenging, navigating from the East Elm side, bounded by the always-busy Hometown, through to the Community House and the end of the block. Parking is similarly a challenge, indicating the volume of cars that are coming to the area on a regular basis.

By not including Lincoln Avenue, the Traffic Study also fails to consider the heavy traffic volumes in the 639-687 block of Lincoln Avenue – largely attributable to the “Home Alone” house at 671 Lincoln – which also affects surrounding blocks. The volume of traffic regularly seen in that immediate area is noteworthy throughout the year and is seemingly increasing each year. During the extended holiday season (roughly Halloween through January) the number of cars and people visiting and traversing Lincoln Avenue on weekdays and weekends increases even more. During that time, the Winnetka police must regularly direct traffic at the intersection of Lincoln and Pine at the turn onto Prospect, due to the massive influx of cars and people traveling to see the Home Alone house. In fact, this most recent holiday season, the Village temporarily converted the 639-687 block of Lincoln Avenue to a southbound, one-way street in order to help manage the excessive traffic. Notably, when it operates as a one-way street, all of that block’s traffic must exit Lincoln going southbound, directly into the staggered intersection of Pine and Lincoln near the turn onto Prospect. Visitors also drive around Pine and Prospect as they circle and attempt to park to visit the Home Alone House. Adding 80-100 cars driving to, dropping off, and picking up children at the WCC around the corner from this area will make this intersection more difficult to navigate year-round.

2. **Increased Traffic Volume Will Compromise Safety at an Already Busy Intersection.** Adding additional traffic to and from the WCC will risk an increase in accidents and other safety events in this highly traveled area. The Community House hosts myriad events for children and families, including during weekdays and evenings, and children often travel across Pine and Lincoln to access the Community House. There are activities at the Children’s Chapel during the week, including a large rummage sale multiple times per year, that further impact traffic and parking around the staggered intersection of Pine, Lincoln, and Prospect.

Of note, the proposed ingress and egress plan for the Center’s drop-off and pick-up, as described in the Traffic Study, relies on the travel of cars exclusively through that same staggered intersection.

Further to that point, the Traffic Study’s assertion that cars dropping off and picking up at the Center will not regularly back up “queuing” onto Prospect or Pine is unrealistic. One needs only walk the immediate area surrounding the WCC to identify this – there will simply be nowhere else for this volume of cars (80-100 of them) to go during drop-off and pickup times. Those neighbors who live immediately next to and directly across from the WCC will be most acutely affected by this plan, but all residents in the surrounding area will be subject to the effects as this volume of cars attempts to navigate the area.

3. **And What About One Winnetka?** The Traffic Study relies on Q1 2025 data, and has not factored in the additional traffic that will be generated on East Elm, Lincoln, Prospect, Pine and Arbor Vitae in the very near future, once an additional 59 units of housing and additional retail and other businesses are in place at the One Winnetka site roughly one block away at the corner of Elm Street and Lincoln Avenue. Recent local news [reports](#) have expressed concerns about parking (which follows from increased traffic) in relation to the One Winnetka development.

4. **The Plan Creates Other Significant Impacts.** Beyond the impacts of additional vehicle traffic, congestion, and safety, all residences located within earshot of the WCC will experience additional daily noise disturbance from 80-100 cars, doors and trunks slamming, people coming and going, and of 80-100 children playing outside with all the typical noise that brings (however joyous in nature). This will significantly impinge on those residents' reasonable use and enjoyment of their property. The residential area near the WCC already bears a significant burden of noise and disruption from frequent, loud, and poorly volume-regulated events at the Community House garden, weekday noise from the existing facilities for the Harkness House childcare and Winnetka Community Nursery School (i.e., facilities already provide child care one block away from the proposed Center), sound intrusion from WCC's outdoor services, and the annual multi-day disruption that is the Winnetka Music Festival.

It is already almost too much to bear in a small area, and WCC's proposed modification to its Special Use permit to accommodate the Center will make the situation worse.

For these reasons, we request that the Village reject the modification to WCC's Special Use Permit.

Respectfully,

Sandra DiVarco and Derrick Kaleta  
611 Lincoln Avenue

**WINNETKA ZONING BOARD OF APPEALS SPECIAL MEETING MINUTES EXCERPT  
MARCH 16, 2026**

**Zoning Board Members Present:** Matt Bradley, Chairman  
Mark Haller  
Kathryn Leister  
Mike Nielsen  
Michael Ritter

**Zoning Board Members Absent:** Lynn Hanley  
Todd Vender

**Village Staff:** Scott Mangum, Director of Community Development  
Ann Klaassen, Assistant Director of Community  
Development

**Village Attorney:** Peter Friedman

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**a. Case No. 25-24-SU: Winnetka Congregational Church - 725 Pine Street: An application seeking approval of a Special Use Permit to allow a childcare center to operate in the existing church. The Village Council has final jurisdiction on this request.**

Ms. Klaassen stated the request is for an amendment to a special use permit to lease space in the existing church to Jumpstart Early Learning Services to operate a childcare center. She noted the existing special use permit was granted in 1998 which she described to the Board. Ms. Klaassen identified the property's location, zoning classification and existing improvements as well as a limited range of additional uses. She then referred to existing site photos and employees and students which would occupy the space. Ms. Klaassen noted the proposed plan did not include any building or parking lot expansion or playground with an amendment needed to the special use if a playground is proposed in the future. She stated the applicant received preliminary DCFS approval and DCFS required final approval by the Village and minor facility modifications. Ms. Klaassen identified staff parking and noted a traffic impact study was prepared by Gewalt Hamilton and provided in the application materials. She then read the recommendations provided by the Village Engineer.

Ms. Klaassen summarized the PC's consideration of the request with a recommendation of approval and conditions. She also identified the six special use standards the Board is to consider and stated following the applicant's presentation, public comment and Board discussion, the Board may decide to continue the matter to a date certain or provide a recommendation with draft language included on page nos. 216 and 217. Ms. Klaassen then asked if there were any questions.

Chairman Bradley also asked if there were any questions. No questions were raised at this time.

Chairman Bradley swore in those speaking to this matter. Amy Falkowski presented the request on behalf of the applicant and clarified the special use application request is for a day care and not a pre-school. She summarized the church's history and how they have participated in the community. Ms. Falkowski stated they discussed the proposed plan with the neighbors and had a traffic study performed. She added they

1 are prepared in terms of traffic with regard to the proposed use. She then stated the request is in response  
2 to the community's needs and is in response to the Comprehensive Plan.

3  
4 Ms. Falkowski stated in response to the questions raised, she explained the capacity in terms of children,  
5 teachers and size of the space. She referred to an illustration and described the entrance, security systems  
6 and traffic flow pattern. Ms. Falkowski also explained their hours of operation and noted a playground is  
7 not a DCFS requirement. She also explained the parking spaces which would be occupied by the minimal  
8 number of employees. Ms. Falkowski added the drop-off and pickup process is efficient and has been  
9 successfully implemented in their other locations. She outlined the minor interior changes to be done to  
10 accommodate the use. Ms. Falkowski stated the proposed use would bring neighborhood vitality, jobs  
11 and increased business patronage. She also informed the Board that DCFS reviewed the building and  
12 indicated once the minor modifications have been approved, they would provide their final approval.

13  
14 Ms. Falkowski explained the traffic study conducted in the neighborhood which determined there would  
15 be no significant impact during heavy traffic hours. She outlined how the circular driveway would be used  
16 and that signage would be installed to direct traffic with directions also provided to parents. Ms. Falkowski  
17 referred to the findings that there would be very little change in terms of traffic and provided additional  
18 information in terms of staging and preparation in terms of pickup and drop-off. She stated there would  
19 be no issues in terms of utility usage and confirmed there would be no changes outside. Ms. Falkowski  
20 reiterated the need for daycare in the Village and asked if there were any questions.

21  
22 Chairman Bradley also asked if there were any questions. Mr. Haller asked if they anticipated if at capacity  
23 whether they would be able to transition vehicles without a queue. Ms. Falkowski confirmed that is  
24 correct and explained how the queue would operate as well as the anticipated traffic pattern. Mr. Nielsen  
25 questioned the increase in the number of children from 8 to 64. Ms. Falkowski confirmed the 64 figure  
26 represented DCFS capacity. She also explained their response to Lincoln Avenue which was not addressed  
27 in the traffic study as well as the traffic flow from Green Bay Road. Ms. Falkowski confirmed they would  
28 address any issues that arise and confirmed there have been no complaints in terms of Sunday traffic.

29  
30 Victor Cuebas explained the admission and application process to the Board and noted the application  
31 included preferred drop-off and pickup times. Chairman Bradley referred to the first standard and  
32 questioned the applicant's background and verification process which Mr. Cuebas explained in detail to  
33 the Board. Mr. Haller questioned the involvement of those higher in the organization than the applicant.  
34 Mr. Cuebas explained they have a corporate office to which they report. No additional questions were  
35 raised at this time.

36  
37 Chairman Bradley asked for public comment and swore in those speaking to this matter. Dave Robertson  
38 stated he is a church member and is familiar with the parking lot, the lots which were built and their usage.  
39 He stated double parking may be the only issue with the main issue related to the existing parking lot off  
40 Prospect.

41  
42 Colleen Root stated she is also a church member and described her route to the church used several times  
43 daily. She stated the traffic patterns can be managed and commented on her pleasure in terms of how  
44 the special use application was handled. No additional comments were made at this time.

45  
46 Chairman Bradley called the matter in for discussion. Mr. Ritter stated the primary impediment to him  
47 with regard to the standards related to the traffic and parking issue and referred to the applicant's  
48 attempts to address the issues. He stated he had no problem with the request. Ms. Leister agreed with

1 Mr. Ritter's comments and stated her only concern related to traffic and parking. She stated the correct  
2 analysis had been done and the situation would not be made worse than it is currently. Mr. Nielsen  
3 referred to the standards related to parking, access roads and properties in the immediate vicinity and  
4 the access off Prospect and Lincoln that he is fine with. He stated with regard to standard (d) relating to  
5 parking and congestion, he referred to the Community House and nursery school and the number of  
6 children and drop-off. Mr. Nielsen also referred to the existing amount of traffic from Pine off of Green  
7 Bay Road and questioned the impact of both schools doing drop-offs at the same time.

8  
9 Mr. Haller stated he is also familiar with the church and its activities. He referred to difficulties with the  
10 circular driveway and the ability of users to navigate the circumstances. Mr. Haller stated he is minimally  
11 concerned with the amount of traffic from Pine to Green Bay Road and the ability of the church to deal  
12 with issues as they come up. He stated the use would definitely benefit the community and concluded he  
13 would be in favor of the request. Chairman Bradley informed the Board of the PC's discussion with regard  
14 to the need for additional daycare solutions and collaboration. He stated he is also concerned with regard  
15 to the traffic chokepoint and referred to traffic flow requirements being addressed prior to Village Council  
16 approval in terms of how traffic flow and communication with parents would be navigated. Chairman  
17 Bradley concluded that otherwise the standards have been met and asked for a motion to recommend  
18 approval of the special use request as indicated on page 216.

19  
20 A motion as stated by Chairman Bradley was made by Mr. Haller and seconded by Mr. Nielsen. A vote was  
21 taken and the motion unanimously passed, 5 to 0:

22 AYES: Bradley, Haller, Leister, Nielsen, Ritter

23 NAYS: None

24

25

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26

27 Respectfully submitted,

28 Antionette Johnson

29 Recording Secretary

**ATTACHMENT 3**

Minutes adopted 3-25-2026

**WINNETKA PLAN COMMISSION MEETING MINUTES EXCERPT  
FEBRUARY 25, 2026**

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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

**Village Attorney:** Peter Friedman

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**New Applications:**

**a. Case No. 25-24-SU: Winnetka Congregational Church - 725 Pine Street: An application seeking approval of a Special Use Permit to allow a childcare center to operate in the existing church. The Village Council has final jurisdiction on this request.**

Ms. Klaassen summarized the request to lease space in the existing church building to operate a childcare center with the applicant seeking a recommendation of approval of an amendment to a special use permit which she described to the Commission. She identified the property’s location, zoning classification and the limited amount of additional uses allowed in addition to single family residential uses. Ms. Klaassen stated the Comprehensive Plan designated the property as appropriate for uses she identified and that the applicant’s use is consistent with the Comprehensive Plan land use designation and R-2 zoning. She then referred to site illustrations and outlined the number of employees and hours of operation and noted there are no plans for expansion. Ms. Klaassen stated if in the future, the applicant decided to add a playground, they would have to request special use approval. She stated the applicant received preliminary approval from the DCFS in order to move forward which is contingent upon minor facility modifications and Village approval.

Ms. Klaassen described plans for employee parking with the applicant having provided a traffic study and noted the Village Engineer offered recommendations on the application which she described for the Commission. She stated the ZBA would consider the request at a special meeting on March 16 and referred to the standards they are to consider. Ms. Klaassen then stated following the applicant’s presentation, public comment and Commission discussion, the Commission may decide to either continue the matter to a date certain to allow time to address questions or comments or recommend approval or denial with draft language for a motion provided in the packet. She noted additional correspondence was received and provided to the Commission. Ms. Klaassen then asked if there were any questions.

1 Chairperson Danley also asked if there were any questions. Ms. Van Vlack asked if the playground  
2 discussion had been tabled. Ms. Klaassen responded the applicant is not currently proposing a playground.  
3 Mr. Subawalla asked how many church members and employees there are. Ms. Klaassen responded the  
4 applicant can answer that question. Ms. Van Vlack asked if the Commission is to consider timely drop-off  
5 plans. Chairperson Danley responded that could be part of their consideration.  
6

7 Chairperson Danley swore in those speaking to this matter.  
8

9 Amy Falkowski, Winnetka Congregational Church Director of Operations, introduced Pastor Paulo Franca,  
10 Julie McConnell, Chair of Congregation, Christie Sullenberger, committee member, Dan Brinkman of  
11 Gewalt Hamilton Associates and Victor Cuebas of Jumpstart Early Learning Services. Ms. Falkowski  
12 summarized the church's history in the community and stated they discussed their proposed plans with  
13 neighbors whose only concern related to traffic. She stated the traffic study resulted in little to no traffic  
14 in the neighborhood.  
15

16 Ms. Falkowski referred to the space which would be renovated and described their collaboration with  
17 Jumpstart which would result in resolving the community's need for additional childcare. She also  
18 summarized the capacity which would increase incrementally. Ms. Falkowski then referred to illustrations  
19 and identified drop-off and pickup locations. She stated with regard to the traffic study, since it would be  
20 a daycare and not a school, she described the traffic pattern and their willingness to resolve any issues  
21 that may arise. Ms. Falkowski referred to an illustration of the long driveway and described the process  
22 as having a smooth transition. She informed the Commission they have coordinated their approval with  
23 DCFS and confirmed there would be no footprint expansion. Ms. Falkowski concluded by describing how  
24 the request would be beneficial for the community.  
25

26 Chairperson Danley referred to Slide 16 which contained the parking lot outline and asked for the specific  
27 family directive in terms of a specific traffic pattern. Ms. Falkowski described the entrance and exit  
28 through the parking lot circle. Mr. Subawalla asked how many church employees would come to the  
29 building during school days. Ms. Falkowski provided the staffing schedule for the Commission. Mr.  
30 Subawalla asked if the property entrance is within 150 feet of Pine, Prospect and Lincoln. Ms. Falkowski  
31 responded it is less than 150 feet.  
32

33 Mr. Poor referred to the Village Engineer's comments relating to the need for ongoing modifications or  
34 monitoring how it would work and asked if they would be open to considering meeting with the Village  
35 Engineer or neighbors after a few months of operation to determine its effectiveness. Ms. Falkowski  
36 confirmed they would. Mr. Cuebas described their operations in terms of volume for their other two  
37 locations which operate under a staggered start and release time. He also stated they do not have a  
38 playground onsite and described how outdoor time is utilized.  
39

40 Mr. Bradley asked if the capacity is set by code. Ms. Falkowski confirmed that is correct. Mr. Cuebas  
41 informed the Commission the 64 figure for maximum capacity was derived by ratio and class size. He also  
42 described the classroom makeup in terms of the children's ages as well as the pickup times and staff  
43 accommodation times for the rush periods. Mr. Cuebas then provided background check and liability  
44 insurance information for their staff. Chairperson Danley asked if there is a structured curriculum. Mr.  
45 Cuebas confirmed that is correct and described the curriculum to the Commission. Ms. Case asked how  
46 infant drop-off is handled, which would impact traffic and parking. Mr. Cuebas described the drop-off  
47 process, which varied on how families want it handled.  
48

1 Mr. Enck referred to the Harkness House, which had limited daycare options and asked if they discussed  
2 with them or the Winnetka Community Nursery School in terms of need. Ms. Falkowski confirmed they  
3 have and stated they would relieve pressure for families on the waiting list. She stated the model would  
4 be similar to Jumpstart's other locations. Mr. Cuebas provided further information with regard to  
5 electronic sign in and sign out. Ms. Van Vlack stated while she understood the concerns raised with regard  
6 to traffic and the fact that there is an off-street area for parents to utilize, a lot of consideration was  
7 provided in that regard. She also asked how many homes were included in the 150 foot area in terms of  
8 impact. Ms. Falkowski estimated 60 homes with their having received a response from only one family  
9 which attended the open house. Mr. Bradley asked if the facility would be ADA compliant. Ms. Falkowski  
10 informed the Commission there is an elevator and ADA bathrooms. She added that section of the building  
11 is fully ADA compliant. No additional questions were raised at this time.

12  
13 Chairperson Danley asked for public comment. She swore in those speaking to this matter.

14  
15 Bob Forbes, 684 Pine Street, stated he is a 27 year resident and described the parking and traffic situation  
16 as well as the potential for accidents. He stated consideration needed to be given during peak times. Mr.  
17 Forbes also referred to the Pine and Maple intersection and stated with the new commercial use, there  
18 would be more traffic. He stated the One Winnetka development would also add more traffic in the area.

19  
20 Beckley Maggio, a Winnetka resident and Harkness House president, stated they have had several  
21 conversations with the church with regard to the child care need. She agreed there is no formal drop-off  
22 with day care uses and stated she is concerned with regard to the student/teacher ratio and the possible  
23 violation of DCFS regulations. Ms. Middleton stated the entire facility would need to be secure during its  
24 hours of operation. She also questioned the time the traffic study was conducted and stated the parking  
25 and traffic concerns should not be taken lightly. Ms. Middleton concluded by stating while there is a need  
26 for additional child care options, she is concerned with regard to safety of students in connection with  
27 parking and the lack of an outside playground facility.

28  
29 Julie McConnell, Chair of Winnetka Congregational Church, described their visioning process which  
30 included being a bigger part of the community and the need expressed for day care facilities by neighbors.  
31 She stated there would be no footprint change and minimal interior changes. No additional comments  
32 were made at this time.

33  
34 Chairperson Danley closed public comment and asked the applicant if they would like to respond.

35  
36 Ms. Falkowski stated in response to Harkness House comments, they have approval by DCFS and there  
37 are no issues with regard to security and children/teacher ratios. She stated with regard to traffic and  
38 parking; they are willing to work to make changes after they begin operations if issues arise and it is their  
39 intent to not be a neighborhood nuisance. Mr. Bradley referred to the pickup and drop-off pattern and  
40 asked if it would create concerns in connection with DCFS ratios. Mr. Cuebas confirmed that was part of  
41 their approval process. Chairperson Danley referred to commercial truck traffic. Mr. Cuebas explained  
42 how the food van caterer would drop off food early in the morning. Mr. Subawalla questioned the right-  
43 of-way width at Pine and Prospect. Dan Brinkman stated he did not have that information and described  
44 the process of how traffic counts were taken and observations and the traffic study being done on a  
45 Thursday in December. Mr. Poor referred to the comments raised with regard to the effect of One  
46 Winnetka on traffic. Mr. Brinkman explained the process which took into account growth and five year  
47 projections. Mr. Poor questioned whether traffic signs would be utilized similar to those used in school  
48 zones. Mr. Brinkman explained the difficulty of school zone signage utilization and stated he is not aware

1 of the requirement for such a commercial use. Ms. Klaassen stated they could look into what would be  
2 required to install such signage. Ms. Van Vlack commented on the safety issues and parking in the area.  
3 No comments were made at this time.

4  
5 Chairperson Danley called the matter in for discussion. Trustee Orsic stated with parking and traffic being  
6 the biggest concern, she referred to a preschool in a church in the city which was able to work out issues.  
7 She also stated neighborhood parents would walk and there would be varied hours with staggered  
8 amounts of traffic. Trustee Orsic agreed with Mr. Poor's suggestion to ensure any issues be discussed and  
9 resolved. Mr. Poor commented the presentation was thoughtful and agreed there are traffic concerns  
10 which he indicated are manageable. He stated the church is agreeable to manage any issues with  
11 monitoring of the situation over the first several months which he would suggest as a condition. Mr. Poor  
12 added signage and speed limits should also be investigated. He concluded he would vote to recommend  
13 approval with the modifications he suggested. Mr. Subawalla stated the request would be good for the  
14 community and traffic should be done in a multi-directional flow. He also suggested limiting parking on  
15 the Prospect side of the street and that there would be numerous vehicles onsite at any given time. Mr.  
16 Subawalla concluded the proposal would be very valid for the community.

17  
18 Ms. Case agreed with the proposal and the need for additional childcare opportunities for the community.  
19 She stated she is very concerned with regard to the pickup/drop-off situation and agreed with the one  
20 way traffic suggestion. Ms. Case referred to the amount of activity in the area and agreed conditions  
21 should be placed on the recommendation. Mr. Enck referred to the difficulty in finding childcare in the  
22 area and stated the proposal would be in line with the Comprehensive Plan and would be a benefit to the  
23 community. He stated the other concerns raised are resolvable and agreed there are ways in which to  
24 resolve any issues. Mr. Enck also referred to the amount of traffic at Harkness House and suggested  
25 working with the Village Engineer and the Police Department with regard to Pine Street.

26  
27 Ms. Van Vlack agreed with the comments made and stated it would be important to establish rules in  
28 terms of traffic for those using the facility. She also stated there are many preschools set within  
29 neighborhoods and referred to the amount of traffic on Sundays which was not mentioned in the traffic  
30 study. Ms. Van Vlack then stated with the cell phone alert suggestion, she would encourage a system  
31 utilizing more of an advanced warning system rather than encouraging cell phone use while driving. She  
32 also stated turning around in driveways should be prohibited. Ms. Van Vlack concluded there is a need for  
33 child care options and agreed the proposal would represent a great use of the unused space. Trustee Orsic  
34 agreed with Ms. Van Vlack's comments with regard to cell phone use and referred to geo tracking, which  
35 they would be using. Mr. Bradley referred to the roundabout as a unique solution that other day care  
36 schools do not have to alleviate congestion and agreed with the conditions suggested which would be  
37 difficult to enforce. He suggested exploring starting with a lower child count to ensure a smooth traffic  
38 flow as opposed to having 64 children initially. Chairperson Danley agreed with the comments made and  
39 agreed there is a community need with the main concern relating to traffic with specific issues she  
40 identified. She then stated she did not agree that streets need to be turned into one way direction and  
41 she would suggest the condition of having a defined traffic plan submitted with the application to direct  
42 parents in terms of the pickup and drop-off function.

43  
44 Chairperson Danley then asked for a motion and referred to page no. 407 with the condition as stated.  
45 Mr. Poor moved to recommend approval of the request based on the Commission Members' collective  
46 comments. He stated a condition for approval should be a requirement of a traffic flow and parking plan  
47 reviewed and approved by the Village Engineer and the Police Chief to be made to the Village Council. Mr.  
48 Poor also stated a condition of approval would be the benefit of having a monitoring function of one, two

1 or three months with the Village Engineer, Police Department and neighbors to ensure any issues are  
2 resolved. He stated the issue of signage should be taken up with Public Works. Chairperson Danley asked  
3 Mr. Friedman if there is a way to include the parking and traffic plan condition as a recommendation of  
4 approval. Mr. Friedman confirmed it has been done before in terms of a specific review period with Village  
5 monitoring being done to ensure compliance.

6  
7 Mr. Poor moved to recommend approval of the request conditioned upon a traffic flow plan prepared by  
8 the church, and approved by the Village Engineer and Police Department, that would be included in any  
9 presentation made to the Village Council. Ms. Case seconded the motion. A vote was taken and the motion  
10 unanimously passed, 6 to 0:

11 AYES: Case, Danley, Enck, Poor, Subawalla, Van Vlack

12 NAYS: None

13 NON-VOTING: Bradley, Orsic

14

15 \*\*\*

16

17 Respectfully submitted,

18

19 Antionette Johnson

20 Recording Secretary

## ATTACHMENT 4

**From:** [REDACTED]  
**To:** [James Bernahl](#); [Brian O'Connell](#); [Scott Mangum](#)  
**Cc:** [Ann Klaassen](#)  
**Subject:** Traffic Flow WCC &  
**Date:** Tuesday, April 21, 2026 1:47:20 PM  
**Attachments:** [Outlook-ddiro4ua.png](#)  
[Parking and Traffic Flow WCC.pdf](#)

**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.

 [Movie A.mov](#) **Illustrative Drone Video Provided by Applicant to Demonstrate traffic flow**

Dear James, Brian, Scott and Ann,

Please see the attached Parking & Traffic Flow document we prepared in response to the Planning Council meeting on February 25th. The document includes some planned signs we intend to install and use, as well as our own facility usage throughout the week, and staff schedules. I've also attached a drone movie of traffic moving in/out of the driveway and around the circle to show how vehicles can flow around each other, even with obstacles in the way.

Please let me know if you have any questions, or if you are unable to open any documents.

Sincere thanks for your time and dedication to this project and request for a special-use-permit,

Amy

Amy Dane Falkowski  
Executive Director of Operations  
Winnetka Congregational Church  
725 Pine Street  
Winnetka, IL 60093



April 15, 2026

Scott Magnum  
Jim Bernahl  
Brian O'Connell  
C: Ann Klassen

RE: Case No. 25-24SU - Winnetka Congregational Church - 725 Pine Street

Thank you for the opportunity to meet regarding Winnetka Congregational Church's (WCC) application for a special-use-permit to lease space within our building to a childcare provider. This memorandum is intended to document our discussion and to provide a detailed traffic flow and parking plan responsive to the questions and concerns raised by Village leadership and staff.

As you know, the application has been reviewed and approved by both the Plan Commission and the Zoning Board of Appeals, with a request that WCC provide a more detailed operational plan addressing traffic circulation, parking, and site management prior to consideration by the Village Council. This submission is intended to fulfill that request.

As a baseline, the professionally completed Traffic Impact Study indicated the following:

- Operation: Daycare facilities tend to have more spread out arrival and departure times than typical schools experience with drop-off and pick-up occurring generally within a two-hour window.
- Parking: the ITE projected demand for a Daycare Center of similar 64 attendants are 16 spaces. The site currently provides more than adequate parking spaces of 25. On street parking along Pine Street is also available for the daycare. It is estimated that the daycare program will have 11 full-time staff.
- Traffic capacity: The capacity analysis results indicate, with all Level of Service variables at the A level, that **the increase in project site-generated traffic has little to no effect upon the Peak Hour operations of the area roadway network**. The proposed daycare use will generate approximately 51 trips during peak hours and will not adversely impact the surrounding roadway network, with all studied intersections continuing to operate at Level of Service A.

The study recommendations were:

- The location of the only full movement church access will be located approximately 125 feet northeast of the Prospect Avenue & Pine Street intersection.
- Traffic operations will remain the same as existing for the intersections within this study.

- To facilitate vehicles entering and exiting the church driveway, consider restricting parking on Prospect between the church driveway and Lincoln Avenue.
- As proposed, the church should plan for daycare staff to assist with the drop-off and pick-up operations to help ensure orderly traffic flow on-site.

The first recommendation, restricting parking on Prospect between the church driveway and Lincoln Avenue is a Village decision. The second recommendation, planning for staff to assist with drop-off and pick-up operations is already part of our potential lessee's processes at two other facilities and would be replicated at WCC.

The attached traffic flow and parking plan, based on the findings of a professional study, is intended to address the concerns you raised regarding the need for established procedures for daycare users as part of the SUP application process. The provider has incorporated your requests by outlining traffic flow and parking arrangements for the daycare center's regular operations, as well as considerations for weather conditions and potential technology impacts.

Currently, between the two centers JumpStart has in operation, 98/128 families (76%) use the geo tracking feature. The rest of the families utilize the scan QR code feature located on staff lanyards to check in/out their children. Both features are done curbside. About 29 percent of their families have one or more children enrolled (37/128).

You asked about the families on the waiting list and where they might be coming from and we can report that there are six families on the provider's waiting list, all from New Trier Township. We anticipate most, if not all, will come from the township as that is where there is so much need.

In conclusion, the Traffic Impact Study demonstrates that the proposed daycare use will not materially impact roadway capacity or operations in the surrounding area. The detailed operational plan provided herein builds upon those findings by ensuring that all vehicle circulation, queuing, and parking activity is contained on-site and actively managed.

With these procedures in place, we believe the proposed use will operate safely, efficiently, and in a manner consistent with the character of the surrounding neighborhood.

We respectfully request that Village staff endorse this Traffic Flow and Parking Plan so that the Special-Use-Permit application may proceed to the Village Council for their consideration.

Kind regards,

Jeanne Ebersole  
Christy Shellenbarger  
Amy Falkowski  
Space Committee  
Winnetka Congregational Church

Victor Cuevas  
JumpStart Early Learning

# 1. Traffic Flow and Parking Plan

## a. Regular Operations

### Hours of Operation

The daycare will operate Monday through Friday from 7:00 AM to 6:00 PM.

### Peak Activity Windows

- Morning drop-off: 7:00 – 9:00 AM (peak approximately 8:00 – 9:00 AM)
- Afternoon pick-up: 3:30 – 5:30 PM (peak approximately 3:30 – 4:30 PM)

### On-Site Circulation

Vehicles will enter and exit the site via the existing full-access driveway on Prospect Avenue. Internal circulation will function as a continuous loop, allowing vehicles to move in a forward direction through the site without reversing movements in active loading areas. This design minimizes conflict points and supports steady vehicle throughput. (See Movie A).

### Drop-Off and Pick-Up Operations

- A designated curbside loading zone will be established along the circular drive. (See Appendix A).
- The internal drive accommodates approximately 15 vehicles at one time, with an additional 5 short-term overflow spaces available adjacent to the building. (See Appendix A).
- This provides a total on-site stacking capacity of approximately 20 vehicles, ensuring that queuing remains internal to the site and does not extend onto Prospect Avenue.

### Staff Management

Staff will be present outside during peak periods to:

- Direct vehicles through the circulation loop
- Assist children entering and exiting vehicles
- Maintain continuous vehicle movement

This approach reflects established procedures successfully used by the operator at other locations and directly addresses recommendations in the Traffic Impact Study.

### Parking Allocation

- Total on-site parking: 24 spaces (20 standard, 4 ADA)

- Designated weekday allocation:
  - Daycare staff: approximately 11 spaces
  - Church staff: approximately 7 spaces
  - ADA spaces: unchanged
  - Short-term drop-off/pick-up: 5 dedicated spaces during peak periods

During peak drop-off and pick-up windows (7:00–10:00 AM and 3:00–6:00 PM), the 5 spaces nearest the entrance will be reserved exclusively for short-term family use. (See Appendix A).

### **Use of Technology**

The daycare operator utilizes a geo-tracking application that alerts staff when families are approaching. This allows children to be prepared in advance and reduces dwell time at the curb, improving turnover and minimizing queuing. For families who are not comfortable allowing the app to geo-track them, staff assisting children will have a lanyard with a QR code to help support a timely hand-off.

### **Overflow Management**

If short-term parking is needed, families may utilize the designated overflow spaces or briefly park with hazard lights activated for quick transitions. At no time will parking or queuing be permitted on Prospect Avenue. From an operations standpoint:

- **Typical efficient drop-off time: ~1–3 minutes per vehicle**
- With staff-assisted programs like ours this is often closer to **~60–90 seconds**

Childcare industry guidance consistently emphasizes brief and efficient drop-off transitions, typically lasting only a few minutes per vehicle, with best practices encouraging prompt handoff to staff to minimize separation anxiety and maintain flow.

When combined with staff-assisted loading procedures, this results in an average vehicle dwell time of approximately 1–3 minutes, supporting continuous movement through the site and preventing queue accumulation.

### **Drop-Off Duration and Vehicle Throughput**

Childcare industry guidance consistently emphasizes brief and efficient drop-off transitions, typically lasting only a few minutes per vehicle, with best practices encouraging prompt handoff to staff to support children and maintain traffic flow.

When supported by staff-assisted loading procedures, as proposed for this site, average vehicle dwell times are typically in the range of approximately 1–3 minutes. This allows for continuous vehicle movement through the site and minimizes the potential for queue formation.

In addition, daycare arrival patterns are inherently distributed over a broader window than traditional school uses. Industry norms indicate that arrivals occur over a 1–2-hour period, generally between 7:00 AM and 9:00 AM, with peak clustering occurring within a narrower portion of that window.

Based on the Traffic Impact Study, the site is expected to experience approximately 51 vehicle trips during the peak hour. When distributed across a two-hour arrival window and combined with short dwell times and active staff management, the internal circulation system can accommodate this demand while maintaining continuous flow and preventing queueing onto Prospect Avenue.

The available on-site stacking capacity of approximately 20 vehicles further supports this conclusion, ensuring that all vehicle activity can be contained within the site even under peak conditions. The circular driveway and parking lot are sufficiently large and wide to allow even the largest vehicles to pass one another safely as they enter and exit. This design helps prevent bottlenecks and reduces the potential for congestion within the driveway.

---

## **b. Weather-Impacted Operations**

WCC maintains a formal snow and inclement weather management program:

- Snow removal is completed prior to morning operations and maintained throughout the day
  - Walkways are cleared, salted, and kept accessible
  - Snow storage is managed to ensure that the full width of the circulation drive and stacking lane remains available
  - During snow events occurring throughout the day, the provider will work closely with WCC to follow established safety protocols. WCC closures align with those of New Trier Township, and the provider will coordinate with WCC to remain informed of all Township communications as conditions evolve. This ensures that traffic flow and pedestrian safety are maintained under all weather conditions.
- 

## **c. Technology Outage Procedures**

In the event of a temporary technology outage:

- Staff will revert to manual check-in/out procedures
- Additional staff (Executive Director, Owner) will be assigned to manage curbside operations
- Vehicles will continue to be processed through the loop in a controlled manner

This redundancy ensures continuity of safe and efficient operations.

---

## 2. Additional Operational Considerations

### a. Shared Parking Plan

WCC weekday programming will be intentionally structured to avoid overlap with daycare peak traffic periods:

- Regular weekday church programming occurs outside of drop-off and pick-up windows or has minimal attendance (Appendix B)
- Staff arrival times are generally staggered and limited in number (Appendix C)

Importantly, the Thursday morning AA meeting will remain on-site; however, it occurs outside of peak daycare drop-off and pick-up periods and therefore does not create a traffic or parking conflict. Where necessary, church staff can utilize on-street parking along Pine Street, further reducing demand within the lot during peak daycare periods.

---

### b. Facility Access and Traffic Distribution

Most of the site traffic is anticipated to approach from the west via Lincoln Avenue, consistent with the Traffic Impact Study findings. This distribution helps limit traffic impacts on residential streets and supports efficient ingress and egress from the site.

Visitors, vendors, and deliveries are directed to use the Pine Street entrance during daytime hours, which reduces congestion at the Prospect Avenue driveway and separates service traffic from daycare operations.

---

### c. Deliveries and Service Vehicles

Deliveries, including catering, are scheduled outside of peak drop-off and pick-up periods whenever possible and are directed to the Pine Street entrance. This ensures that service vehicles do not interfere with parent circulation patterns.

---

### d. Safety Measures

The plan incorporates several safety-focused elements:

- Clearly defined pedestrian pathways from parking areas to building entrances
- Separation of pedestrian and vehicle movements where feasible
- Staff-assisted loading and unloading of children

- Maintenance of clear sightlines throughout the circulation loop

Crash data for the surrounding intersections indicates an extremely low incident history, with no pedestrian or bicycle crashes reported in the study area.

---

### **e. Monitoring and Adjustment**

WCC and the daycare operator are committed to ongoing monitoring of traffic and parking operations as the program is implemented. Adjustments to staffing, circulation, or scheduling will be made as necessary to ensure continued safe and efficient operation.

---



## **Parent Traffic Flow/Parking Procedure**

### **Arrival/Dismissal:**

- Vehicles shall enter and exit the site via the driveway on Prospect Avenue. Pull as far forward as possible. Designated staff will assist in checking in and out your child curbside. Please remain in your care unless directed
- We ask all parents/guardians to use the Procare geo-tracking feature on the app. <https://www.procaresupport.com/procare-online/docs/sign-in-out-options>
- Check-in/out can also be done by scanning the QR code located on staff member's lanyards.
- Curbside Express services will take place from 7:00 AM - 9:00 AM and 3:30 PM - 5:30 PM
- Designated parking spots will be available for parents/guardians who need to enter the center.
- We kindly ask parents/guardians be respectful to our neighbors and NOT use their driveways to turn their vehicles around.





**JumpStart  
Parking**

from 7am-10am  
& 4pm-6pm  
Only

**JumpStart  
Parking**

from 7am-10am  
& 4pm-6pm  
Only

**JumpStart  
Parking**

from 7am-10am  
& 4pm-6pm  
Only

# Winnetka Congregational Church Weekly Programming (September–May)

## Door Usage, Weather Policies & Parking Lot Plan

### Sundays

- **8:30–10:00 AM:** Spiritual Enrichment
  - **10:00–11:00 AM:** Worship Service
  - **11:00–11:30 AM:** Fellowship
  - **11:00–11:30 AM:** Happy Half Hour (Youth Programming)
- Impact on Daycare:** None
- 

### Mondays

- **12:30–1:30 PM:** Knitting Group (*current; may not continue*)
    - Entrance: Centennial Door (south of Sanctuary)
    - Attendance: 5–6 people

**Impact on Daycare:** None- Drop-off/pickup would already be complete
- 

### Tuesdays

- **1:00–2:00 PM:** Bell Choir
  - Entrance: Pine Street Door
  - Attendance: 8–10 people
- **2:00–3:00 PM:** Bible Study
  - Entrance: Centennial Door
  - Attendance: 8–10 people
- **7:00–8:30 PM (monthly):** Council Meeting
  - Entrance: Helms Door (parking lot) or Centennial Door
  - Attendance: ~17 people

**Impact on Daycare:** None- Drop-off/pickup would already be complete

---

### Wednesdays

- No scheduled programming- only internal staff meetings
- Impact on Daycare:** None-

---

## Thursdays

- **9:00–10:00 AM:** AA Meeting
  - Parking: Relocated offsite to avoid traffic conflicts
  - On-site parking limited to 1 space (group leader only)
  - Entrance: Pine Street Door (relocated from Helms Door)
- **7:00–8:30 PM:** Choir Rehearsal
  - Entrance: Helms Door
  - Attendance: Minimal

**Impact on Daycare:** None - Drop-off/pickup would already be complete for Choir Rehearsal and Relocated for AA

---

## Fridays (3x per month)

- **6:00–8:00 PM:** First Friday / Spiritual Life Group / Men's Fellowship
  - Attendance: 10–30 people
  - Entrances:
    - Centennial Door (First Friday & Spiritual Life Group)
    - Pine Street Door (Men's Fellowship; relocated from Helms)

**Impact on Daycare:** None- All end of the day events would be relocated to avoid the parking lot entrances other than handicap spaces.

---

## Building Access & Visitor Flow

- Business Office, Pastoral Offices, and Reception are located at **725 Pine Street**
- **Primary daytime entrance (9:00 AM–3:00 PM): Pine Street only**
- **Helms (parking lot) door always remains locked**
- All visitors, vendors, and deliveries are directed to Pine Street
- Vendors/maintenance typically arrive **before 8:00 AM** (often as early as 6:00 AM)

### Traffic Management Strategy:

- Directing visitors to Pine Street reduces congestion at Prospect Avenue and the parking lot
  - Congregants are already accustomed to Pine Street access
  - Planned installation of a **directional sign at driveway entrance** reinforcing this flow
-

## Inclement Weather & Snow Removal

- WCC maintains a formal inclement weather policy (attached)
  - Contracted with Witt & Son Snow Removal
    - Snow cleared **before business hours**
    - Additional clearing performed throughout the day as needed
    - Walkways shoveled and salted
    - Snow relocated if it impacts parking capacity
  - **Safety Record:** Zero reported vehicle or pedestrian incidents due to weather conditions
- 

## Parking Lot Allocation

- **Total Spaces:** 24
  - 20 Standard Spaces
  - 4 Handicap Spaces

### Reserved Parking:

- **3 spaces:** WCC
    - 2 Pastors
    - 1 Rummage Truck
  - **11 spaces:** JumpStart Staff
  - **5 spaces:** Guest / Drop-off / Pick-up Overflow (near Helms Door)
  - **4 spaces:** Handicap (remaining unchanged)
- 

## Drop-Off & Pick-Up Planning

- **15 cars** can fit within the circular drive at one time
  - **5 cars** can fit into overflow spaces at one time
  - **If 15 cars have 2 children each** that would be 30 children being dropped off at one time, nearly half of full capacity and there wouldn't even be backup traffic onto Prospect.
  - **Based on evidence from JS1 & JS2, 29% families** may include multiple children, resulting in **19 vehicles with more than one child at drop-off/pick-up reducing the number of vehicles from 64-45.**
  - **Peak Drop-Off Times:** 8:00am-9:00am
  - **Peak Pick-Up Times:** 3:30pm-4:30pm
  - **Geo-Tracking App Usage at other facilities:**
    - 76% of families
-

## **Short-Term Parking for Families**

- **5 dedicated overflow spaces** reserved during:
  - **7:00–10:00 AM (drop-off)**
  - **3:00–6:00 PM (pick-up)**
- Located closest to building entry, adjacent to handicap spaces
- No WCC staff parking permitted in these spaces during peak times

### **Additional Flexibility:**

- Families may temporarily park with flashers if needed to enter briefly (there is enough passing space in the circle for cars to pull around).
- WCC staff arrival times (8:30–9:00 AM) minimize overlap- most staff park on Pine Street
- Maintenance staff do not utilize parking lot (public transit/bike year-round)

# Winnetka Congregational Church Staff Schedule & Parking

## Sunday *(End times may vary based on holidays or special programming)*

- **Senior Pastor:** 9:30 AM – 11:30 AM
  - **Associate Pastor:** 9:30 AM – 11:30 AM
  - **Executive Director of Operations:** 8:30 AM – 12:00 PM
  - **Publisher:** 8:00 AM – 12:00 PM
  - **Director of Music:** 8:00 AM – 11:30 AM
  - **Director of Youth Ministries:** 8:00 AM – 11:30 AM *(September–May)*
  - **Organist:** 8:00 AM – 11:00 AM *(September–May)*
  - **Maintenance:** 8:00 AM – 12:00 PM
- 

## Monday *(Pastors' start times are flexible)*

- **Senior Pastor:** ~10:00 AM – 3:00 PM (Helms)
  - **Associate Pastor:** ~10:00 AM – 3:00 PM (Pine)
  - **Executive Director of Operations:** 8:30 AM – 3:30 PM (Helms)
- 

## Tuesday

- **Senior Pastor:** ~10:00 AM – 3:00 PM (Helms)
  - **Associate Pastor:** ~10:00 AM – 3:00 PM (Pine)
  - **Executive Director of Operations:** 8:30 AM – 3:30 PM (Helms)
  - **Publisher:** 8:30 AM – 3:00 PM (Pine)
  - **Front Desk Staff:** 8:30 AM – 3:00 PM (Pine)
  - **Maintenance:** 8:00 AM – 3:00 PM (N/A)
- 

## Wednesday

- **Senior Pastor:** ~10:00 AM – 3:00 PM (Helms)
- **Associate Pastor:** ~10:00 AM – 3:00 PM (Pine)
- **Executive Director of Operations:** 8:30 AM – 3:30 PM (Helms)
- **Publisher:** 8:30 AM – 3:00 PM (Pine)
- **Front Desk Staff:** 8:30 AM – 3:00 PM (Pine)
- **Maintenance:** 8:00 AM – 3:00 PM (N/A)
- **Director of Music:** 10:00 AM – 12:00 PM (Pine)
- **Director of Youth Ministries:** 10:00 AM – 12:00 PM *(September–May)* (Pine)

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## Thursday

- **Associate Pastor:** ~10:00 AM – 3:00 PM (Pine)
  - **Executive Director of Operations:** 8:30 AM – 3:30 PM (Helms)
  - **Publisher:** 8:30 AM – 3:00 PM (Pine)
  - **Front Desk Staff:** 8:30 AM – 3:00 PM (Pine)
  - **Maintenance:** 8:00 AM – 3:00 PM (N/A)
  - **Director of Music:** 6:30 PM – 8:30 PM (*September–May*) (Pine)
  - **Organist:** 6:00 PM – 8:00 PM (*September–May*) (Pine)
- 

## Friday

- **Publisher:** 8:30 AM – 3:00 PM (Pine)
  - **Front Desk Staff:** 8:30 AM – 3:00 PM (Pine)
  - **Maintenance:** 8:00 AM – 3:00 PM (N/A)
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## Saturday

- **Closed**
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## Agenda Item Executive Summary

**TITLE:** Village Hall Improvement Overview Presentation

**PRESENTER:** Tom Powers

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**AGENDA DATE:** June 2, 2026

**CONSENT:** No

**ITEM TYPE:** Old Business

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### ITEM HISTORY:

April 21, 2026 - Council approved a contract with Studio GC to prepare construction documents for improvements to Village Hall.

### EXECUTIVE SUMMARY:

In 2024, the Village began a three-phase facility assessment of all Village-owned properties. The Village Hall portion of the assessment revealed critical improvements needed to the HVAC and fire alarm systems. Additionally, several regulatory and code compliance issues were identified with the ADA ramp, bathroom, and building's plumbing. In order to address the above, there would be significant operational impacts to the building. As such, there is value in performing proactive maintenance including concrete repair, floor repair, plumbing repairs, and interior space refurbishment while the building has areas closed off for construction.

The Village subsequently budgeted to hire a design consultant and added a line item to the capital plan in the amount of \$2,700,000 for FY27 construction if approved by Council. Staff and the Studio GC, the Village's consultant for the project, will present the project history, HVAC considerations, construction impacts, schematic budget and tax credit information.

### RECOMMENDATION:

Council is asked to provide feedback on whether they concur with staff recommendation on the project scope for Village Hall HVAC transition, proactive maintenance, and ADA improvements.

### ATTACHMENTS:

1. Village Hall HVAC Transition, Proactive Maintenance and ADA Improvements



VILLAGE OF WINNETKA

# Village Hall HVAC Transition, Proactive Maintenance, and ADA Improvements

26030

June 2, 2026



STUDIO|GC



VILLAGE OF WINNETKA

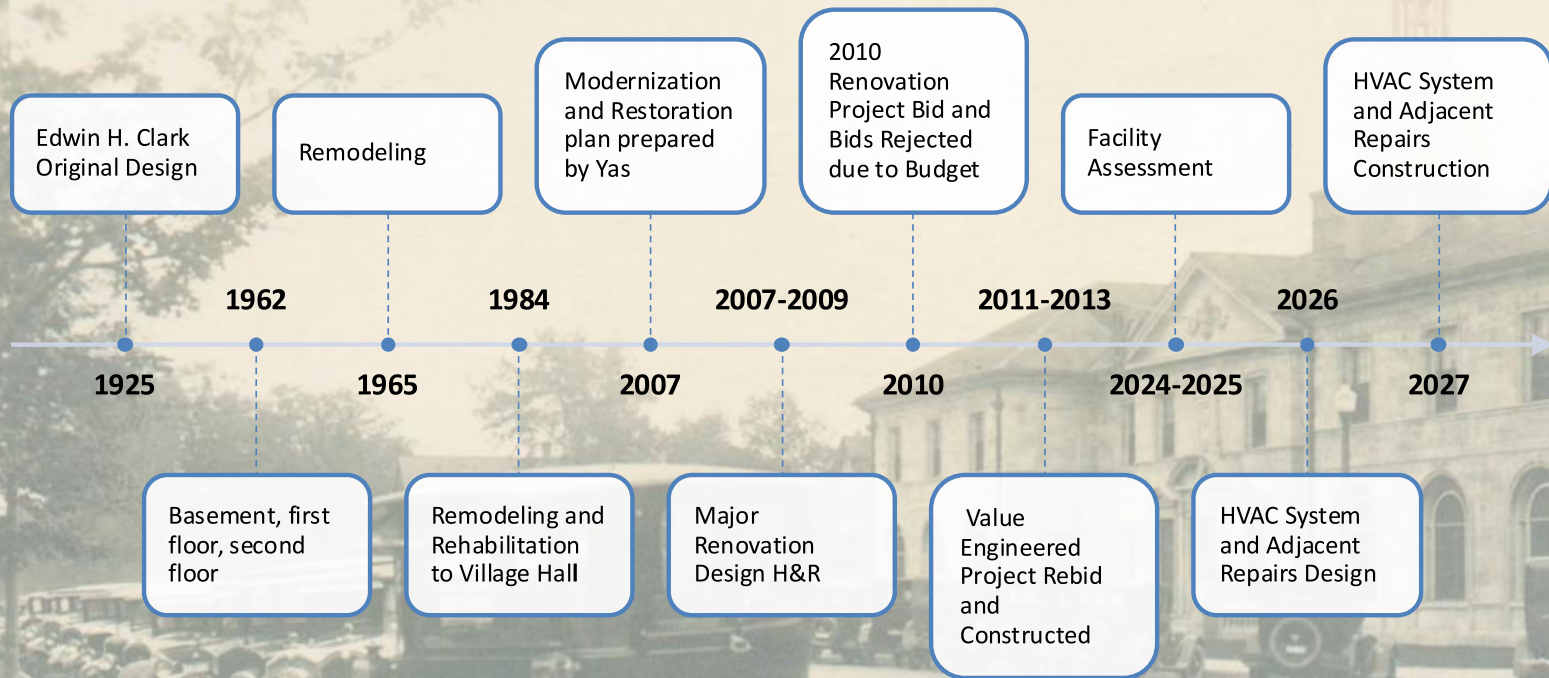
1. Project History Introduction
2. HVAC options analysis/ recommendation
3. Priority and Proactive Maintenance
4. Construction Impacts on operations
5. Schematic Construction Budget/  
Renewable Energy Tax Credits
6. Schedule/ Next Steps



STUDIO|GC HVAC Transition, Proactive Maintenance, and ADA Improvements

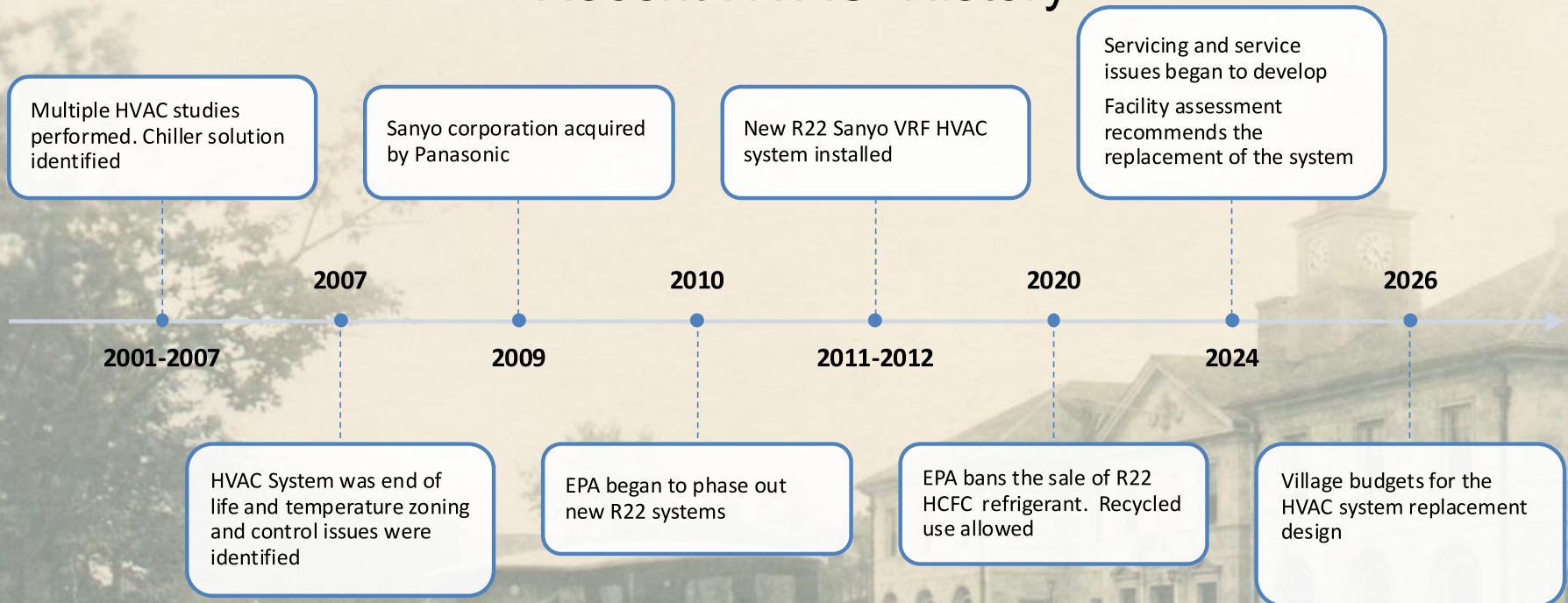
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# Modern Building History



The current improvements include critical HVAC work and building work deferred in 2011

# Recent HVAC History



## Current Issues:

- R22 refrigerant ban. Prices escalating in a shrinking market.
- Sanyo equipment no longer supported by Panasonic.
- Replacement parts are unavailable.
- Technicians with knowledge of the Sanyo system are rare.
- Obsolete Building Automation System.

## Why are we here?

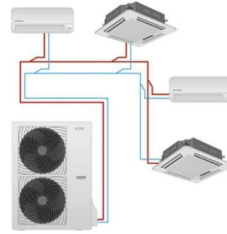
- Servicing limitations previously indicated
- Ongoing maintenance complexity increases risk
- A Long-term replacement strategy is needed

**Option 1: Replace Aging VRF** - Upgrade all piping, equipment and controls to meet new refrigerant standards.

**Option 2: Geothermal** – Achieve unmatched energy efficiency and long-term cost savings with a 75+ year borefield lifespan

**Option 3: 4-Pipe Fan Coils** – Benefit from simultaneous heating/ cooling but prepare for higher sound levels and complex maintenance controls. Higher energy operational costs.

**Note:** Upgrade to web-based BAS to enhance control and monitoring of all HVAC elements for improved system management.



	VRF	Geothermal
First Cost	★ ★ ★	★ *
O + M	★ ★	★ ★ ★
Exterior System Noise	★	★ ★ ★
Conditioned Space Sound	★	★ ★
Life Cycle	★ ★	★ ★ ★
Sustainability	★ ★	★ ★ ★
Site Fit	★ ★	★
Long Term Risk	★	★ ★ ★
Totals	14	19*

More ★'s indicate a higher value

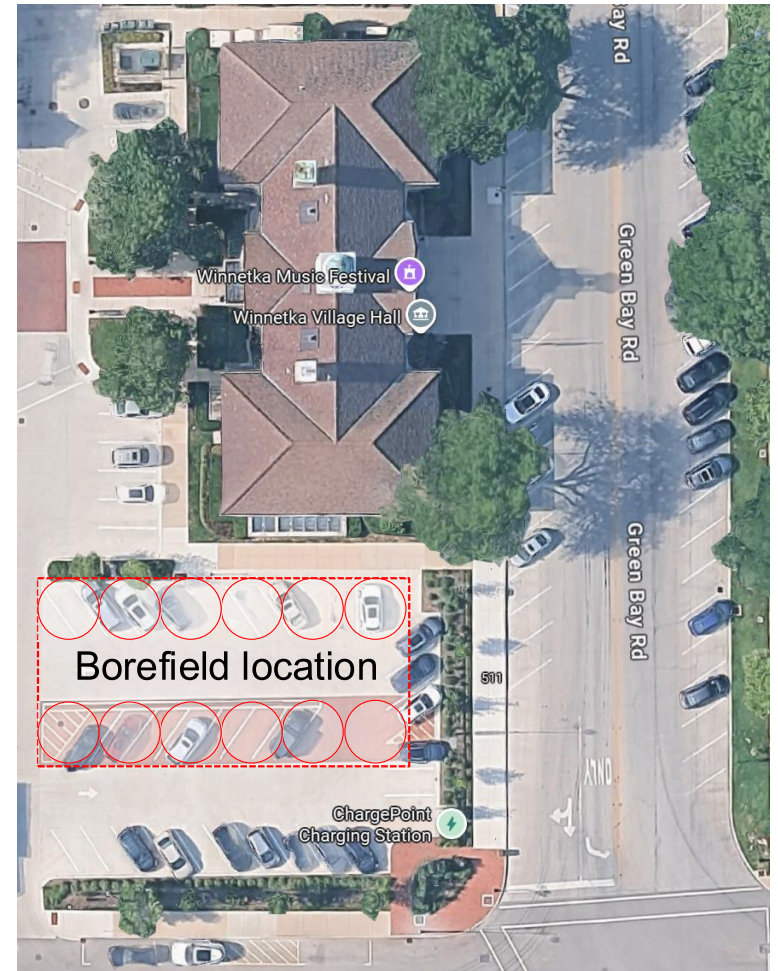
\* = Investment Tax Credit considerations



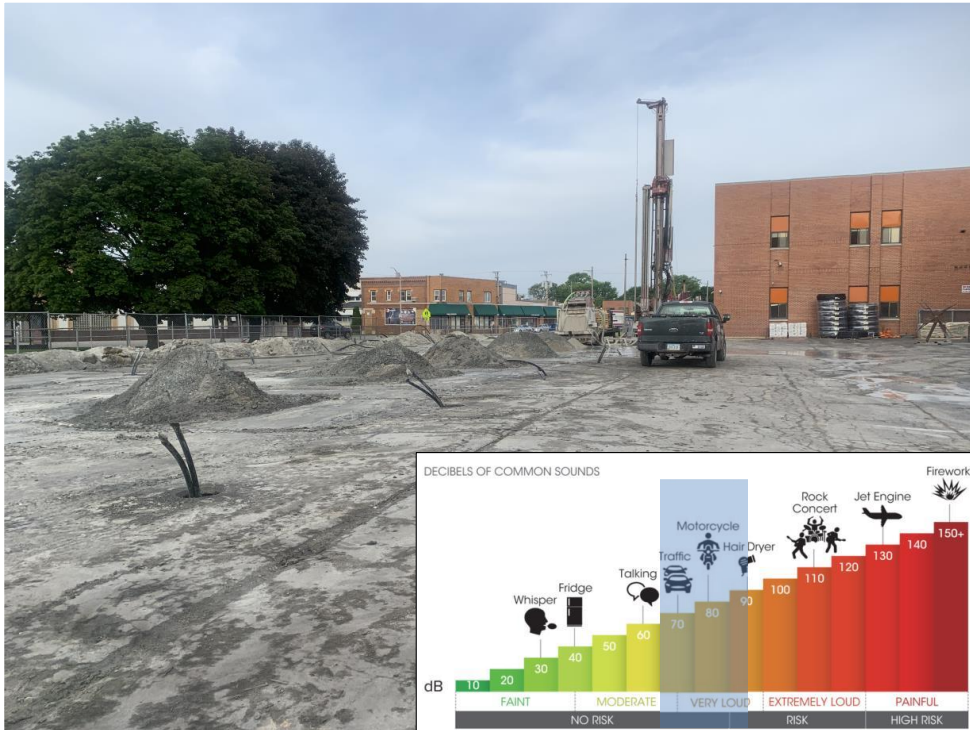
## HVAC Transition, Proactive Maintenance, and ADA Improvements

## Considerations

1. Site logistics
2. Drilling noise/ durations
3. Parking impacts
4. Project phasing/  
operational impacts
  - A. Phased vs. full closure
5. Site restoration



Construction Impacts on operations



Drilling activity on hardscaped plaza - ~3-4 weeks



VRF heat pumps needed above grade - permanent

**STUDIO GC** HVAC Transition, Proactive Maintenance, and ADA Improvements

## Considerations

1. HVAC confirmation
2. Scope confirmation
3. Equipment pre-purchase package
4. Potential borefield package



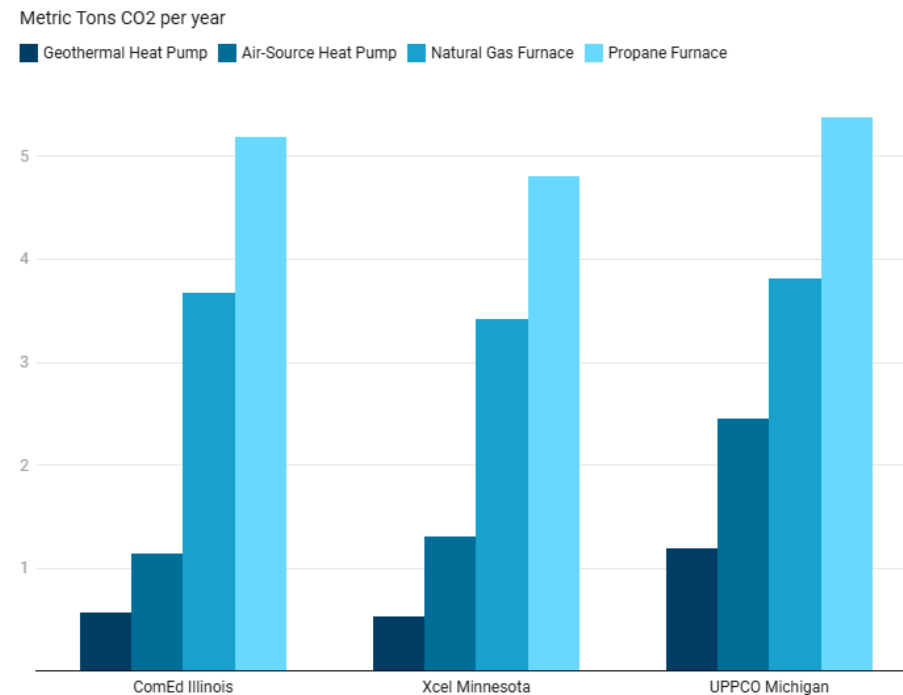
HVAC System Options - Winnetka Village Hall		
	Option 1 (VRF Like-for-Like)	Option 2 (Geothermal)
HVAC	\$ 1,300,000	\$ 1,550,000
Electrical	\$ 140,000	\$ 210,000
General Trades	\$ 140,000	\$ 140,000
Equipment Screening/Enclosure	\$ 25,000	\$ -
Borefield Pavement/ paver re placement		\$ 120,000
<b>Total Installation Costs</b>	<b>\$ 1,605,000</b>	<b>\$ 2,020,000</b>
<b>Total Soft Costs</b>	<b>\$ 136,425</b>	<b>\$ 171,700</b>
<b>Capital Required by Village</b>	<b>\$ 1,741,425</b>	<b>\$ 2,191,700</b>
<b>alliantGroup</b>		
Base ITC Incentive (30%)		\$ 516,510
Energy Community Bonus (10%)		\$ 172,170
<b>Total ITC:</b>		<b>\$ 688,680</b>
ITC Consultant Fee:		\$ (68,868)
<b>Final Project Installation Cost*:</b>	<b>\$ 1,741,425</b>	<b>\$ 1,571,888</b>
System Energy Intensity (kbtu/sf):	30.51	24.37
System Energy Use (Therms/yr):	642.00	0.00
System Energy Use (MWh/yr):	232.80	201.00
<b>Note:</b> 1. All payback values compared to Option 1. 2. ITC base credit assumes prevailing wage and 15% apprenticeship. 3. VRF system is a change over system and is the only system that will not allow heating or cooling at any time. 4. Electric costs calculated at \$0.1131/kWh (2024 Illinois commercial average rate per EIA) and gas costs calculated at \$0.896/therm (average 2024 Commercial cost for Illinois as reported by the EIA). * = Includes Post Construction Tax Refund		

## Geothermal supports sustainability goals in Winnetka

In addition to qualifying for the IRA tax credit, geothermal systems deliver substantial environmental and climate benefits:

- Significantly reduces GHG emissions – 70-85% lower emissions than a gas furnace.
- Greater efficiency saves energy - uses about 80% less energy annually than fossil fuel furnace; limits peak demand on the grid during cold snaps or heat waves.
- Improves indoor air quality - natural gas heating systems rely on combustion, which can release carbon monoxide (CO) and other indoor air pollutants.

Exhibit 1: Average Annual Emissions of Space Heating Options through 2050



Source: RMI • [Get the data](#)

## How is the Investment Tax Credit Calculated?

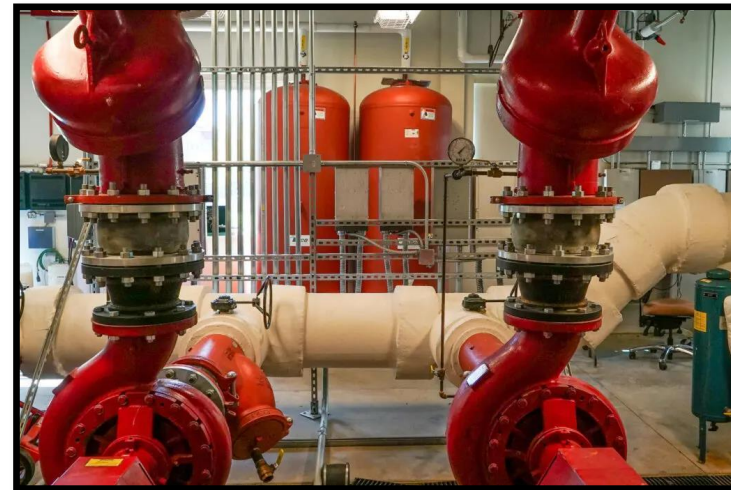
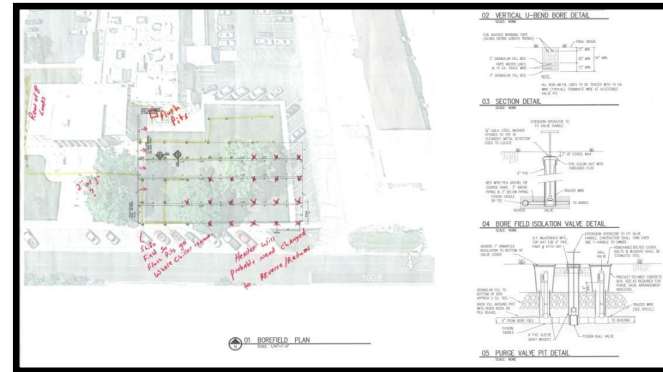
- **6% Base Credit**
- **30% Increased Base Credit** for projects meeting one of the following parameters
  - The project construction started on or before January 29th, 2023
  - The nameplate capacity of the energy property is **under 1MW**
  - The total onsite labor hours comply with current Prevailing Wage and Apprenticeship requirements
- **2% or 10% Bonus Credit** for meeting **domestic content** requirement
  - All structural steel or iron used must be produced in United States; and
  - For projects that start in 2024 – 40% of the manufactured components of the energy property need to be produced or manufactured domestically
  - Note – the manufactured domestic content requirements increase for projects starting in 2025 – 45%, 2026 – 50%, and 2027 and beyond – 55%
- **2% or 10% Bonus Credit** for a project located in an **energy community**



## Geothermal – Functional Interdependence

### ITC Eligible Energy Property

- Heat Exchangers & Heat Pumps
- Wells & Piping
- Brackets & Mounting Mechanisms
- Valves and Hydronic Piping
- Electrical Wiring & Conduit
- Switchgear and Panels
- Circuits/Switches
- Monitoring Software (Controls)
- Thermal Insulation for Probe
- Turbines & Generators



# alliantGroup | §48 – The alliantgroup Approach

## Key Factor – 80/20 Analysis of Retrofitted Systems

- **80/20 Analysis of Funding Sources & Cost Contributed**

- Review of energy property holistically and then for scope to be performed
- Identify all equipment products to remain Energy Property
- Review of the Contracts & Funding Sources for contribution costs
- Baseline determinations & cataloged systems broken out

- **Approach for the 80/20 Analysis**

- Utilizing the expertise of the installer, Inspect prepare cost assessment of equipment to remain
- Determine and Breakout the Cost of the scope of the work to be performed
- Create a ledger of the cost of existing vs. Cost of the retrofitted systems for a threshold %
- Provide recommendations vs. Areas of failure on a project by project vs. System overall
- Determination on continuous work for maximizing the final appraisal of the system for project spanning multiple years



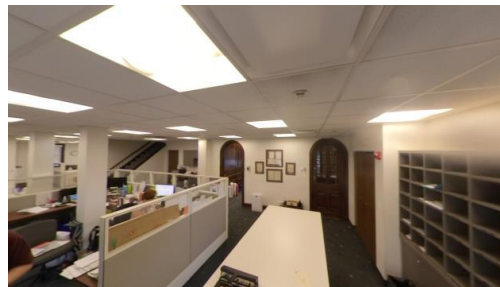
## Project scope to be considered during HVAC Transition:

### Critical Priority Scope

1. ADA Improvements
  - A. Exterior ramp
  - B. Lower-level restroom
2. Fire alarm system
3. Concrete repair
  - A. Front steps and sidewalk
4. RPZ installation
5. Life-safety upgrades

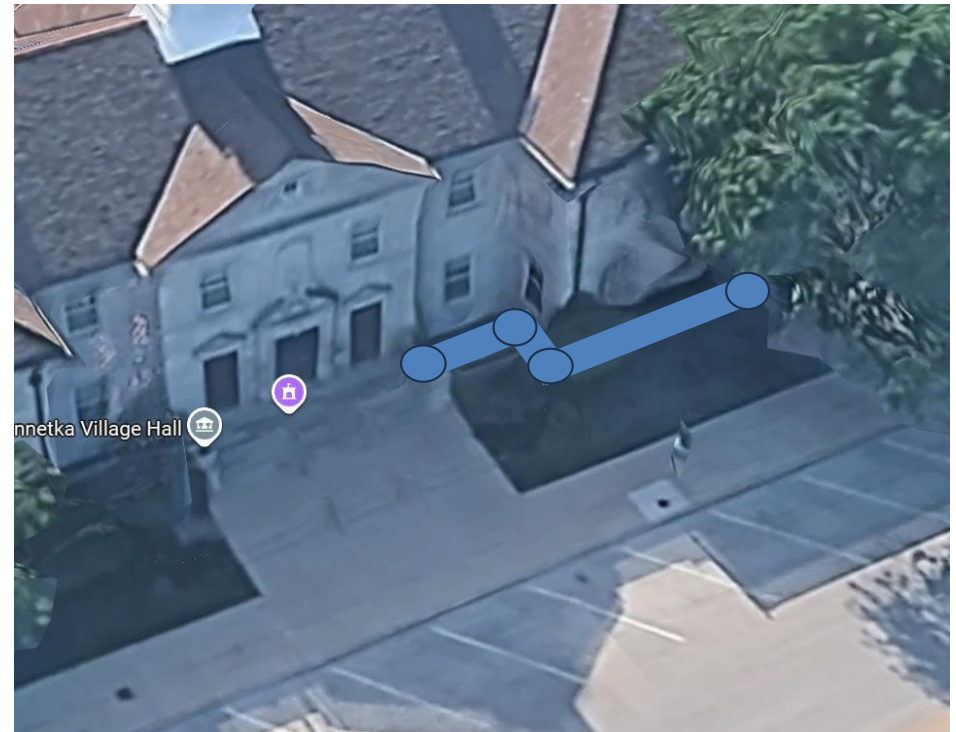
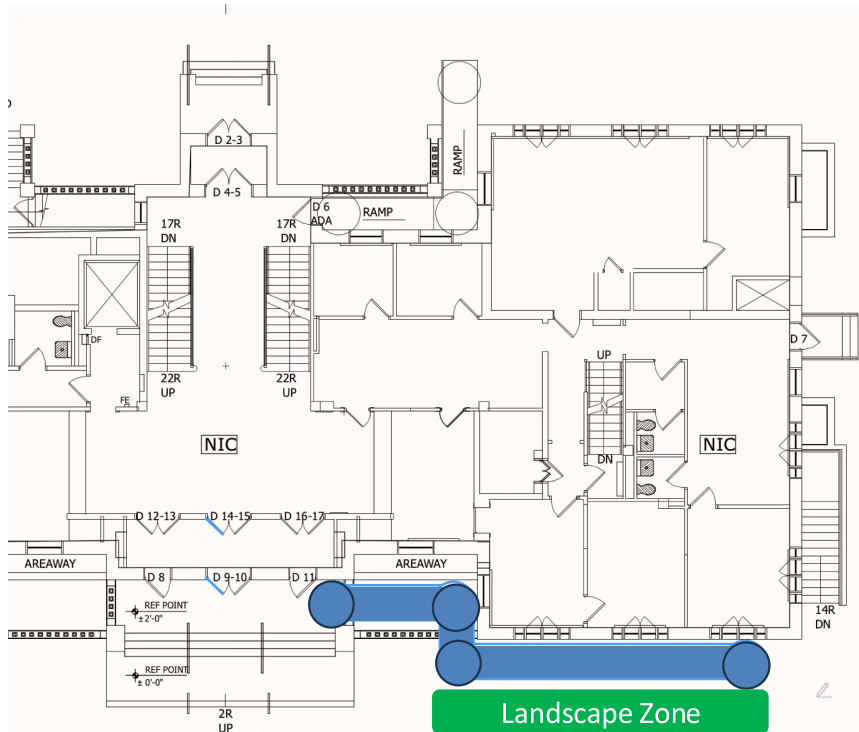
### Proactive Maintenance Scope

1. Terrazzo restoration
2. Interior space renovations
3. Ceiling plaster repairs/ Interior restoration
4. Relining sanitary and storm piping
5. Clock tower
6. Lower-level security



HVAC Transition, Proactive Maintenance, and ADA Improvements

Priority and Proactive Maintenance



**STUDIO GC** HVAC Transition, Proactive Maintenance, and ADA Improvements

20-year CIP budget is \$2,700,000 in FY27

Construction Costs	Qty.	Units	\$/Unit	Estimation
<b>Critical Priority Scope</b>				\$ 271,920.00
ADA Improvements				
Exterior ramp	1	ea	55,000.00	\$ 55,000.00
Lower-level restroom	200	sf	175.00	\$ 35,000.00
Fire alarm system	20,800	sf	3.65	\$ 75,920.00
Concrete repair				
Front steps and sidewalk	1,400	sf	40.00	\$ 56,000.00
RPZ installation	1	ea	50,000.00	\$ 50,000.00
Life-safety upgrades	Scope to be confirmed/ coordinated			
<b>Proactive Maintenance Scope</b>				\$ 39,764.00
Terrazzo restoration	1,752	sf	7.00	\$ 12,264.00
Interior space renovations	Scope to be confirmed/ coordinated			
Ceiling plaster repairs/ interior restoration	Scope to be confirmed/ coordinated			
Relining sanitary and storm piping	Scope to be confirmed/ coordinated			
Clock tower	Scope to be confirmed/ coordinated			
Lower-level security	5	ea	5,500.00	\$ 27,500.00
<b>Construction Costs Total</b>				\$ 311,684.00
<b>Soft Costs</b>				
	Factor		Estimation	
Overhead and Profit	5.0%		\$ 15,584.20	
General Conditions	10.0%		\$ 31,168.40	
Contingency Allowance	10.0%		\$ 31,168.40	
<b>Soft Costs Total</b>				\$ 77,921.00
<b>* ESTIMATED CONSTRUCTION BUDGET</b>				\$ 389,605.00

\*Multiple scope items still under development and costs can vary significantly from concept budget

## Confirmations

1. Scope
2. Budget/ tax credit/ grant reviews

### Schematic Design and Site Investigations

SD Presentation & Approval to Move into Design Development **June 2026**

### Design Development Phase

DD Presentation & Approval to Move into Construction Documentation **July 2026**

### Construction Documentation Phase

CD Presentation & Approval to Release Project for Bid **October 2026**

**Out to Bid** **End of October 2026**

**Receipt of Bids** **Mid November 2026**

**Approval of Bids** **End of November 2026**

**Construction Commences** **January 2027**



HVAC Transition, Proactive Maintenance, and ADA Improvements



VILLAGE OF WINNETKA

## Staff Recommendation

Proceed with the complete design of the elements identified including geothermal system, ADA improvements, fire alarm, and miscellaneous proactive maintenance items while adhering to 20-year CIP budget projection.



STUDIO|GC HVAC Transition, Proactive Maintenance, and ADA Improvements

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VILLAGE OF WINNETKA

## Discussion and Council Direction

Does Council concur with staff recommendation on the project scope for Village Hall HVAC Transition, Proactive Maintenance, and ADA Improvements?



STUDIO|GC HVAC Transition, Proactive Maintenance, and ADA Improvements

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