

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
January 15, 2019
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) January 22, 2019 Special Study Session - Tentative
 - b) February 5, 2019 Regular Meeting
 - c) February 12, 2019 Study Session
- 4) Public Comment
- 5) Reports
- 6) Approval of Agenda
- 7) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) January 8, 2019 Regular Meeting3
 - b) Approval of Warrant List dated January 4 – 10, 2019.....7
 - c) Resolution No. R-9-2019: Approving the Purchase of Fire Department Staff Vehicle (Adoption).....8
 - d) Resolution No. R-10-2019: Approval and Release of Closed Session Minutes (Adoption).26
- 8) 2018 Preservation Awards Presentation30
- 9) Ordinances and Resolutions: None.
- 10) Old Business:
- 11) New Business
 - a) Request for Code Amendments for Proposed Banquet Facility at 915 Green Bay Road.....31
 - b) C-2 Commercial Overlay District67

- 12) Appointments
- 13) Closed Session
- 14) Adjournment

NOTICE

All agenda materials are available at [villageofwinnetka.org](http://www.villageofwinnetka.org) (Government > Council Information > Agenda Packets & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village's web site: <http://www.villageofwinnetka.org/government/village-videos/>.

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 – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3543; T.D.D. 847-501-6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
January 8, 2019**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, January 8, 2019, at 7:00 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:00 p.m. Present: Trustees Andrew Cripe, Robert Dearborn, Penfield Lanphier, Scott Myers, John Swierk, and Anne Wedner. Absent: None. Also present: Village Manager Robert Bahan, Assistant Village Manager Megan Pierce, Village Attorney Peter Friedman, Water & Electric Director Brian Keys, Community Development Director David Schoon, and approximately six persons in the audience.
- 2) Pledge of Allegiance. Trustee Wedner led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) January 15, 2019 Regular Meeting. All of the Council members present said they expect to attend.
 - b) January 22, 2019 Special Study Session (tentative). All of the Council members present except Trustees Myers and Dearborn said they expect to attend.
 - c) February 5, 2019 Regular Meeting. All of the Council members present except Trustee Myers said they expect to attend.
- 4) Public Comment.

Liz Kunkle 1303 Holly Lane, EFC Commissioner. Ms. Kunkle thanked President Rintz for highlighting environmental issues in his 2018 end-of-year message, and she spoke in favor of a “pay as you throw” refuse collection system.
- 5) Reports:
 - a) Trustees.
 - i) Trustee Lanphier invited residents to the *Community Conversations* on the third Saturday this month, on January 19.
 - ii) Trustee Dearborn reported that the Landmark Preservation Awards will be on the Council’s January 15 agenda.
 - b) Attorney. None.
 - c) Manager. None.
 - d) Village President. President Rintz reported on a program called “grant finder” for potential funding for infrastructure projects, and he asked Manager Bahan to assign a staffperson to monitor the program.

- 6) Approval of the Agenda. President Rintz said he would like to move items 8(a) and 8(b) onto the Consent Agenda, as these two items had already been preliminarily approved by the Council. Next, he suggested moving up Item 8(d) and 10(a) to be discussed before Item 8(c). Trustee Myers, seconded by Trustee Wedner, moved to approve the revisions to the order of the Agenda. By voice vote, the motion carried. Trustee Cripe, seconded by Trustee Wedner, moved to approve the Agenda as amended. By voice vote, the motion carried.

7) Consent Agenda.

a) Village Council Minutes.

i) December 11, 2018 Study Session.

ii) December 18, 2018 Regular Meeting.

b) Approval of Warrant List dated December 14, 2018 – January 3, 2019 in the amount of \$588,429.58.

c) Resolution No. R-1-2019: GIS Service Provider Agreement (Adoption).

d) Resolution No. R-2-2019 Purchase of Pickup Truck Replacement (Adoption).

e) Resolution No. R-3-2019: Purchase of Refuse Scooter (Adoption).

f) Resolution No. R-4-2019: Approving a Fourth Amendment to a License Agreement with New Cingular Wireless PCS (Adoption).

g) Resolution No. R-5-2019: 319 & 321 Sheridan Road - Godin Consolidation Final Plat (Adoption).

h) Resolution No. R-6-2019: 383 & 391 Hawthorn Lane - T. and J. Leopold Subdivision Final Plat (Adoption)

Trustee Dearborn, seconded by Trustee Wedner, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Cripe, Dearborn, Lanphier, Myers, Swierk, and Wedner. Nays: None. Absent: None.

8) Ordinances and Resolutions.

a) Resolution No. R-7-2019: Authorizing Village Sponsorship of the Winnetka Music Festival (Adoption). This item was discussed after items 8(b) and 10(a).

Trustee Myers explained that the Winnetka Music Festival has been a collaboration between the Chamber of Commerce, the Village, and the community. For the festival's third year, some changes are proposed to the location of the event: the entire venue will be east of Green Bay Road; and steps will be taken to ensure the financial viability of the event. Val's List will take the lead on running the event, and will assume liability and all financial aspects of the festival. A nominal \$20 charge for attendees of the headliner concert will also be instituted, to ensure less reliance on private sponsors for the financial success of the festival.

After a brief discussion, the Council was in agreement to once again sponsor the Winnetka Music Festival, as it showcases Winnetka and brings visitors to the Village.

Trustee Lanphier, seconded by Trustee Wedner, moved to adopt Resolution No. R-7-2019. By roll call vote, the motion carried. Ayes: Trustees Cripe, Dearborn, Lanphier, Myers, Swierk, and Wedner. Nays: None. Absent: None.

- b) Resolution No. R-8-2019: Approving a Contract with Independent Mechanical Industries, Inc. for Brickwork Repairs to Boiler #5 (Adoption). This item was discussed before Item 8(a).

Mr. Keys explained that problems with Boiler #5 were discovered during a calibration project in November 2018. Since the 2019 Budget had already been discussed and approved by the Council, the cost to repair the boiler is not contained in the current fiscal year Budget. However, he suggested postponing three projects in the Electric Plant budget account, with the possibility of completing them in the fall, if budget constraints allow.

The Council discussed the emergent repair and the budgetary implications, and reached consensus to approve the repairs on Boiler #5. Staff was also requested to research the possibility of using biofuel to run the Village's boilers in the future.

Trustee Swierk, seconded by Trustee Myers, moved to adopt Resolution No. R-8-2019. By roll call vote, the motion carried. Ayes: Trustees Cripe, Dearborn, Lanphier, Myers, Swierk, and Wedner. Nays: None. Absent: None.

- 9) Old Business. None.

- 10) New Business.

- a) Request for Additional Cell Antennas at 410 Green Bay Road. This item was discussed after Item 8(b) and before Item 8(a).

Mr. Keys reviewed this request from Verizon to locate an antenna on the Public Safety Building (PSB) monopole, which would include installation of an array of cell antennas, amplifiers, and surge protection equipment on the monopole; and an equipment cabinet on the grounds of the PSB. He noted staff would move forward with lease negotiations with Verizon if the Council feels favorably towards the request.

Mr. Schoon reviewed the zoning relief that would be required before the request could be approved, since the Zoning Ordinance currently contains specific limitations on the quantity of antennas, co-location of antennas, and equipment cabinets. He said staff is looking for guidance on whether the Council or an advisory board would hold the required Public Hearing on the Zoning text amendments.

The Council discussed the request thoroughly, reaching a consensus to have staff pursue negotiations with Verizon on the lease terms. It was agreed that the Council would hold the zoning amendment Public Hearing, after getting recommendations for the landscaping around the equipment cabinet on the PSB grounds from the Design Review Board.

- 11) Appointments. None.

- 12) Closed Session. Trustee Cripe moved to adjourn into Closed Session to discuss the Setting of the Price for Lease of Village Property, Pending or Probable or Imminent Litigation, and Closed Session Minutes pursuant to Sections 2c(11), 2c(6) and 2c(21), respectively, of the

Illinois Open Meetings Act. Trustee Myers seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Cripe, Dearborn, Lanphier, Myers, Swierk, and Wedner. Nays: None. Absent: None.

President Rintz announced that the Council would not return to the open meeting after Executive Session. The Council adjourned into Executive Session at 8:17 p.m.

- 13) Adjournment. Trustee Myers, seconded by Trustee Cripe, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:23 p.m.

Recording Secretary



Agenda Item Executive Summary

Title: Warrant List

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 01/15/2019

Consent: ☒ YES ☐ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☒ Informational Only

Item History:

None.

Executive Summary:

The Warrant List dated January 4 - 10, 2019 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated January 4 - 10, 2019.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-9-2019: Approving the Purchase of Fire Department Staff Vehicle (Adoption)

Presenter: Alan Berkowsky, Fire Chief

Agenda Date: 01/15/2019

Consent: ☒ YES ☐ NO

☐	Ordinance
☒	Resolution
☒	Bid Authorization/Award
☐	Policy Direction
☐	Informational Only

Item History:

The FY 2019 Fire Department Budget contains funding for the purchase of a Department staff vehicle. The vehicle will replace Fire Department staff vehicle #74, a 2007 Ford Expedition with 91,000 miles.

Executive Summary:

The Fire Department is requesting authorization to purchase a 2019 Chevrolet Tahoe staff vehicle. The vehicle will replace a 2007 Ford Expedition with 91,000 miles that is currently being used by the Fire Prevention Bureau. The new vehicle will be utilized by the Fire Chief and the vehicle currently used by the Chief (2013 Ford Taurus with 43,000 miles) will become a Fire Prevention vehicle.

Staff has identified a suitable vehicle on the Suburban Purchasing Cooperative Contract #185. The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference. The cooperative benefits the government entities by aggregating their purchasing power. The total cost under the cooperative contract is \$35,943.38. The vehicle specification and fleet vehicle order is attached for reference.

Additionally, Fleet Supervisor Jon Olson is recommending trading in vehicle #74, 2007 Ford Expedition with the purchase of the staff vehicle. Recent experience has shown better value is being given on trade-in versus using the auction process. Approximate value on trade-in is \$2,500.00 as shown in the order form, bringing the final purchase cost down to \$33,443.38. The 2019 budget contains \$38,000.00 for the vehicle purchase with the remaining balance being used for emergency response equipment.

Recommendation:

Consider adopting Resolution No. R-9-2019, authorizing the purchase of one (1) 2019 Chevrolet Tahoe from Currie Motors Chevrolet under Suburban Purchasing Cooperative Contract #185 and the disposal of Fire Department vehicle #74, 2007 Ford Expedition through the trade-in process.

Attachments:

- Resolution No. R-9-2019
- Currie Motors Fleet Vehicle Order Form
- Suburban Purchasing Cooperative #185, 2019 Chevrolet Tahoe with Option Form

RESOLUTION NO. R-9-2019

**A RESOLUTION APPROVING THE PURCHASE
OF A FIRE DEPARTMENT STAFF VEHICLE FROM CURRIE MOTORS**

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 of Winnetka ("**Village**") is a member of the Northwest Municipal Conference ("**NWMC**"), a corporate organization representing municipalities and townships located within the State of Illinois and Counties of Cook, DuPage, Kane, Lake, and McHenry; and

WHEREAS, the Village participates in the NWMC Suburban Purchasing Cooperative ("**SPC**"), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the Village; and

WHEREAS, the Village Fire Department ("**Department**") has identified the need to replace an existing 2007 Ford Expedition staff vehicle ("**Existing Vehicle**") with a 2019 Chevrolet Tahoe ("**New Vehicle**"); and

WHEREAS, the SPC sought bids for the award of a contract for the purchase of the New Vehicle ("**Purchase Contract**"); and

WHEREAS, the SPC identified Currie Motors, of Frankfort, Illinois ("**Currie**"), as the low responsible bidder for the Purchase Contract with a purchase price of \$35,943.38; and

WHEREAS, Currie has offered a total trade-in value of \$2,500.00 for the Existing Vehicle to be used toward to purchase of the New Vehicle, bringing the final purchase price for the New Vehicle to \$33,443.38; 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 trade in the Existing Vehicle and purchase the New Vehicle from Currie, in the amount of \$33,443.38, in accordance with the SPC and the Purchase 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 PURCHASE. The Village Council hereby approves the trade-in of the Existing Vehicle and the purchase by the Village of the New Vehicle from Currie, in the total amount of \$33,443.38, in accordance with the SPC and the Purchase Contract.

SECTION 3. AUTHORIZATION TO PURCHASE. 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, all documents approved by the Village Attorney and necessary to trade in the Existing Vehicle and purchase the New Vehicle from Currie in an amount not to exceed \$33,443.38.

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

ADOPTED this 15th day of January, 2019, pursuant to the following roll call vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

Winnetka Fire Department

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)



Currie Motors Commercial Center

Prepared By:

Tom
Currie Motors Commercial Center
815-464-9200
curriefleet@gmail.com

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)
Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)
Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)
GVWR, 7300 lbs. (3311 kg) (Requires 4WD model.)
E85 FlexFuel capable
Transfer case, active, single-speed, electronic Autotrac with rotary controls, does not include neutral. Cannot be dinghy towed (Requires 4WD model. Not available with (NHT) Max Trailering Package.)
Differential, heavy-duty locking rear
4-wheel drive
Air cleaner, high-capacity
Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes heavy-duty oil-to-coolant integral to driver-side of radiator.)
Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
Battery, 720 cold-cranking amps with 80 amp hour rating
Alternator, 150 amps
Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
Trailer sway control
Recovery hooks, 2 front, frame-mounted, Black
Suspension, front coil-over-shock with stabilizer bar
Suspension, rear multi-link with coil springs
Steering, power
Hill Start Assist

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes Silver with center caps. (STD) (Not included when (NHT) Max Trailering Package is ordered.)
Tires, P265/70R17 all-terrain, blackwall (STD) (Not included when (NHT) Max Trailering Package is ordered.)
Tire, spare P265/70R17 all-season, blackwall (STD)
Wheel, full-size spare, 17" (43.2 cm) steel
Tire carrier, lockable outside spare, winch-type mounted under frame at rear
Active aero shutters, front

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 7258, Data updated Dec 20, 2018 9:31:00 PM PST

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

Exterior

Fascia, front body-color (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes recovery hook openings, but does not include hooks.)

Fascia, rear body-color

Assist steps, Black (Premier includes chrome accent strip) (Deleted when (RVQ) Assist step kit, Black, LPO or (VXH) Assist step kit, Chrome, LPO are ordered.)

Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror

Glass, deep-tinted (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Liftgate, rear manual

Entertainment

Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)

Audio system feature, single-slot CD/MP3 player

Audio system feature, 6-speaker system

SiriusXM Radio, delete

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Requires (UE1) OnStar Guidance plan. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)

Interior

Seating, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)

Seat trim, cloth

Seat adjuster, front passenger 6-way power

Seats, second row 60/40 split-folding bench, manual

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[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

Interior

Seat, third row manual 60/40 split-folding bench, fold flat
Floor covering, Black rubberized-vinyl
Steering column, Tilt-Wheel
Steering wheel, urethane
Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls
Driver Information Center, 4.2" diagonal multi-color
Warning tones headlamp on, key-in-ignition, driver and right-front passenger seat belt unfasten and turn signal on
Door locks, power programmable with lockout protection and delayed locking (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on Driver door.)
Remote Keyless Entry, extended-range
Windows, power, with Express-Down and Express-Up on front doors and lock out features
Cruise control, electronic with set and resume speed
Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes dual-zone automatic, front and rear air conditioning electronic controls)
Defogger, rear-window electric
Power outlet, 110-volt
Power outlets, 5 auxiliary, 12-volt includes outlets in the instrument panel, console, back of console, 1 in 3rd row and 1 in cargo area (With (AZ3) 40/20/40 split-bench front seats, the outlet on the back of the console is deleted.)
Mirror, inside rearview manual day/night
Conversation mirror
Assist handles, 1st row passenger and 2nd row outboard seats (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, 1st row passenger assist handle is removed when (7X7) Spot lamps are ordered.)
Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. With (9C1) Police Vehicle or (5W4) Special Service Vehicle, interior lighting includes dome light, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions with control switch in the roof console
Cargo management system
Cargo net (Deleted when (ATD) 3rd row seat delete is ordered.)

Safety-Mechanical

Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist
StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, with automatic exterior lamp control

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[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, frontal and side-impact for driver and front passenger and head-curtain for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. With (9C1) Police Vehicle or (5W4) Special Service Vehicle requires (AZ3) 40/20/40 split-bench front seat and (9U3) SEO front center seat (20% seat) delete. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector

Door locks, rear child security

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Rear Park Assist with audible warning

Rear Vision Camera

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats; lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions

Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert. With (9C1) Police Vehicle (5W4) Special Service Vehicle does not apply to spare tire.

Theft deterrent, content, electrical, unauthorized entry

WARRANTY

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial

MSRP:\$49,800.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Black

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[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK15706	[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial	\$49,800.00
OPTIONS		
1FL	Commercial Preferred Equipment Group	\$0.00
5W4	Identifier for Special Service vehicle	(\$4,535.00)
6J3	Wiring, grille lamps and siren speakers	\$92.00
6J4	Wiring, horn and siren circuit	\$41.00
A95	Seating, front bucket with Premium Cloth	\$250.00
AMF	Remote Keyless Entry Package	\$75.00
ATD	Seat delete, third row passenger	Inc.
AYQ	Airbags, frontal and side-impact for driver and front passenger	Inc.
B30	Floor covering, color-keyed carpeting	\$190.00
B58	Floor mats, color-keyed carpeted first and second row, removable	\$0.00
C6A	GVWR, 7300 lbs. (3311 kg)	\$0.00
D07	Console, floor	Inc.
FE9	Emissions, Federal requirements	\$0.00
GBA	Black	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jet Black, Cloth seat trim	\$0.00
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
K4B	Battery, Auxiliary, 730 CCA	Inc.
KW7	Alternator, 170 amps, high output	Inc.
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
NQH	Transfer case, active, 2-speed electronic Autotrac	Inc.
NZZ	Skid Plate Package	Inc.
RBZ	Tires, P255/70R17 all-season, blackwall	Inc.
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel	\$0.00

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[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

VPV	Ship Thru, Produced in Arlington Assembly	Inc.	
WX7	Wiring, auxiliary speaker. For upfitter connection to front door and windshield pillar speakers.		\$60.00
ZBZ	Tire, spare P255/70R17 all-season, blackwall	Inc.	
ZW7	Suspension Package, Premium Smooth Ride		\$0.00
ZY1	Paint scheme, solid application		\$0.00
—	Safety belts, 3-point, driver and front passenger in all seating positions	Inc.	
—	Capless fuel fill	Inc.	
—	Recovery hooks, standard removed	Inc.	
—	Door handles, body-color	Inc.	
—	Instrumentation, analog	Inc.	
—	Key, 2-sided	Inc.	
—	Luggage rack, delete	Inc.	
—	Exterior ornamentation delete	Inc.	
—	Power outlets, 4 auxiliary, 12-volt	Inc.	
—	Power supply, 100-amp, auxiliary battery, rear electrical center	Inc.	
—	Power supply, 50-amp, power supply, auxiliary battery	Inc.	
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery	Inc.	
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.	
SUBTOTAL			\$45,973.00
Adjustments Total			\$0.00
Destination Charge			\$1,295.00
TOTAL PRICE			\$47,268.00

FUEL ECONOMY

Est City:15 MPG

Est Highway:21 MPG

Est Highway Cruising Range:546.00 mi

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 7258, Data updated Dec 20, 2018 9:31:00 PM PST

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (9)

Quote Worksheet

	MSRP
Base Price	\$49,800.00
Dest Charge	\$1,295.00
Total Options	(\$3,827.00)
Subtotal	\$47,268.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$11,527.62)
Subtotal Discount	(\$11,527.62)
2007 Ford Expedition	(\$2,500.00)
Trade-In	\$0.00
Subtotal Trade-In	(\$2,500.00)
Taxable Price	\$33,240.38
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
License and Title	\$203.00
Subtotal Post-Tax Adjustments	\$203.00
Total Sales Price	\$33,443.38

Dealer Signature / Date

Customer Signature / Date



**2019 Chevrolet Tahoe Police
Patrol Package**
Contract #185



Currie Motors Chevrolet

"Nice People to Do Business With"

Your Full-Line Municipal Dealer

ORDER CUTOFF: March 2019

Contract # 185



**Currie Motors Chevrolet
SPC Contract Winner
2019 Chevrolet Tahoe Police
Patrol Package
Contract #185**

Standard Package: \$32,089

Warranty 3 Years 36, 000 miles Bumper to Bumper/ 5 Years 60,000 Power train

NEW! Audio system, Chevrolet MyLink Radio with 8" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 4 USB ports and 1 auxiliary jack

NEW! Driver Information Center, 4.2" diagonal multi-color

Automatic Occupant Sensing System, sensor indicator inflatable restraint, front passenger

Assist handles, front passenger and second row outboard

Climate control, dual-zone automatic

Defogger, rear-window electric

Door locks, power programmable with lockout protection. Auto Lockout is disabled on Driver door

Instrumentation, analog with certified 150 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer
Key, 2-sided

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats, lower anchors and top tethers located in all second row seating positions

Lighting, interior with dome light, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions

Mirror, inside rearview manual day/night

OnStar, 6 months of Directions and Connections plan

1 Visit onstar.com for coverage map, details and system limitations. Services vary by model & conditions.

Power outlets, 3 auxiliary, 12-volt, includes 2 on the instrument panel and 1 in the cargo area

Power outlet, 110-volt, 1.1 Amp, 150 Watt

Rear Vision Camera

Safety belts, 3-point, driver and front passenger in all seating positions

Steering column, Tilt-Wheel

NEW! Steering wheel controls, mounted audio and cruise controls, includes Driver Information Center controls

Theft-deterrent system, content, electrical, unauthorized entry

Theft-deterrent system, vehicle, PASS-Key III

Tire Pressure Monitor System, air pressure sensors in each tire with pressure display in Driver Information Center

Warning tones, headlamp on, key-in-ignition, driver and right-front passenger safety belt unfasten and turn signal on

Windows, power, with express down and express up front doors and lockout features

Contract # 185



Daytime Running Lamps, with automatic exterior lamp control

Door handles, Black

Exterior ornamentation delete

Glass, deep-tinted (all windows, except light tinted glass on windshield and driver- and front passenger-side glass)

Liftgate, rear manual

Mirrors, outside heated power-adjustable, manual-folding

Mirror caps are Black

Tires, P265/60R17 all-season, police, V-rated

Tire, spare P265/60R17 all-season, police, V-rated

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Wheels, 17" x 8" (43.2 cm x 20.3 cm) steel, police

Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare

Windshield, solar absorbing, shaded upper

Wiper, rear intermittent with washer

Wipers, front intermittent, Rainsense

Windshield style, acoustic laminated glass

Air cleaner, high capacity

Alternator, 170 amps, high output

Battery, 660 cold cranking amps with 80 amp hour rating

Power supply, 100-amp, auxiliary battery, rear electrical center

Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness

Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Cooling, external engine oil cooler, auxiliary, heavy-duty air-to-oil integral to driver side of radiator

Engine, 5.3L EcoTec3 V8, with Active Fuel Management, Direct Injection, Variable Valve Timing

and Flex Fuel, includes aluminum block construction

GVWR, 6800 lbs. (3084 kg)

Rear axle, 3.08 ratio

Steering, power, electric Z56

Suspension, heavy-duty, police-rated, front, independent torsion bar, and stabilizer bar and rear, multi-link with coil springs

Trailer equipment, heavy-duty

Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode

Air bags, frontal and side-impact for driver and front passenger and head curtain side-impact for all rows in outboard seating positions Note: Head curtain side-impact included for third row seating positions, even though seat has been deleted.

Requires (AZ3) 40/20/40 split-bench front seat.

Always use safety belts and child restraints.

Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.

SiriusXM Satellite Radio, delete

Cruise control, electronic with set and resume speed

Floor covering, Black rubberized vinyl

Identifier for Police Patrol Vehicle

Remote Keyless Entry, extended-range

Seats, front 40/20/40 split-bench, 3-passenger,

Active Aero Shutters, front

Capless Fuel Fill



Model-Options

☐	Police Patrol Vehicle 4-Wheel Drive-Pursuit Rated	3624.00
☒	Special Service Package Vehicle 4-Wheel Drive-Non Pursuit Rated	3008.00

Options – Exterior

☐	Non Tinted Solar Glass	-268.45
☐	Recovery Hooks	45.50
☐	Exterior body colored parts-Victory Red	204.75
☐	Special Paint Solid	386.75
☐	Polished Aluminum Wheels (SSV Only) Requires Max Trailer Tow Package	352.00
☐	Front and rear splash guards	177.45
☐	Body-side moldings	136.50

Options – Interior

☐	Inoperative rear doors	53.00
☐	Inoperative rear window switches	51.87
☐	Red/White Auxiliary dome light	154.70
☐	OnStar delete (Bluetooth delete included)	-74.80
☐	Adjustable power pedals	136.50
☐	Power Front passenger seat –Required with Front Bucket Seats	INCL
☒	Carpeted floor covering	172.00
☐	Cargo shade	177.45
☐	Rear cargo mat (Requires carpeting)	195.00
☐	NEW! Enhanced Driver Alert Package, includes	632.00
☐	Power-adjustable pedals, Forward Collision Alert, IntelliBeam headlamps, Low Speed Forward Automatic Braking, Lane Keep Assist with Lane Departure Warning and Safety Alert Driver Seat	

Options – Mechanical/Electrical

☒	Auxiliary speaker wiring	54.60
☒	Grill lamp/siren speaker wiring	83.72
☒	Horn and siren circuit wiring	37.31
☐	Flasher System	450.45
☐	Daytime running light delete	45.50
☐	Spot Light-left hand	445.90

Contract # 185



☐	Spot Light-dual	773.50
☐	City Brake Package- PPV Only	N/C
☐	Locking Differential	259.60
☐	Block heater	91.00
☐	Ground studs	80.00
☐	Max Trailering Package (SSV Only)	527.80

Options – Additional

☐	6- Additional keys –Requires Key Common Option	37.31
☐	Key Common- 6E2	22.75
☐	Key Common-6E8	22.75
☒	Remote Keyless Entry -6 additional unprogrammed transmitters	68.25
☐	Remote vehicle start	273.00
☐	Delivery >50 Miles	185.00
☐	Manufacturers Certificate of Origin	N/C
☒	Municipal Plates M <u>X</u> MP <u> </u>	203.00

Exterior Colors

☒	Black	N/C
☐	Siren Red Tint Coat	435.60
☐	Summit White	N/C
☐	Silver Ice Metallic	N/C
☐	Blue Velvet Metallic	N/C
☐	Pepper Dust Metallic	N/C
☐	Shadow Gray Metallic	N/C
☐	Woodland Green	386.75
☐	Satin Steel Metallic	N/C
☐	Victory Red	220.00
☐	MSP Blue	227.50
☐	Wheatland Yellow	386.75

Interior

☐	Jet Black 40/20/40 Bench	Standard
☒	Jet Black Front Buckets (w/ console & frontal side impact airbags)	227.50
☐	Front Center Seat Delete	N/C
☐	Vinyl Rear Seat	N/C

Contract # 185



Title Name Winnetka Fire Dept.
Title Address 428 Greenbay Rd.
Title City Winnetka, IL.
Title Zip Code 60093
Contact Name John Ripka
Phone Number (847) 501-6029
Purchase Order Number _____
Fleet Identification Number _____
Tax Exempt Number E9998-1246-07
Total Dollar Amount \$ 35,943.38
Total Number of Units 1
Delivery Address 1390 Willow Rd.
Winnetka, IL. 60093

***Orders Require Signed Original Purchase Order and Tax Exempt Letter Submitted to:**

*Currie Motors Commercial Center
8401 W. Roosevelt Rd.
Forest Park, IL 60130
PHONE: (815) 412-3227
Tom Sullivan
curriefleet@gmail.com*

****Title Corrections will be Billed Appropriate Assessed Fees by the Sec. of State***

Contract # 185



Agenda Item Executive Summary

Title: Resolution No. R-10-2019: Approval and Release of Closed Session Minutes (Adoption)

Presenter: Peter M. Friedman, Village Attorney

Agenda Date: 01/15/2019

Consent: ☒ YES ☐ NO

☐ Ordinance
☒ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

Semi-annual review of closed session minutes, pursuant to Section 2.06(d) of the Illinois Open Meetings Act. (5 ILCS 120/2.06(d))

Executive Summary:

Pursuant to Section 2.06(a) of the Illinois Open Meetings Act ("Act"), the Village maintains minutes of all open and closed meetings of the Council of the Village of Winnetka and verbatim audio recordings of all closed meetings. Minutes of closed meetings may only be made available for public inspection in accordance with specific procedures set forth in the Act. Pursuant to Section 2.06(d) of the Act, the Village Council must semi-annually review all closed meeting minutes that have not yet been made available for public inspection to determine: (i) whether a need for confidentiality exists with respect to the minutes; and (ii) if not, that the minutes may be made available for public inspection. Additionally, the Village Council may, pursuant to Section 2.06(c) of the Act, approve the destruction of verbatim audio recordings of all closed meetings that took place at least 18 months previously for which minutes have been approved.

In accordance with Section 2.06 of the Act, Resolution No. R-10-2019: (i) approves all minutes of closed meetings of the Village Council that have taken place between July 17, 2018 and November 8, 2018; (ii) determines that a need for confidentiality remains as to certain closed meeting minutes; and (iii) authorizes the destruction of the verbatim audio recordings of all closed meetings that took place prior to July 15, 2017.

Recommendation:

Consider adopting Resolution No. R-10-2019, which approves minutes of closed meetings, determines which minutes still require confidential treatment, and authorizes the destruction of audio recordings of closed sessions held before July 15, 2017.

Attachments:

1) Resolution No. R-10-2019

RESOLUTION NO. R- 10-2019

**A RESOLUTION APPROVING CLOSED SESSION MINUTES, DETERMINING
THE NEED TO KEEP MINUTES OF CERTAIN CLOSED MEETINGS
OF THE VILLAGE COUNCIL CONFIDENTIAL, AND AUTHORIZING THE
DESTRUCTION OF VERBATIM RECORDINGS OF
CERTAIN CLOSED MEETINGS OF THE VILLAGE COUNCIL**

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("**Act**") the Village Council has, from time to time, conducted meetings that that were closed to the public pursuant to the Act (collectively, the "**Closed Meetings**"); and

WHEREAS, pursuant to the Act, the Village has approved and maintained written minutes of all Closed Meetings; and

WHEREAS, pursuant to Section 2.06(c) of the Act, the Village Council has determined that it will serve and be in the best interest of the Village to destroy the audiotaped verbatim recordings of those Closed Meetings that occurred prior to July 15, 2017; and

WHEREAS, pursuant to Section 2.06(d) of the Act, the Village Council has conducted its semi-annual review of all written minutes of the Closed Meetings of the Village Council; and

WHEREAS, the Village Council has determined that the need for confidentiality remains for certain minutes of Closed Meetings and the audiotaped verbatim recordings of Closed Meetings;

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 CLOSED SESSION MINUTES. The President and Village Council hereby approve the closed session minutes of the Village Council from its July 17, August 21, September 25, November 8, 2018 meetings.

SECTION 3: DETERMINATION OF CONFIDENTIALITY. The President and Village Council have determined that a need for confidentiality still exists with respect to the minutes of all Closed Meetings that are identified in **Exhibit A** to this Resolution.

SECTION 4: DESTRUCTION OF VERBATIM RECORDINGS. The President and Village Council authorize and direct the Village Clerk to destroy all verbatim audio recordings of all Closed Meetings held prior to July 15, 2017.

SECTION 5: CONFIDENTIALITY OF VERBATIM RECORDINGS. The President and Village Council affirms that a need for confidentiality remains as to the verbatim

audio recordings of all Closed Meetings, which verbatim audio recordings will not be made available for public inspection.

SECTION 6: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this ____ day of January, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A

CLOSED MEETINGS FOR WHICH A NEED FOR CONFIDENTIALITY EXISTS

November 8, 2011
February 14, 2012
March 8, 2012
March 13, 2012
March 20, 2012
April 17, 2012
June 12, 2012
October 16, 2012
November 8, 2012
June 4, 2013
September 3, 2013
October 8, 2013
January 21, 2014
March 26, 2014
October 7, 2014
November 18, 2014
December 16, 2014
January 13, 2015
February 17, 2015
March 3, 2015
March 17, 2015
April 9, 2015
April 14, 2015
April 21, 2015
May 19, 2015
June 2, 2015
June 16, 2015
June 30, 2015
July 7, 2015
September 15, 2015
November 17, 2015
December 1, 2015
January 19, 2016
February 2, 2016
February 16, 2016
March 8, 2016
April 5, 2016
April 19, 2016
May 3, 2016
June 7, 2016

June 30, 2016
August 2, 2016
August 16, 2016
October 4, 2016
November 15, 2016
December 6, 2016
December 13, 2016
February 7, 2017
March 21, 2017
May 16, 2017
May 24, 2017
June 6, 2017
July 11, 2017
August 1, 2017
November 21, 2017
December 5, 2017
December 12, 2017
January 9, 2018
March 6, 2018
April 10, 2018
July 17, 2018
August 21, 2018
September 25, 2018
November 8, 2018



Agenda Item Executive Summary

Title: 2018 Preservation Awards Presentation

Presenter: Louise Holland, Chairperson of the Landmark Preservation Commission

Agenda Date: 01/15/2019

Consent: ☐ YES ☒ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☒ Informational Only

Item History:

None

Executive Summary:

Every spring the Landmark Preservation Commission accepts nominations for the annual Preservation Awards program and conducts an award presentation at a Village Council meeting. The Preservation Awards program seeks to honor those construction projects in the village that have helped preserve the history and character of the village. There are three award categories: restoration, rehabilitation, and new construction. For 2018, both award winners are rehabilitation projects. Private, commercial, and public properties are eligible to be nominated for an award. Nominations may be submitted by any individual, although they do require the consent of the property owner. To be eligible, the project must have been on the exterior and completed within the past five years.

This year the following properties are to be presented with awards:

901 Hill Road (Rehabilitation)

Owners: Scott and Erin Dickes

Architect: Chip Hackley, Hackley & Associates Architects, Kenilworth

975 Oak Street (Rehabilitation)

Owners: Jasma and Rahul Ghai

Architect: Sue Auerbach, Auerbach and Associates, Ravenswood - Chicago

Recommendation:

Information only. No action to be taken.

Attachments:

None



Agenda Item Executive Summary

Title: Request for Code Amendments for Proposed Banquet Facility at 915 Green Bay Road

Presenter: David Schoon, Community Development Director

Agenda Date: 01/15/2019

Consent: ☐ YES ☒ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☒ Policy Direction
☐ Informational Only

Item History:

None

Executive Summary:

On January 15, 2019 the Village Council is scheduled to consider a request by Boutique Bites (the “Applicant”), as the potential lessee of the property located at 915 Green Bay Road (the “Subject Property”), which would require the following:

- A. Amendment to the Zoning Ordinance to allow banquet facilities in the C2 General Retail Commercial District and the C2 Commercial Overlay District.
- B. Amendments to Chapter 5.09 Liquor Control Regulations to either amend an existing liquor classification, or create a new liquor classification for the service of alcohol proposed banquet facility.
- C. Creation of valet parking regulations to allow the licensing and establishment of such services from a public right-of-way or other Village property.

The Applicant proposes to relocate and expand their existing business, Boutique Bites, to the Subject Property, a facility which would have three distinct, but related components: (1) a retail specialty foods store and café; (2) a banquet and reception venue; and (3) a commercial catering kitchen and storage area.

Attached is a staff report summarizing the Applicant's proposal and outlining the Village Code amendments that would be necessary in order to allow the Applicant's proposed operation.

Recommendation:

Consideration of the application at this point is focused on designating a body to conduct the public hearing on the zoning ordinance text amendment. The Council may either designate itself to conduct the public hearing or refer it to one of its advisory bodies. In preparation for the Council's future consideration, the Village Council may wish to provide direction to staff regarding information it may find helpful with making its decision regarding potential zoning, liquor, and valet parking code amendments.

Attachments:

Village Staff Report dated January 10, 2019
Attachment A – Applicant Submittal
Attachment B – Valet Parking Regulations – Nearby Examples



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, DIRECTOR
DATE: JANUARY 10, 2019
SUBJECT: BOUTIQUE BITES - 915 GREEN BAY ROAD - CODE AMENDEMENTS

INTRODUCTION

On January 15, 2019 the Village Council is scheduled to consider a request by Boutique Bites (the "Applicant"), as the potential lessee of the property located at 915 Green Bay Road (the "Subject Property"), which would require the following:

- A. Amendment to the Zoning Ordinance to allow banquet facilities in the C2 General Retail Commercial District and the C2 Commercial Overlay District.
- B. Amendments to Chapter 5.09 Liquor Control Regulations to either amend an existing liquor classification, or create a new liquor classification for the service of alcohol proposed banquet facility.
- C. Creation of valet parking regulations to allow the licensing and establishment of such services from a public right-of-way or other Village property.

PROPERTY DESCRIPTION

The Subject Property at 915 Green Bay Road consists of a two-story commercial building, located on the east side of Green Bay Road, between Tower Road and Gage Street.

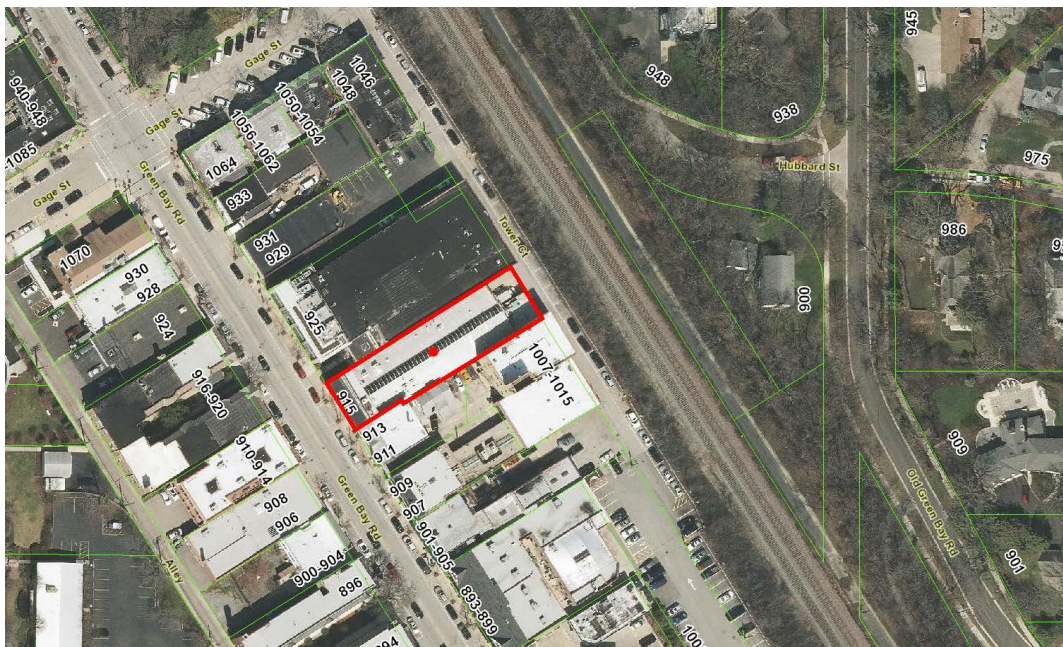


Figure 1 – Subject Property (GIS Aerial View)

The Subject Property most recently was the home of *The Antique Emporium* and has been vacant for approximately six (6) years. The first floor commercial space measures approximately 10,000 square feet in area. The second floor of the building measures approximately 1,000 square feet, and is depicted in *Figure 2* below. The second floor space was previously used as office space for the *Antique Emporium*.



Figure 2 – Subject Property (Street View)

The property is zoned C-2 General Retail Commercial (the “C2 District”) and is located within the C2 Commercial Overlay District (the “Overlay District”). The zoning of the property is consistent with the Comprehensive Plan, which designates the property as appropriate for mixed use development.

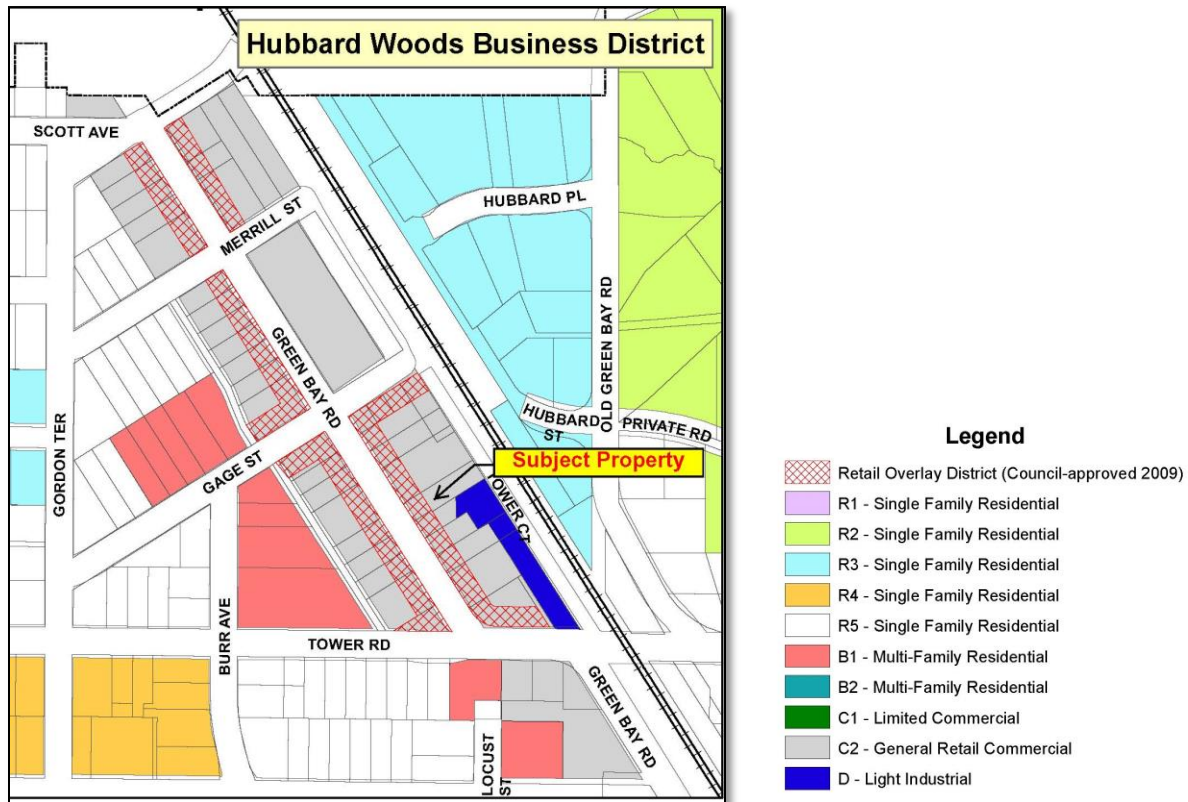


Figure 3 – Subject Property (Zoning Map)

DESCRIPTION OF REQUEST

The Applicant proposes to relocate and expand their existing business, *Boutique Bites*, to the Subject Property, a facility which would have three distinct, but related components: (1) a retail specialty foods store and café; (2) a banquet and reception venue; and (3) a commercial catering kitchen and storage area. The applicant has provided details explaining the proposed business operation, which is included in Attachment A.

The retail and café component would be located in the front of the building along the street. The venue, or banquet facility, would be located in the middle of the building with separate access on the north side of the café as depicted in the sketch below (Figure 4). The commercial catering kitchen would be located at the rear of the space, adjacent to an existing loading dock at the rear of the building.

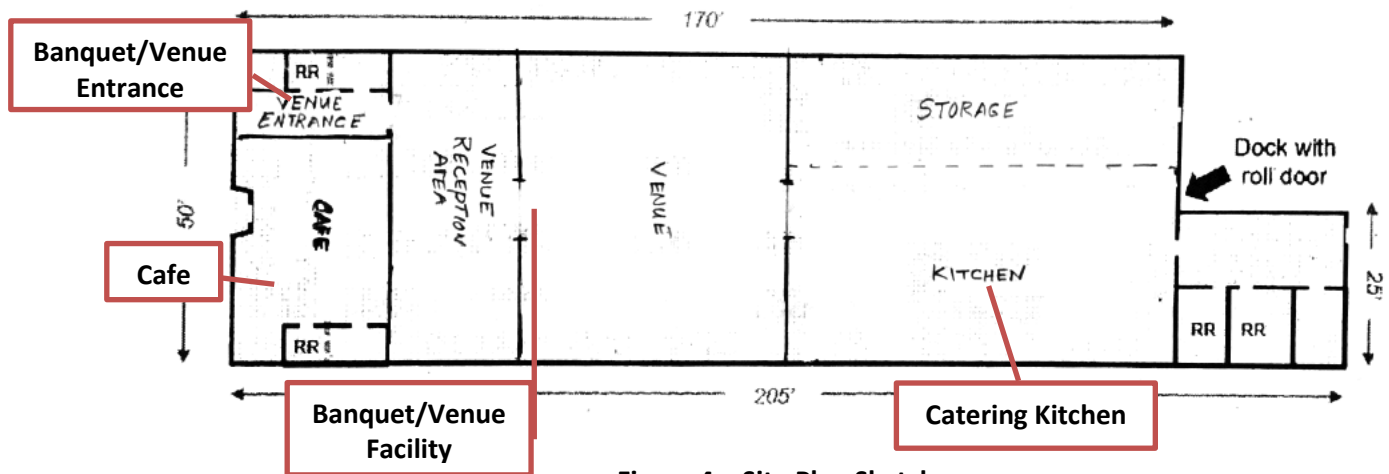


Figure 4 – Site Plan Sketch

The Subject Property is approximately 10,000 square feet. The distribution of the three components of the proposed use would be approximately as follows:

- (1) Retail Specialty Foods Store and Café: 1,000 to 1,500 square feet;
- (2) Banquet/Venue Facility: 3,500 to 4,000 square feet;
- (3) Catering Kitchen: 4,000 square feet.

Specialty Foods Store & Café - The Applicant initially plans to open the specialty foods store and café five (5) days a week (Tuesday-Saturday), with hours of operation from 7am to 7pm on weekdays and 8am to 6pm on Saturdays. Food and beverages would be offered for takeout or dining in, and there would be seating for 12-15 guests. The café would have a maximum of three (3) to four (4) employees at one time. The food offered would consist of an assortment of breakfast and lunch items (quiche, salads, sandwiches, appetizers, etc.), as well as pre-packaged meals ready to reheat and serve at home. In addition to selling coffee, tea, juices, etc., the Applicant intends to sell wine and beer for dine-in customers. The Applicant also hopes to have outdoor seating during the months of May through October. The Applicant anticipates the foods store and café patrons to utilize on-street parking.

Banquet / Venue Facility - The proposed banquet/venue space would be similar to the Applicant's current venue *BRIQUE* located in Chicago's West Loop neighborhood. The space would have a capacity for 150 seated guests with a dance floor. (To put the number of seats in perspective, table seating for Minos, Avli's, and Fred's Garage is respectively 160, 120, and 110 seats.). The applicant anticipates a regular schedule of weekend evening events such as wedding reception and similar events until midnight. In addition to weekend bookings, the Applicant intends to host less frequent multi-day meetings and conferences on weekdays. As represented above in Figure 4, the banquet space would be accessed from an entrance on Green Bay Road north of the café space. The Applicant intends to have 8 to 25 employees on-site (this includes catering kitchen staff), depending on the number of guests for each event. The Applicant would like to offer valet parking to the patrons of the proposed banquet facility. The valet parking service would be offered by a third party. Valet parking regulations are addressed later in this report.

Catering Kitchen - The Applicant intends to mimic their current space in the West Loop. The space would be divided into kitchen prep space, office space and storage space (for banquet and catering supplies). All deliveries would be through the loading dock located at the rear of the building. The catering kitchen would have approximately 8-15 employees on-site at any given time (this includes kitchen and administrative staff). The catering kitchen would serve the specialty foods store and café, as well as the banquet facility.

The Applicant anticipates that its employees would take public transportation or purchase employee parking permits in order to utilize the public parking lots on Tower Road, Tower Court, and the parking garage on Merrill Street.

NECESSARY RELIEF

Zoning Ordinance - The specialty foods store and café would be located in the Overlay District and would be classified as a specialty food and beverage shop that is allowed as a permitted use. The proposed catering kitchen would be located in the rear of the building in the C2 District. If the catering kitchen were a stand-alone operation, it would be allowed as a permitted use, or by right. The Zoning Ordinance currently does not specifically call out a banquet facility as an allowed use in either the C2 District or the Overlay District. Table 1 on the following page lists the food related land uses that are currently allowed in the Village's commercial zoning districts.

TABLE OF USES	C-1 Neighborhood Commercial	C-2 General Retail	C-2 Commercial Overlay
P=Permitted uses; SU = Special uses; NO= Not permitted			
E. FOOD PRODUCT USES			
Bakery, retail	P	P	P
Candy / confectionery shop	P	P	P
Convenience food store	SU	SU	SU
Grocery store	SU	P	P
Meat, fish, or poultry market	P	P	P
Specialty food and beverage shop	P	P	P
F. FOOD AND BEVERAGE SERVICE USES			
Catering establishment with no retail or restaurant	P	P	SU
Ice cream or frozen desert shop	P	P	P
Restaurant, drive-in	SU	SU	SU
Restaurant, fast food	SU	SU	SU
Restaurant, standard	P	P	P

Table 1 – Food Related Land Uses Allowed in Commercial Districts.

Should the Council be interested in considering an amendment to the Zoning Ordinance to allow the proposed banquet facility, it would be advisable to develop a zoning definition describing such a use to differentiate it from other facilities such as restaurants which may also host such events. Staff has drafted a possible definition, as follows:

BANQUET OR RECEPTION HALL. A facility rented out for private events, which involve the service of a meal and at which seating is provided at tables. As used herein, “private event” means a gathering of persons who have been individually invited to the event and from which persons not so invited are excluded. Live entertainment and dancing is permitted in a banquet hall; however, such live entertainment or dancing shall not be the primary use of a banquet hall. Alcoholic beverages may be sold or consumed within a banquet hall during a private event subject to state law requirements and subject to Village liquor license approval.

If the Council is inclined to amend the zoning code to allow a banquet facility in the C2 District and Overlay District, the Council will also need to determine at some point if the use should (a) be allowed by right as a permitted use, which would not require a public review process, or (b) be allowed as a special use, which would require evaluation under the standards for special uses, and would include a public hearing. In considering whether to allow the use as a permitted use or a special use, the Council will want to determine if there are particular aspects of the operation for which the Council finds would present possible impacts on other uses in the areas. Those items could be addressed by either allowing a banquet facility by right as a permitted use subject to it meeting specific identified conditions, or by reviewing each banquet facility on a case by case basis through the special use process. A potential permitted use condition for a banquet facility could be that it must have a parking and loading plan approved by the Director of Community Development, and such plan could include valet parking.

As established in Section 17.72.040 of the Zoning Ordinance, an amendment to the zoning ordinance text may be proposed by, a board or commission, the Village Council, or anyone that has a proprietary interest in a property for which an amendment is proposed. Upon receipt of such requests the Village Council designates an advisory body to conduct a public hearing and for that body to provide its recommendation to the Council.

The Council may designate itself to conduct the public hearing, or may designate another board or commission to hold a public hearing on the request, which is to be held within 60 days of receipt of the request. Notice of the public hearing requires publication in the newspaper at least 15 days before the hearing. If the Council is inclined to consider allowing banquet facilities only as a special use, then the Plan Commission would also be required to hold a public hearing on the special use request given that a portion of the special use would be located within the Overlay District. If that is the case, the Council may wish to refer the zoning ordinance text amendment to the Plan Commission for the public hearing, so that the public hearing on the text amendment and the special use request could be held simultaneously.

Liquor License Regulations. The Police Department, which is responsible for processing liquor license applications has reviewed the applicant's proposal. Chapter 5.09 titled Liquor Control Regulations controls the sale and service of alcoholic beverages in the village. As previously noted, the Applicant's business model includes a café, banquet (venue) space for private events, and a catering component. Each component of the model includes the manner by which the sale and service of alcoholic beverages would occur. While the liquor control regulations within the Village code contain several different types of licenses, the code does not currently contain a license that accurately aligns with the vision of how alcohol would be sold and served within the banquet space for private events. In order to accommodate the current proposal, the Village would need to consider creating a new classification of liquor license or amend an existing license classification. Staff is seeking direction on whether consideration for changes to the existing liquor code should be considered. If the Council is interested in changes, Village staff will work with the Village Attorney on the necessary code amendments for future consideration by the Village Council.

The Village Council has the authority to amend this section of the Code without referring the matter to another advisory body for a public hearing.

Valet Parking Regulations. As previously noted in the description of the Applicant's business, the Applicant has requested the ability to use valet parking to serve the patrons of the proposed banquet facility. At this point in time, the details regarding the valet parking services are fairly general. The Applicant has indicated that clients would be able to add on a valet parking option for their banquet events. The valet service would be provided by a third party. The Applicant recommends that parking be in nearby public parking lots/garages.

The Village currently does not have regulations regarding valet parking services that regularly use public right-of-way or Village property for either the loading area or the parking of vehicles. The Village may wish to establish such regulations as have the nearby communities of Glencoe, Wilmette, Highland Park, and Highwood. A couple of examples of nearby regulations are included in Attachment B.

A parking valet ordinance would regulate the major operational components of a valet service (e.g. the loading area, identification of vehicle parking areas, and the designated routes between these two areas). They also establish application submittal requirements (e.g. details regarding the operator and the proposed operation, insurance requirements, indemnification and hold harmless agreements, and availability of parking) and application approval process (generally staff, but sometimes Village Council).

Should the Village Council be interested in allowing valet services to use the public right-of-way or Village property for a valet loading area or the parking of vehicles, staff will work with the Village Attorney to prepare valet parking regulations for the Council's consideration.

The Village Council has the authority to create valet parking regulations without referring the matter to another advisory body for a public hearing.

RECOMMENDATION

Staff is looking for direction from the Village Council regarding the necessary amendments to the Municipal Code regarding zoning, liquor license, and valet parking regulations.

- Regarding the necessary zoning amendment to allow banquet facilities in the C2 District and the Overlay District, consideration of the application at this point is focused on designating a body to conduct the public hearing on the zoning ordinance text amendment. The Council may either designate itself to conduct the public hearing or refer it to one of its advisory bodies.
- Regarding the necessary liquor license amendment, is the Council interested in considering the creation of a new classification of liquor license or amending an existing license classification to allow the proposed banquet facility to serve alcoholic beverages?
- Regarding the proposed valet parking, is the Council interested in considering the establishment of valet parking regulations?

In conjunction with the scheduling of a public hearing, staff will prepare a more detailed report on the zoning text amendment as well as amendments related to the liquor license requirements and valet parking regulations. In preparation of those reports, the Village Council may wish to provide direction to staff regarding information it may find helpful with making its decision.

ATTACHMENTS

Attachment A – Applicant Submittal

Attachment B – Valet Parking Regulations – Nearby Examples

BOUTIQUE BITES PROPOSAL

Location:

915 Green Bay Road, Winnetka, IL 60093

Concept:

The property will be used for 3 purposes (see attached Site Plan Sketch):

- Retail Specialty Foods Store & Café
 - Located in the front of the building, street facing
- Venue
 - Located in the middle of building with a separate side entrance
- Commercial Catering Kitchen & Storage for Boutique Bites
 - Located in the back of the building, attached to the loading dock

Specialty Foods Store & Café Vision:

- [Joan's on Third](#) meets Barefoot Contessa
 - We envision the front to look like a house more than a “building”
 - White, bright, natural, clean, welcoming
- Operating Details
 - Initially will be open 5 days/week (Tues-Saturday)
 - Hours: 7am-7pm weekdays; 8am-6pm Saturdays
 - Approximately 1,000-1,500 sq. ft.
 - Food case/counter where customers order an assortment of breakfast/lunch items (quiche, salads, appetizers, etc) and/or beverages (coffee, tea, juices, etc) for takeout or the option of sitting and dining in
 - We anticipate selling wine & beer for dine-in customers
 - Seating for 12-15 guests inside
 - Outdoor seating during the months of May-October very desirable, but not a necessity
 - No host or hostess is required for seating
 - We will not print menus. The menu will be on a board behind the counter and can change daily. Menu item examples include salads, sandwiches, quiche, party hors d'oeuvres, plus daily items from our catering events menus (see attached pdf)
 - All food & beverage items will be sold and served in eco-friendly disposables (plates, flatware, glassware)
 - The café will have 3-4 employees maximum at any given time
- Licensing
 - Business license for the sale of packaged food items
 - Restaurant-type food & liquor license for dine-in sales
 - No take-out liquor to be sold

- Community Considerations
 - This store will be an easy and convenient option for Winnetka residents in need of quick home dinners and/or party food. We will sell everything from gourmet hors d'oeuvres, to beautiful salads & sandwiches, to pre-packaged meals ready to reheat and serve at home. The aesthetic will be in line with our current branding, meaning there will be a high emphasis placed on the merchandising of the store as well as the presentation of the food and staff
 - We fully expect customers from the city and surrounding areas to seek out this location once the word is out that Boutique Bites has opened a specialty food store. One of the main requests we get from our current clients is a place where they can stop in to buy our food on the way home from work

Venue Vision:

- [Haven's Kitchen](#) meets [Cannon Green](#)
 - The venue will be similar to our current venue [BRIQUE](#). We envision the design and layout to feel comparable what we have created in the West Loop. "Napa Valley meets Nantucket" is the guiding aesthetic of the space
 - We want to keep one of the trees that currently exists in the space, and incorporate it into the venue design
- Operating Details
 - Approximately 3,500-4,000 sq. ft.
 - Capacity – 150 guests seated with a dance floor
 - We will need to add additional restrooms to the space. Architectural plans for rehab work will be submitted for permitting
 - We expect bookings to fill in for 2019, with maximum Saturday bookings filled by summer of 2020. Approximately half of our Fridays and Sundays will fill in, and weekday corporate bookings will be popular September-December. We will also book multi-day meetings & conferences
 - The venue will have a separate entrance
 - We hire & train all servers & bartenders to serve the food & drinks/alcohol
 - All bartenders are Basset certified
 - The venue will have approximately 8-25 employees on-site depending on the number of guests per event (this includes the catering kitchen staff)
 - Clients are able to add on a valet option for their events (we typically recommend VIP valet). See below in Miscellaneous Section for explanation
- Licensing
 - On & Off-Premise catering & liquor license
 - Valet license or ordinance that allows valet parking by a company

- Pricing
 - In addition to a Venue Rental Fee, we sell food & liquor packages for all events in the space (see attached sample menus and pricing). No individual alcoholic drinks (or cash bar packages) are sold for events.
 - We have food & beverage minimums in place based on the time of year and day of the week
- Community Considerations
 - The venue will have a Preferred Vendor List for planners, florists, photographers, décor, and audiovisual needs. Many of them will be businesses that we currently work with in the city, but this is also an opportunity for us to recommend vendors local to Winnetka and the surrounding area
 - Based on our client list and reputation, we expect to draw substantial business from Chicago and surrounding suburbs that will help local Winnetka businesses. We have a proven 10-year track record of acquiring and keeping high-end & high-income clientele. Our design aesthetic, food quality, and service standards all ensure that the venue will be booked by a wide range of clients looking for a “city experience” without directly being in Chicago (as this is becoming increasingly popular)

Boutique Bites Catering Kitchen Vision:

- The kitchen will mimic our current space in the West loop
 - It will be divided between kitchen prep space, office space and storage space (for our venue tables, chairs, and other catering supplies).
- Operating Details
 - Approximately 4,000 sq. ft.
 - All deliveries will be received through the loading dock. Deliveries usually take 5 to 15 minutes, thereby minimizing any traffic related issues
 - The catering company will have about 8-15 employees on site at any given time (this includes the kitchen and administrative staff)
 - Following are some of our current vendors & purveyors:
 - Halls Rentals
 - Tablescape Rentals
 - BBJ Linen
 - Testa Produce
 - Fortune Fish
- Licensing
 - On & Off-Premise catering & liquor license (same as venue licensing needs)

Miscellaneous:

- Guest + Employee Parking
 - Street parking on Green Bay Road
 - Parking from both nearby city garages
 - Parking behind building across from loading dock area
 - My staff will either take public transportation or park in one of the garages nearby. If employee permit parking exists, we would be interested in exploring this option as well.
 - For the café, we anticipate customers to park on the street (permit parking)
 - For events at the venue, we will recommend valet parking. In my current experience, the valet company is licensed by the City of Chicago and coordinates all logistics associated with parking at each location. For frame of reference, only on days/evenings of booked events at the venue, the valet company is issued “no parking signs” by the city for the specific event hours, and they post them in front of my venue so that guests can pull up in front. From there, the valet company parks the cars in the area. We recommend the use of the 2 nearby garages.
- Project Timeline
 - Preliminary approval of all licenses by early March, 2019 in order to finalize & execute the lease of premises
 - Construction/remodel begins April, 2019
 - Anticipated opening date – July 1, 2019
- See Inspiration Photos Below





BOUTIQUE *Bites* — EST. 2008 —

Sample Catering Menus



Passed Hors D'oeuvres

\$42/dozen | minimum 2 dozen per selection

Mini Cheeseburgers

brioche bun, cheddar, lettuce, tomato

Mini Chicago-Style Hot Dogs

poppy seed bun, traditional fixin's

Lobster Tacos

avocado salsa, gyoza shell, micro cilantro

Truffle Parmesan Frites

served in mini paper cones

Mini Reuben Sandwiches

corned beef, baby swiss, thousand island, caraway braised sauerkraut

Mini Croque Madame Sandwiches

ham & gruyere on toasted brioche mornay, sunny side up quail egg

Bacon-Wrapped Dates

chorizo filling, piquillo pepper tomato sauce

Fried Chicken & Caviar

fried chicken cube topped with caviar, finished with crème fraiche

Petite Pizzas

mozzarella, prosciutto, arugula, herb oil, micro green

Smoked Salmon Blini

mini pancake, smoked salmon, crème fraiche, caviar

Tuna Tartare

sushi grade tuna, crispy rice cake, ponzu aioli

Mini Crab Cakes

dijon remoulade

Mac N Cheese Bites

3 cheese, truffle salt

Braised Short Rib on Potato cake

caramelized onions, horseradish crème

Truffle Grilled Cheese

homemade mini brioche, truffle butter

Mango Shrimp Lollipops

marinated shrimp, avocado crème



Passed Hors D'oeuvres

\$42/dozen | minimum 2 dozen per selection

Mini Meatloaf Cups

potato puree, tomato

Mini Pork Belly Sliders

house pickled jalapeno, chipotle-avocado aioli

Mini Mushroom Tacos

goat cheese, wild arugula, lime, avocado

Squash Ribbon & Prosciutto Skewers

mint vinaigrette

Watermelon Cups

feta, olive tapenade, micro arugula,
balsamic drizzle

Gold Dusted Risotto Mushroom Cups

creamy risotto served inside
mini bella mushrooms

Chicken & Waffles

buttermilk marinated chicken,
crispy waffle cube, maple-butter glaze

Shrimp & Grits

crispy cheddar-grit cake, marinated shrimp,
bacon, scallion

Grilled Polenta + Mozzarella

rosemary skewer

Mini Eggplant Parmesan

roasted tomato, mozzarella, basil

Patatas Bravas

potato cup, chili-tomato puree,
garlic aioli, chives

Brie Beignets

fried mini beignets filled with whipped brie,
topped with tomato jam

Tomato Burrata Bites

cherry tomato, truffle whipped burrata,
micro basil

Foie Gras Crostini

roasted pear, brie, micros
{ \$6 supplement/dozen }



Market Stations & Platters

{each market/platter serves 25 guests}

~ Farm “Salad” Market ~ \$300

4 Foot Table Covered with Butcher Paper

“Salad” Arranged Cobb Style

Components to Include: shaved brussels, watermelon radish, citrus wheels, assorted heirloom tomatoes, baby carrots, grilled asparagus, avocado, egg, mache lettuce
*crumbled blue cheese & sherry vinaigrette served in bowls on the side

~ Mezze Platter ~ \$175

hummus, babaganoush, tzatziki

pita bread, tomato-cucumber relish, onions, tabbouleh, cucumber rounds

~ Taco Market ~ \$250

Protein (choose 2): chicken, pork, skirt steak, shrimp, vegetables

Build: mini tortillas, avocado, cotija cheese, onion, cilantro

Sauces: tomatillo, salsa roja

~ Meat & Greet Market ~ \$250

artisanal cheese | salumi | olive oil & sea salt crackers

fig jam | fresh fruit | marinated olives

~ Chips & Guacamole ~ \$150

guacamole | pico de gallo | tortilla chips

~ Roasted Vegetable Platter ~ \$175

seasonal roasted vegetables | pesto | lemon-herb aioli

~ Crostini Market ~ \$175

bruschetta | homemade spinach & artichoke spread

olive tapenade | crostini trio

~ Seafood Market ~ \$750

king crab legs | lobster | oysters | jumbo shrimp

trio of cocktail sauces | lemons | mini tabasco sauce



Dinner Menu

\$55/guest 2 courses | \$75/guest 3 courses

Includes artisanal breads + dips/oil

Salad | selection of 1

Heirloom Tomato + Burrata
mâche, avocado, burrata
baby tomatoes, crisp capers,
champagne vinaigrette

Port Poached Pear Salad
mâche lettuce, pecan dust,
molten brie, crispy prosciutto,
sherry-shallot vinaigrette

Shaved Vegetable Salad
mâche lettuce, baby carrot,
watermelon radish, citrus,
avocado, goat cheese,
lemon-thyme vinaigrette

Summer Lentil Salad
butter lettuce,
french green lentils,
citrus segments,
shaved fennel, gremolata,
lemon-ginger vinaigrette

Baby Beet Salad
arugula, endive, baby beets,
mint, candied pecans,
goat cheese,
honey-coriander vinaigrette

California Quinoa Salad
quinoa, fried chickpeas,
avocado, hearty greens,
toasted pepitas, pesto vinaigrette

Pasta | optional mid course

Truffle Ricotta Gnocchi
sautéed mushrooms,
english peas, truffle-crème

Green Garlic Risotto
wild mushrooms, persilade,
parmigiano-reggiano

Carbonara
homemade spaghetti,
pancetta, egg yolk

Corn Agnolotti
homemade pasta, roasted
corn, corn puree, zucchini
ribbons, beurre blanc

Cacio e Pepe
homemade spaghetti,
black pepper, parmesan

Lobster Ravioli
homemade pasta,
brown butter, crispy sage
{ \$10 supplement/guest }



Fish & Meat | selection of 2
{final counts due 21 days prior to wedding}

Scottish Salmon
 mushroom crust,
 orange glaze baby turnip

Miso Glazed Black Cod
 baby bok choy, crispy leeks

Mediterranean Sea Bass
 baby vegetables, pea tendrils

Sautéed Sea Scallops
 saffron corn puree,
 purple potato chips

Crab Cake
 lump crab, herb salad
 dijon remoulade

Bacon Wrapped Shrimp
 spicy shrimp,
 crispy bacon, gremolata

Braised Beef Short Ribs
 12 hour braise,
 potato-herb gnocchi,
 local asparagus, jus

Petite Filet Mignon
 truffle potato puree,
 roasted baby carrots,
 red wine reduction

Duck Duo
 seared duck breast,
 duck leg confit pancake,
 squash puree, baby turnips

Roasted Chicken Breast
 layered potato pave,
 roasted brussel sprouts,
 grilled lemons,
 tarragon-chicken jus

Chicken Roulade
 chicken breast stuffed with
 mozzarella, roasted tomato &
 spinach; olive oil fingerlings,
 beurre blanc

Baby Lamb Chops
 grain mustard,
 creamy polenta, swiss chard
 {\$10 supplement/guest}

Vegetarian Alternatives

Roasted Aubergine
 eggplant roasted and
 filled with bulgar,
 yogurt, and fresh herbs

Acorn Squash Cups
 diced butternut squash,
 mushrooms, baby carrots,
 quinoa, cannellini beans, kale

Warm Lentil & Chickpea Braise
 sautéed mushrooms, arugula,
 glazed pearl onions,
 baby carrots, garlic-herb crostini

Truffle Ricotta Gnocchi
 sautéed mushrooms,
 english peas, truffle-crème

Green Garlic Risotto
 wild mushrooms, persilade,
 parmigiano-reggiano

Corn Agnolotti
 homemade pasta, roasted corn,
 corn puree, zucchini ribbons,
 beurre blanc



Food Stations

a selection of 3-6 items from the following categories is recommended
\$25 to \$60 per guest

~ COMFORT FOODS ~

Poached Pear Salad

port poached pears, arugula, brie,
crispy prosciutto, shallot vinaigrette

Baby Beet Salad

arugula, baby beets, orange segments, candied
pecans, sherry-honey vinaigrette

Boutique Bites Chopped Salad

romaine, avocado, tomato, blue cheese,
bacon, balsamic vinaigrette

Heirloom Tomatoes + Burrata

mache lettuce, heirloom tomatoes,
burrata, crispy capers, avocado,
champagne vinaigrette

Shrimp & Grits

cheesy grits, scallion, spicy shrimp, bacon

Pulled Pork + Jalapeño Cornbread

served in mini skillet

Braised Beef Short Rib “Shepherd’s Pie”

horseradish potato puree, glazed pearl onions,
and english peas, served in a mini ramekin

Mac N Cheese Mason Jars

3 cheese mac n cheese topped with
breadcrumbs, served in mini mason jars

Individual Vegetable Lasagnas

homemade pasta, sweet potato,
wild mushrooms, spinach, gruyere,
sage béchamel

Fired Chicken & Biscuits

crispy fried chicken,
buttermilk biscuits, honey butter

Mini Chicken Pot Pie

peas, carrot, jus

Bacon Wrapped Pork Tenderloin

whiskey & peach barbecue glaze



~ BOUTIQUE BITES FAVORITES ~

Honey Crisp Apple Salad

mixed greens, frisee, maple walnuts,
pickled plums, cider vinaigrette

Melon + Mâche Salad

watermelon, honeydew, cantaloupe, prosciutto,
mozzarella, basil vinaigrette

Cocktail Cheeseburgers

brioche bun, cheddar, lettuce, tomato

California Quinoa Salad

quinoa, fried chickpeas, avocado,
hearty greens, pumpkin seed, pesto

Filet Mignon on Layered Potato Cake

caramelized onions, horseradish crème

Sea Scallops + Purple Potato

saffron corn puree, purple potato chip,
scallop shell presentation

Soy Glazed Salmon

cedar plank, wild mushrooms,
edible flowers

Chicken & Waffles

korean fried chicken served in a waffle cone,
coconut brown-butter syrup

Baby Lamb Chops*

dijon-herb crust, mint-lamb jus
{ \$6 supplement/guest }

Miso Glazed Cod

black garlic potato puree, baby bok choy,
crispy leeks

Individual Pizzas

italian sausage + mozzarella or
fig jam, caramelized onion, + goat cheese

Roasted Brussel Sprouts

bacon, balsamic glaze

Salmon + Pineapple

lightly seared salmon served just warm with
pineapple, cucumber, pickled red onion,
& pineapple vinaigrette

Herb Roasted Chicken Breast

meadow haven farm chicken breast,
dijon-herb crust, tarragon chicken jus

*additional supplement required



~ MEDITERRANEAN INSPIRED ~

Truffle Ricotta Gnocchi

sautéed mushrooms, english peas,
truffle-crème sauce

Braised Beef Short Ribs + Potatoes

red wine braise, horseradish potato puree,
caramelized pearl onion

Green Garlic Risotto

wild mushrooms, persilade, mascarpone,
parmigiano-reggiano

Corn Agnolotti

homemade pasta, roasted corn,
zucchini ribbon, beurre blanc, herb oil

Wild Mushroom Ragout on Polenta

wild mushrooms, herbs, polenta,
calabrese gremolata

Warm Octopus + Fingerling Potatoes

grilled octopus, olive oil fingerlings,
celery heart leaves

Roasted Brussel Sprout + Cauliflower Gratin

toasted breadcrumb, parmesan
balsamic glaze

Orzo Salad

heirloom cherry tomatoes, kalamata olives,
feta, fresh herb vinaigrette

~ LATIN INSPIRED ~

Mixed Paella

chicken & shrimp, seasonal vegetables,
saffron rice

Warm Elote Salad

summer corn, radish, cilantro, cotija cheese,
chile-lime mayonnaise

Gambas al Ajillo

skewered garlic marinated shrimp,
chili flakes, olive oil

Cuban Sandwiches

pulled pork, ham, swiss, mustard,
grilled cuban bread

Duck Quesadillas

seared duck breast, chihuahua cheese,
tomatillo mojo, guacamole

Braised Pork Shoulder

tomato guajillo sauce, queso fresco,
pickled red onion, cilantro

Ceviche Tiradito

shrimp + snapper ceviche, spicy pico,
cilantro, corn nuts

Achiote Marinated Hanger Steak

grilled and served sliced with
black lava salt and chimichurri



Mini Desserts

\$36/dozen | minimum 2 dozen per selection
available passed or stationed

Milk + Cookie Sandwiches

heart shaped chocolate chip cookie,
buttermilk crème filling

Mini Cheesecakes

salted caramelized chocolate mousse,
sweet crumble, italian meringue,
butterscotch spiral

Cinnamon Sugar Churros

served warm in mini paper bags

German Chocolate Truffles

pecan, coconut, milk chocolate

Salted Caramel Donuts

topped with edible gold

Lemon Meringue Tarts

housemade lemon curd, toasted meringue

Mini Ice Cream Cones

choice of salted caramel, strawberry-balsamic,
chocolate-peanut butter, vanilla bean,
or coconut sorbet

Mini Pop Tarts

choice of peanut butter & jelly,
chocolate-peanut butter, lemon-blueberry,
or blackberry-lime

Mini Milkshakes

served in mini parfait glasses
with paper straws

Peach Pie in the Sky

peach streusel, homemade biscuit,
whipped cream

Mini Tiramisu Trifles

dark chocolate tuile

Angel Food Cake Parfaits

chocolate hazelnut crème anglaise,
whipped cream

Root Beer Floats

served in mini mugs with paper straws

Coconut Panna Cotta

fruit “jewels”, raspberry reduction



Bar Packages

*all packages include wine service during dinner

~ Beer, Wine, & Soft Drink Package ~ \$7/guest/hour

{1} white wine | {1} red wine | {2} domestic beers | {1} imported beer
coke | diet coke | sprite | gingerale | bottled water

~ Classic Bar Package ~ \$8.50/guest/hour

{1} white wine | {1} red wine | {2} domestic beers |
tito's vodka | bombay gin | botran blanca rum | evan william's whiskey | dewar's white label scotch |
bottled water | coke | diet coke | sprite | gingerale | orange juice |
cranberry juice | lime juice | soda water | tonic | garnishes {lemons, limes, olives, cherries} |

~ Premium Bar Package ~ \$10.50/guest/hour

{2} white wines | {2} red wines | prosecco | {2} domestic beers & {2} imported/craft beers |
choice of {1} specialty cocktail | hanger vodka | tanqueray gin | botran blanca rum |
maker's mark bourbon | jack daniel's whiskey | glenlivet 12 year scotch |
bottled water | coke | diet coke | sprite | gingerale | orange juice |
cranberry juice | lime juice | soda water | tonic | garnishes {lemons, limes, olives, cherries} |

~ Luxury Bar Package ~ \$12/guest/hour

{2} white wines | {2} red wines | prosecco | {2} domestic beers & {2} imported/craft beers |
choice of {2} specialty cocktails | grey goose vodka | hendrick's gin | botran blanca rum |
knob creek rye | bulleit bourbon | glenlivet 12 year scotch |
bottled water | coke | diet coke | sprite | gingerale | orange juice |
cranberry juice | lime juice | soda water | tonic | garnishes {lemons, limes, olives, cherries} |

~ Specialty Cocktails ~

\$225/batch each batch serves 25 cocktails

Not So Old Fashioned

fresh blackberry juice, bourbon,
housemade sage simple syrup,
frozen blackberry garnish

Bubbles & Bourbon

prosecco, bourbon, lemon juice,
housemade vanilla bean simple syrup,
lemon twist garnish

Sippin' On Gin & {Cucumber} Juice

gin, lime juice, fresh cucumber juice,
elderflower liqueur, cucumber garnish

The Right Thyme

blood orange soda, lime,
housemade thyme simple syrup, tequila,
fresh thyme garnish

Married Moscow Mule

vodka, housemade blueberry syrup, lime,
ginger beer, fresh mint

Whiskey Smash

peach preserves, whiskey, triple sec, orange juice,
club soda, orange twist garnish



5-10 VALET PARKING SERVICES.

5-10.1 PLACE WHERE PERMITTED/LICENSE REQUIRED.

(a) Valet parking services shall be permitted only in the downtown Wilmette. Valet Parking Services shall be accessory to a lawful business located in the downtown Wilmette, which business is operating at the premises where the Valet Parking Services are provided.

(b) It shall be unlawful for any person to offer or provide valet parking services in the Village without a valid valet parking license issued in accordance with this section.

(2016-O-31, 6/28/16)

5-10.2 APPLICATION FOR LICENSE.

(a) An application for a valet parking license shall be filed with the Village by the valet parking operator or business on a form supplied by the Village and shall include:

(1) The valet parking operator's company name and license holder, address, and telephone numbers.

(2) The valet parking operator's State of Illinois tax payer ID.

(3) The valet parking operator's Village of Wilmette business license number.

(4) For the business to be served, the business name, address and telephone numbers, and the name of the local manager for the business.

(5) Narrative description of the valet parking services proposed including the size and location of the designated valet loading zone, where vehicles will be parked, hours of operation for the valet parking services, proposed signage, number of valet parking attendants and any other pertinent information.

(6) Copies of any leases or other written agreements pursuant to which a business or valet parking operator is authorized to use real property which it does not own for the temporary storage of customers' vehicles.

(7) If a valet parking services will be performed for a business by a separate valet parking operator, a copy of a fully executed contract between the business and the valet parking operator.

(8) The applicant shall meet the following insurance requirements throughout the term of any license issued under this Chapter:

A. Workers' compensation insurance with statutory limits as required by state law;

B. Commercial general liability insurance with limits not less than \$1,000,000.00 each occurrence combined single limit bodily injury and property damage, including contractual liability, personal injury, broad form property damage, products and completed operations coverage. Coverage may be combined with the business automobile coverage.

C. Business automobile liability insurance with limits not less than \$1,000,000.00 each accident combined single limit bodily injury and property damage, including owned, non-owned

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and hired auto coverage, as applicable. Coverage may be combined with the comprehensive general liability coverage.

D. Garagekeepers' legal liability insurance with limits not less than \$500,000 each occurrence, including coverage for fire and explosion, theft of the entire vehicle, riot, civil commotion, malicious mischief and vandalism, collision or upset.

E. Commercial general liability, business automobile liability and garagekeepers' legal liability insurance policies shall be endorsed to provide the following: (1) Name as additional insureds the member, its officials, employees, volunteers and agents. (2) Provide additional insured endorsements confirming that such policies provide primary and non-contributory insurance to any other insurance available to the additional insureds, with respect to any claims arising out of activities conducted under the license, and that insurance applies separately to each insured against whom claim is made or suit is brought. All policies shall be endorsed to provide that thirty (30) days advance written notice to the member of any change, cancellation, nonrenewal or reduction in coverage with the member named as Cancellation Notice Recipient. Certificates of insurance and endorsements, satisfactory to the member, evidencing all coverage above shall be furnished to the member prior to issuance of a license or renewal of a license.

(9) In addition to the foregoing information, such application shall contain additional information as the Village may require.

(b) No valet parking license shall be issued to an applicant whose license issued under this section has been revoked for cause; or to an applicant who does not have the consent of the owner of the business to which the valet parking services will be accessory, if such owner is different from the applicant; or for premises which are not owned or leased by such owner, which lease is for the full period for which the license is to be issued; or for premises located in a zoning district in which valet parking services are not an authorized use.

(c) Each valet parking operator licensed under this section shall maintain its qualifications for licensure in full force and effect during the term of its license.

(2016-O-31, 6/28/16)

5-10.3 ISSUANCE OF LICENSE.

(a) Upon proper application and payment of the license fee, the Village Engineer or her designee may issue the license. Such license may contain conditions and limitations as are necessary to promote safe and sound passenger loading and unloading, vehicle transfer, and traffic movement, as may be determined by the Village. The Village may require loading zones to be shared by one or more valet parking operators.

(b) License fees. The annual fee for a license required by this section shall be as established in the annual fee ordinance. The village may establish additional fees for valet parking operators who provide services at more than one location. The license fee shall be paid at the time of application. The fee for the license shall be nonrefundable and there shall be no prorating of fees if a license is revoked or suspended.

(c) Term of license: An operator's license under this section shall be valid for one year from the date of issuance.

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(2016-O-31, 6/28/16)

5-10.4 CONDITIONS OF LICENSE.

(a) Location Restrictions. A license issued under this section shall license the operations of a valet parking service only at the premises described in the application and license. Such location may be changed only upon review and approval of the Village Engineer and with the issuance of an amended license to cover such additional or changed locations.

(b) Transfer restrictions. A license issued under this section is not transferrable.

(c) Valet Loading Zones. Any valet loading zone shall be subject to approval by the Village Engineer, or his or her designee, and shall be specified on the license application for each location where valet parking services are provided. Loading and unloading shall be conducted as follows:

(1) All such loading shall take place in a driveway or private parking lot; or in the approved "authorized valet loading zone" on a public way.

(2) If on a public way, the valet parking loading zone shall be the on the street immediately adjacent to the curb, or in such other safe location as designated in the valet parking license.

(3) The loading and unloading operation shall not obstruct traffic at any time.

(4) All vehicles accepted for valet parking shall be immediately removed from the valet loading zone to the storage area specified in the valet parking license.

(5) The Village Engineer, or his or her designee, may, in his/her sole discretion, eliminate or relocate a valet loading zone at any time if it is determined that the valet loading zone has increased traffic congestion or hazards in the public way, or otherwise has impaired the public health, safety or welfare.

(2016-O-31, 6/28/16)

5-10.5 SPECIFIED STORAGE AREAS FOR VALET PARKING OPERATIONS.

(a) A business or valet parking operator may temporarily store customers' motor vehicles on private nonresidential property only pursuant to a written agreement.

(b) No vehicle shall be parked by a valet parking operator on any public street.

(c) Valet parking operators may temporarily store customers' motor vehicles in municipal parking lots in the downtown Wilmette provided parked vehicles do not exceed the posted time restrictions.

(2016-O-31, 6/28/16)

5-10.6 SIGNAGE.

Except as otherwise provided in this section, all signage shall comply with the Village's sign regulations. One, two-sided, folding "sandwich" sign may be placed on public property at each valet loading zone for the purpose of alerting drivers and village code enforcement personnel

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about the service and the location of the valet loading zone. Each such sign shall contain (1) the name of the business to which the service is accessory, (2) the words "valet parking," and (3) the cost, if any, for the service. Such sign shall be temporary and shall be free-standing and not affixed to any tree, pole or other structure. Such sign may be located on the public sidewalk at the curb line or within the designated loading zone space, but no further than three (3) feet from the curb.

(2016-O-31, 6/28/16)

5-10.7 GENERAL PROHIBITIONS AND PENALTIES.

(a) No person may park any vehicle in any manner which violates the provisions of this chapter or any other duly adopted parking regulation.

(b) In conducting a valet parking operation:

(1) no person may obstruct the normal flow of traffic or block or occupy a "no parking zone";

(2) no person shall provide valet parking at a location not authorized by the Village;

(3) no person shall park the customers' vehicles on a public street or other unauthorized parking zone;

(4) no person shall place signs, cones, or any other object in a traffic lane that would obstruct traffic or hinder movement;

(5) no person shall allow vehicles to remain in the authorized valet loading zone longer than fifteen (15) minutes; and

(6) no person shall violate any State laws or local ordinance.

(c) Penalties. A license issued under this section may be suspended or revoked for failure to comply with any provision of this code. Suspension or revocation proceedings shall be conducted in accord with the procedure set forth in Section [5-1.2\(j\)](#). In addition, violations of this section are punishable by fine or injunction as provided in Section [5-5.2](#).

(2016-O-31, 6/28/16)

City of Highland Park

Chapter 78 - VALET PARKING

Sec. 78.001. - Definitions.^[4]

Wherever the following words or phrases are used, they shall, for purposes of this Chapter, have the meanings ascribed to them in this Section 78.001, except when the context otherwise indicates:

Applicant. The person who applies for a valet parking permit pursuant to Section 78.010 of this Chapter. An applicant may be a resident, a single business, or a group of businesses; provided, however, that in the event that a group of businesses desire to jointly provide valet parking services, one business shall be listed as the primary applicant and responsible party.

Attendant. A person employed by a valet parking operator to operate a vehicle in the course of providing valet parking services.

Business District Valet Parking Permit. A valet parking permit authorizing the provision of valet parking services in conjunction with a business located within a commercial district, as identified in the Official Zoning Map of the City.

Customer. Any person granting temporary custody of a motor vehicle to a valet parking operator or attendant for the purpose of valet parking services.

Residential Valet Parking Permit. A valet parking permit authorizing the provisions of valet parking services in a residential district, as identified on the Official Zoning Map of the City.

Stadium Parking. The double or triple parking of vehicles in a manner as to cause one or more vehicles to be "parked in" and not movable without first moving another vehicle.

Valet Parking Operator. A person, firm, or corporation hired by an applicant to provide valet parking services; provided, however, that regular employees of a corporate applicant shall not be considered "valet parking operators".

Valet Parking Permit. A permit allowing for the provision of valet parking services, issued in accordance with and pursuant to this Chapter.

Valet Parking Plan. The written proposal submitted to the City in accordance with Section 78.010(A)(1) of this Chapter as part of an application for a valet parking permit.

Valet Parking Service. The receiving, taking temporary custody of, driving, moving, parking, or storing of any vehicle that is left at one location to be driven to another location for parking, whether or not a charge is levied and whether or not done under contract to the business or organization for which the vehicles are being parked or done independently. "Valet Parking Service" does not include (i) public or private off-street parking operations or facilities in which customers park their own vehicles and remove the keys themselves, or (ii) services conducted in the ordinary course of business by a person, firm, or corporation engaged in the business of motor vehicle sales, service, rental, repair or storage.

Zoning Code. "The City of Highland Park Zoning Ordinance of 1997," as amended.

Footnotes:

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Editor's note— Chapter 78 added by Ord. 23-07, J. 33, p. 168-179, passed 2/26/07.

Sec. 78.005. - Valet Parking Permit Required.

- (A) No person, firm or corporation shall operate a valet parking service that utilizes any public streets or parking lots, except in accordance with a valid valet parking permit issued by the City pursuant to this Chapter.
- (B) Notwithstanding any provision of this Chapter to the contrary, no valet parking permit shall be required for the operation of valet parking services that (1) are conducted solely on private properties, and (2) do not necessitate usage of any City owned streets, thoroughfares or parking spaces in the course of providing valet parking services.

Sec. 78.010. - Application for Permit.

- (A) *Application.* An applicant for a valet parking permit shall file an application therefor on a form provided by the City, which application shall include, without limitation, the following:

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- (1) A valet parking plan, including, without limitation, the following:
 - (a) A diagram depicting the proposed traffic pattern to be followed by valet parking operators or their attendants, which diagram shall include the circulation routes to and from the designated drop-off/exchange area and the designated parking area(s);
 - (b) A diagram depicting the precise drop-off/exchange area and the placement of any proposed traffic control devices that will be utilized to identify the drop-off/exchange area;
 - (c) The proposed hours and days of the week during which valet parking services will be performed;
 - (d) The number of attendants that will be utilized to perform valet parking services;
 - (e) The name, address, and telephone number of the valet parking operator hired by the applicant to provide valet parking services, and the name and telephone number of the valet parking operator's primary contact person;
 - (f) The full name, address, phone number and driver's license number of each attendant employed by the valet parking operator that will take custody of and operate any customer's vehicle for the purposes of moving it to or from the designated parking area(s);
 - (g) Copies of any agreements or other written supporting documentation with off-site businesses to use those businesses' properties for valet parking services;
 - (h) A statement from the owner of the property on which vehicles will be parked by the valet parking operator, if applicable, indicating (i) that privately owned parking spaces are not needed by the property owner or its agents, invitees, licensees, tenants, or other authorized guests of the property owner during the time in which the valet parking services will be provided, (ii) the number of parking spaces approved for use for valet parking services, and (iii) the location of approved spaces;
 - (i) A parking study demonstrating (i) that the parking spaces proposed to be used in conjunction with the valet parking services will be available during the proposed times of operation of valet parking services, and (ii) that any City-owned parking spaces proposed to be used are otherwise underutilized;
 - (j) The proposed parking pattern of vehicles; and
 - (k) Photographs of all signs, traffic control devices, key stands or kiosks to be utilized in the provision of valet parking services;
- (2) A plat of survey or legal description of the applicant's property;
- (3) An acknowledgement, signed by the applicant and in a form acceptable to the Corporation Counsel, stating that:
 - (a) The applicant will comply with all of the provisions of this Chapter and all other applicable sections of the City Code, including, without limitation, Section 78.045 of this Chapter, regarding indemnification of the City;
 - (b) All valet parking services provided pursuant to the valet parking permit will comply with the valet parking plan submitted with the application for the valet parking permit;
 - (c) The applicant will pay all fees required by this Chapter; and
 - (d) The applicant may be held liable for any violation of this Chapter committed by a valet parking operator or its attendants in the course of providing valet parking services pursuant to a valet parking permit issued to the applicant, pursuant to Section 78.999 of this Chapter;
- (4) An acknowledgment, signed by an authorized representative of the applicant's valet parking operator, stating that the valet parking operator and its attendants will comply with all of the

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provisions of this Chapter and all other applicable sections of the City Code, including, without limitation, Section 78.045 of this Chapter, regarding indemnification of the City;

- (5) Proof of liability insurance, in accordance with and pursuant to Section 78.035 of this Chapter; and
 - (6) Payment of the valet parking permit application fee, in the amount set forth in the Annual Fee Resolution.
- (B) *Payment of Fees.* Upon issuance of a valet parking permit, pursuant to Section 78.020(A) of this Chapter, the applicant shall submit payment of (1) any third-party legal, engineering, and other consulting or administrative fees, costs, and expenses incurred or accrued by the City in connection with the review and processing of the valet parking permit application, and (2) any fees imposed for the use of City-owned parking spaces in the course of the provision of valet parking services, in an amount to be determined by the City Manager.

Sec. 78.015. - Investigation of Applicant.

- (A) *Investigation.* Except as provided in Section 78.015(C) of this Chapter, prior to issuance of a valet parking permit, the City Chief of Police, or his or her designee, shall:
- (1) Investigate the moral character and business responsibility of the applicant and the valet parking operator, as deemed necessary for the protection of the public health, safety, and order; and
 - (2) Confirm that all valet parking operators and attendants identified in the valet parking plan possess valid driver's licenses issued by any State.
- (B) *Report.* Except as provided in Section 78.015(C) of this Chapter, within 45 days of receipt of a complete application filed pursuant to this Chapter, the Chief of Police shall certify to the City Manager his or her recommendations as to whether or not a permit should be issued to the applicant, together with a detailed statement of the reasons therefor. The failure of the Chief of Police to provide such recommendations and statement within 45 days of the date on which a complete application is filed, or such further time as the applicant may, in writing, agree, shall not be deemed as either a recommendation for or against the approval of the application.
- (C) *Waiver of Investigation.* The City Manager shall have the right, but not the obligation, to waive the investigation and report requirements set forth in Sections 78.015(A) and (B) of this Chapter for any applicant of whom the Chief of Police previously (1) conducted an investigation of the applicant pursuant to Section 78.015(A) of this Chapter, and (2) recommended issuance of the permit pursuant to Section 78.015(B) of this Chapter.

Sec. 78.020. - Approval or Denial of Permit; Revocation; Amendment.

- (A) *Approval.* Upon receipt of a complete application for a new or renewal valet parking permit, and of the recommendations and statement of the Chief of Police pursuant to Section 78.015(B) of this Chapter, and upon a determination that the application satisfies the standards and conditions set forth in this Chapter, the City Manager shall approve the application and direct the City Clerk to issue a valet parking permit to the applicant. The City Manager may condition approval of the application upon additional provisions or restrictions that are consistent with the provisions set forth in this Chapter.
- (B) *Denial or Revocation.* The City Manager may revoke an existing valet parking permit or deny an application for a new or renewal valet parking permit, upon a determination that:
- (1) The applicant or valet parking operator is not an individual of good moral character and business responsibility;
 - (2) The application contains any false, fraudulent or misleading material statement;
 - (3) The applicant or valet parking operator has made any false, fraudulent or misleading material statement in the course of conducting prior valet parking services in the City;

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- (4) The applicant or valet parking operator has previously violated any statute, ordinance, rule or regulation relating to the provision of valet parking services;
 - (5) The applicant or valet parking operator has conducted valet parking services in the City in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public; or
 - (6) The parking spaces identified in the valet parking plan are no longer available to the extent necessary for the safe operation of valet parking services.
- (C) *Refund of Application Fee.* In the event that the City Manager denies an application for a new or renewal valet parking permit, the City shall refund the application fee to the applicant; provided, however, that the City shall have the right, but not the obligation, to retain 50 percent of the fee submitted within an application for a Business District Valet Parking Permit pursuant to Section 78.010(A)(6) of this Chapter, to reimburse the City for its costs in reviewing and processing the application.
- (D) *Notification of Denial or Revocation.* Upon the revocation of an existing valet parking permit or the denial of an application therefor, the City Manager, or his or her designee, shall notify the applicant by first-class mail.
- (E) *Appeal.*
- (1) *Filing of Appeal.* The decision of the City Manager to revoke a valet parking permit or to deny an application for a new or renewal valet parking permit may be appealed to the City Council by filing a Notice of Appeal with the City Manager's Office. The Notice of Appeal must include a written statement setting forth fully the grounds of appeal, and must be filed within 14 days of the date on which the City mailed notice of revocation or denial to the applicant pursuant to Section 78.020(D) of this Chapter.
 - (2) *Scheduling and Notice of Appeal.* Any appeal filed pursuant to this Section 78.020(E) shall be heard at a regular meeting of the City Council within 30 days of the filing of the Notice of Appeal. The City Manager, or his or her designee, shall notify the appellant of the date and time of City Council consideration of the appeal by first-class mail.
 - (3) *City Council Determination.* The decision and order of the City Council on the appeal filed pursuant to this Section 78.020(E) shall be final.
- (F) *Amendment of Valet Parking Permits.*
- (1) *By the Permit Holder.* A valet parking permit holder may request an amendment to the valet parking permit by submitting to the City Manager documentation supporting and detailing the reasons for the requested amendment. The City Manager shall review the request and shall either grant or deny the amendment request, in writing, within 30 days of the date of submission of the amendment request. In the event that the City Manager denies the amendment request, he or she shall set forth the reasons for such denial in writing. The failure of the City Manager to grant or deny a valet parking permit amendment request within 30 days of the date of submission thereof shall be deemed a denial of the request.
 - (2) *By the City.*
 - (a) The City Manager may initiate a valet parking permit amendment by providing (i) written notice to the applicant, and (ii) a statement setting forth the reasons for the amendment.
 - (b) The applicant shall have 30 days from the date of receipt of the written notice provided pursuant to Section 78.020(F)(2)(a) of this Chapter to either (i) accept the proposed amendments, or (ii) request a meeting with the City Manager to discuss the proposed amendments, which meeting must be conducted within 30 days of the applicant's request for the meeting.
 - (c) The amendments recommended by the City Manager shall be effective upon the later to occur of (i) the date that is 30 days after the date of receipt of the written notice provided pursuant to this Section 78.020(F)(2)(a) of this Chapter, and (ii) the date of the meeting

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between the City Manager and the applicant conducted pursuant to Section 78.020(F)(2)(b) of this Chapter.

- (d) An applicant may appeal any valet parking permit amendment enacted by the City Manager according to the procedure set forth in Section 78.020(E) of this Chapter.

Sec. 78.025. - Types of Valet Parking Permits.

(A) *Business District Valet Parking Permit.*

- (1) A Business District Valet Parking Permit issued pursuant to this Chapter shall be valid only for one calendar year from the date of issuance of the permit.
- (2) Renewal of a Business District Valet Parking Permit shall be submitted to the City not later than the date that is 90 days prior to the expiration of the applicant's existing valet parking permit.

(B) *Residential Valet Parking Permit.*

- (1) Residential Valet Parking Permits shall not authorize valet parking services for (a) more than two consecutive days, or (b) more than four days in any 365-day period.
- (2) A Residential Valet Parking Permit issued pursuant to this Chapter shall be valid for one calendar year from the date of issuance of the permit.
- (3) A Residential Valet Parking Permit may not be renewed.

Sec. 78.035. - Liability Insurance Required.

- (A) The valet parking operator shall maintain at all times (1) general liability insurance covering all locations at which the valet parking services are or will be operated, in the minimum amounts of \$1,000,000.00 per occurrence for bodily injury and property damage (Combined Single Limit), and (2) a \$1,000,000.00 umbrella insurance policy.
- (B) The insurance policy required pursuant to this Section 78.035 shall be for a term at least coextensive with the duration of the valid valet parking permit issued to the valet parking operator and shall not be subject to cancellation, except upon 30 days prior notice to the City.
- (C) Upon termination or lapse of the valet parking operator's insurance coverage, any permit issued to the permit holder shall automatically expire.

Sec. 78.040. - Conduct of Valet Parking Operations.

- (A) The valet parking operator shall ensure that attendants park all cars entrusted to the valet parking operator in legal parking places and in accordance with the approved valet parking plan and the provisions of this Chapter.
- (B) The valet parking operator and its attendants shall, when conducting a valet parking operation, wear a clearly legible patch, insignia, or badge on the clothing identifying the name of the valet parking operator.
- (C) *Temporary Signs and Devices.*
 - (1) No temporary signs or devices designating valet parking spaces may be used other than those approved by the City as part of the submitted valet parking plan.
 - (2) *Portable Traffic Control Devices.* Valet parking spaces may be designated with portable traffic control devices (including, without limitation, cones), provided that the devices (a) are not greater than four feet in height, (b) are placed in the valet parking spaces no earlier than one hour before valet parking services begin, (c) are removed immediately upon cessation of valet parking services, and (d) do not obstruct designated traffic lanes.
 - (3) All signs utilized in conjunction with valet parking services must comply with (1) Article 20 of the Zoning Code, and (2) the Manual on Uniform Traffic Control Devices; provided, however, that a valet parking operator may utilize one "A-frame" type sign for the purpose of providing notification of the service and fee at the established exchange area, which signs may be placed no earlier than two hours before valet parking services begin and must be removed immediately upon cessation of valet parking services.

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- (D) Valet parking services shall not impede circulation in parking lots or on public rights-of-way.
- (E) Stadium parking may only be used in conjunction with valet parking services if (1) the stadium parking does not impede vehicular circulation, and (2) is part of an approved valet parking plan.
- (F) In the event that off-site property is used for valet parking, as shown on an approved valet parking plan, and the owner of the off-site property revokes or otherwise abrogates the use of that off-site property for valet parking, the applicant must (1) cease all valet parking services, and (2) submit an amended valet parking plan, pursuant to Section 78.020(F)(1) of this Chapter, within 30 days of the revocation or abrogation of the use of the off-site property. The applicant shall not resume valet parking services until the amended valet parking plan is approved by the City Manager in accordance with Section 78.020(F)(1) of this Chapter.
- (G) Valet parking services may only be conducted in those areas identified in an approved valet parking plan; provided, however, that in the event that all of the parking spaces identified in the valet parking plan are otherwise in use, valet parking services may temporarily use other available spaces in any parking lot identified in the valet parking plan, pursuant to the following conditions and restrictions:
 - (1) No parking spaces not identified in the approved valet parking plan may be reserved for temporary use at any time.
 - (2) The valet parking operator, and its attendants, shall cease use of all parking spaces not identified in the valet parking plan immediately upon the vacation of any parking spaces identified in the valet parking plan.
 - (3) The valet parking operator, and its attendants, shall not cause a vehicle to be parked in any on-street parking space, except pursuant to an approved valet parking plan specifically authorizing such use by the City.
 - (4) In the event that, at any time, valet parking services exceed the capacity identified within an approved valet parking plan, the applicant shall submit an amended valet parking plan within 15 days to the City Manager, pursuant to Section 78.020(F)(1) of this Chapter.
- (H) No vehicle may be stored or parked in the drop-off/exchange area for longer than three minutes.
- (I) Key stands or kiosks may be used in conjunction with valet parking services only upon satisfaction of all of the following conditions:
 - (1) The key stand or kiosk shall be portable;
 - (2) The key stand or kiosk shall be placed in operation and in view of the public no earlier than one hour before valet parking services commence;
 - (3) The key stand or kiosk must be removed from the view of the public immediately upon cessation of valet parking services; and
 - (4) The key stand or kiosk may not impede pedestrian or traffic circulation, nor create a driver view obstruction.
- (J) No valet parking operator or attendant shall drive or park any vehicle in a manner that violates any traffic or parking statutes, ordinances, rules or regulations.
- (K) The valet parking operator shall only employ attendants whose information was provided in the valet parking plan. No new attendant or employee may be utilized for valet parking services prior to providing the Chief of Police with the new employee's driver's license number and approval following a background check.
- (L) Every valet parking operator shall cause to be placed on the dashboard of each customer's vehicle, in a manner so as to be conspicuously visible through the windshield of the customer's vehicle, a ticket identifying the name and phone number of the valet parking operator.
- (M) All valet parking attendants must, upon taking custody of a customer's vehicle, issue a numbered receipt to each customer, which receipt must (1) identify the name, address, and telephone number

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of the valet parking operator, (2) state that the valet parking operator possesses liability insurance as required by this Chapter, and (3) identify the charge for the valet parking service.

- (N) Valet parking services may not be denied to any customer in any discriminatory manner or on the basis of businesses or establishments that any customer may be intending to patronize.
- (O) In the event that the applicant represents a group of businesses jointly providing valet parking services, the valet parking service shall not be offered from more than one central drop-off/exchange area.
- (P) Valet parking services may only be provided in a manner consistent with the off-street parking requirements set forth in the Zoning Code.

Sec. 78.045. - Indemnification of City.

All applicants and valet parking operators shall hold harmless and indemnify the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys from any and all claims that may be asserted at any time against any of such parties arising out of or in connection with valet parking services or the permit application process required by this Chapter, including, without limitation, claims for property damage, personal injury or death.

Sec. 78.999. - Enforcement and Penalties.

- (A) Any person who violates any provision of this Chapter, who makes a false statement in obtaining a valet parking permit pursuant to this Chapter, or who violates a condition of a valet parking permit granted pursuant to this Chapter, shall be fined not less than \$50.00 no more than \$750.00 for each offense.
- (B) Any violation of this Chapter by any valet parking operator, attendant, employee or other agent of the applicant shall also be deemed and held to be the act of the applicant, which applicant shall be punishable in the same manner as if the violation had been committed by the applicant itself.
- (C) The terms and provisions of this Chapter shall not be deemed or interpreted as superseding or preempting any agreement concerning valet parking executed and approved by the City prior to February 26, 2007, being the date of adoption of this Chapter.

(Ord. 23-07, J. 33, p. 168-179, passed 2/26/07)



Agenda Item Executive Summary

Title: C-2 Commercial Overlay District

Presenter: David Schoon, Director, & Brian Norkus, Asst. Director Community Development

Agenda Date: 01/15/2019

Consent: ☐ YES ☒ NO

☐	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☒	Policy Direction
☐	Informational Only

Item History:

March 13, 2018 - Village Council Study Session discussion - http://www.villageofwinnetka.org/assets/1/20/2018_0313_ss.pdf

July 10, 2018 - Village Council Study Session discussion- https://www.villageofwinnetka.org/assets/1/20/2018_0710_ss.pdf

October 9, 2018 - Village Council Study Session discussion - https://www.villageofwinnetka.org/assets/1/20/2018_1009_ss.pdf

Executive Summary:

At the January 15, 2019 Village Council Study Session, the Council is scheduled to continue its discussion of the C-2 Commercial Overlay District (“Overlay District”) in response to the recommendations regarding the Overlay District, which were identified in the recently adopted Downtown Master Plan,

Attached is a separate staff report summarizing what the Council reviewed and discussed at the October 9, 2018, Village Council session as well as additional information addressing potential amendments to the Overlay District.

Recommendation:

Staff requests direction from the Village Council regarding how to proceed with implementing amendments to the Overlay District.

Attachments:

January 10, 2019, C-2 Commercial Overlay District Staff Report

Attachment A – Amendments to Zoning Land Use Table and New Land Use Definitions

Attachment B – October 9, 2018, Village Council Meeting Minutes and Staff Report without Attachments



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, DIRECTOR
BRIAN NORKUS, ASSISTANT DIRECTOR
DATE: JANUARY 10, 2019
SUBJECT: C-2 COMMERCIAL OVERLAY DISTRICT

INTRODUCTION & RECENT STUDY SESSION DISCUSSIONS

At the January 15, 2019 Village Council meeting, the Council is scheduled to continue its discussion of the C-2 Commercial Overlay District ("Overlay District") in response to the recommendations identified in the recently adopted *Downtown Master Plan* ("DMP"):

- Evaluate the list of allowed uses to better reflect current trends in the downtown business districts and potential for success identified in the Plan's market assessment (e.g. retail stores, eating and drinking establishments, and service uses, such as medical practices, educational tutoring services, fitness and recreational uses, and cultural classes).
- Reduce the number of uses considered as special uses, by making them permitted uses or by eliminating the uses, if no longer considered a good fit for the district.
- Evaluate the merits of narrowing the extent of the Overlay District geography in the Elm Street and Hubbard Woods business districts.
- Consider changing the Overlay District name as the district does not function as a traditional overlay district.

The Council previously discussed the Overlay District at its March 13, July 10, and October 9, 2018 study sessions. In response to the Council's direction at the July 10 meeting, at the October 9 meeting, the Village Council reviewed and discussed the following information presented by staff:

- A "capped use" approach for regulating land uses in the Overlay District which would allow a certain percentage (by square footage or frontage) of the following uses by right (permitted use) and when that percentage exceeded the defined "cap", the uses would require special use permit approval:
 - Beauty salons, barbershops, nail salons
 - Dry cleaners/tailors/shoe repair
 - Education services/tutoring/test prep
 - Arts/cultural instruction
 - Maker spaces
 - Personal fitness/yoga facilities
 - Medical/dental uses
- The following uses would remain as special uses in the Overlay District:
 - General office uses
 - Financial service uses
- Allowing limited service restaurants as a permitted use in the Overlay District.

- Allowing brew pubs as a permitted use in Overlay District in the Hubbard Woods Business District and as a special use in the Overlay District in the Elm Street Business District.
- Creating new definitions for: (1) different types of restaurants (e.g. fast casual versus fast food restaurants); (2) brew pubs; (3) different types of physical fitness facilities (e.g. smaller personal fitness facilities versus larger health clubs); (4) different types of educational services facilities; (5) maker spaces; and (6) different sizes of medical offices.
- Revising the existing special use standards; in particular, those for special uses in the Overlay District.

A copy of the October 9, 2018, Village Council meeting minutes and staff report can be found in Attachment B. The bulk of the Council's time was spent on discussing the merits of the "capped use" approach. The majority of Council members concluded that the "capped approach" for certain uses may be too complicated to implement and would run counter to the goals to make the zoning regulations easier to understand and apply. The Council then discussed what may be other options.

At the conclusion of the October 9 meeting, the Council gave staff direction to explore changes to the Overlay District boundaries and the uses allowed within the district. One approach that was referred to would create a *core retail* zone, a *retail/service mix* zone, and a *low activity commercial* zone. While the *core retail* zone and *retail/service mix* zone would function similarly to the current Overlay District and C2 District, respectively, the *low activity commercial* zone was a new concept introduced to serve as a buffer zoning district (similar to how the multi-family districts are used) between the commercial and residential districts. Staff explored applying this approach to the Hubbard Woods and Elm Street business districts and concluded the benefits of such an approach were not as significant as was thought. The low activity commercial zoned areas would be rather small in area and property owners may not appreciate the downzoning of their property. Meaning that the low activity commercial zoned areas would allow fewer uses currently allowed in other two zoning districts, thus taking away potential tenants from these property owners. Staff took another approach at revising the Overlay District boundaries and that approach is discussed in the next section.

At the October 9 meeting, the Council also suggested staff speak with businesses in the Hubbard Woods Business District regarding potential changes to the Overlay District; however, prior to doing that staff would like further direction and clarification from the Village Council regarding an acceptable approach to making changes to the Overlay District.

CURRENT PROPOSAL

Three main elements have been reviewed by the Council in its Overlay District discussion:

1. The District boundaries.
2. Uses allowed and how they are allowed, either as a permitted use or special use.
3. Standards the Council and the Plan Commission use to consider special uses.

Based upon Plan Commission discussions, Village Council discussions, and staff's understanding of those discussions, staff has prepared the following proposal for the Council's consideration.

District Boundaries

The following are suggestions regarding amending the boundaries of the Overlay Districts in the Elm and Hubbard Woods business districts. As a reminder to Council, the Overlay District only applies to the first fifty feet of a property back from the street frontage. Recommended changes within district boundaries are based on the principle of establishing additional areas for non-retail uses to locate along the street

frontage by right, in areas that at the periphery of retail core.

Elm Street Business District. Staff suggests the Council consider removing the following areas currently located in the Overlay District, depicted in *Figure 1 by the yellow dashed lines*:

- North Side of Spruce Street – Grand Foods parking lot frontage.
- South Side of Spruce Street – Those portions more than 50 feet west of Chestnut Street.
 - Spaces that would be removed: Valentina, Classic Kids, and the former Savocchi Glass.
 - Starbucks, being within 50 feet of Chestnut Street would remain in the Overlay District
- North Side and South Side of Chestnut Court – Those portions more than 50 feet east of Chestnut Street.
 - Spaces that would be removed: Hair Couture, Lakeside Foods (southerly end only); Bella's Day Spa, vacant patio space formerly utilized by LaBella Winnetka, and the rear of Bratschi Plumbing
- East Side of Lincoln Avenue – Those portions more than 50 feet south of Elm Street.
 - Currently vacant, and part of approved One Winnetka commercial space
- Portion of the North Side of Elm Street, between Chestnut Street and Green Bay Road
 - Space that would be removed: Chase Bank
- Portion of the South Side of Elm Street, between Chestnut Street and Green Bay
 - Space that would be removed: BMO Harris Bank



Figure 1 – Elm Street Business District

Hubbard Woods Business District. The following are areas staff would suggest the Council consider removing from the Overlay District, depicted in *Figure 2 by the yellow dashed lines*:

- East Side of Green Bay Road, north of Merrill Street
 - Spaces that would be removed: Minos Restaurant, vacant space formerly occupied by Edible Arrangements, Green Bay Cycles, UPS Store, vacant space formerly occupied by

Oneill's Restaurant, Grace Nails, and Domino's

- West Side of Green Bay Road, north of Merrill Street
 - Spaces that would be removed: Robbins Architecture, City Kids Dental, vacancy, Mattie M, Winnetka Thrift Shop, One Magnificent Shoppe, Phototronics, and CIBC Bank
- North Side and South Side of Gage Street - those portions more than 50 feet west of Green Bay Road
 - Spaces that would be removed: Joseph A Bank, Figueroa Orthodontics, and two/three vacancies located immediately west of Figueroa
 - Graeter's Ice Cream, being within 50 feet of Green Bay Road would remain in the Overlay District
- South Side of Gage Street – those portions more than 50 feet east of Green Bay Road
 - Spaces that would be removed: Mathnasium, The Laundry Mutt Too, Once Upon a Bagel, The Bellows Shoppe, and Scott Cleaners
 - Kyoto Sushi, being within 50 feet of Green Bay Road would remain in the Overlay District
- North Side of Tower Road - those portions more than 50 feet west of Green Bay Road
 - Spaces that would be removed: Girlfriends and North Shore Shoe Clinic
- North Side of Tower Road – those portions more than 50 feet east of Green Bay Road
 - Portion of property that would be removed: BP gas station



Figure 2 - Hubbard Woods Business District

Land Uses

Based upon the Village Council discussions and Plan Commission discussions to date, staff has taken a comprehensive look at the list of uses allowed in the C2 District and the Overlay District. Attachment A outlines a series of amendments based on direction provided earlier by the Council, including a list of the significant changes that have been made to the land use table. At the end of Attachment A are proposed definitions for some of the revised/new land uses. Most of these definitions had been shared with the Council at the October 9 meeting.

In addition to the significant changes noted, staff has also made some additional changes to assist with understanding the list of uses. These changes consist of the following:

- Consolidation of similar land uses – The current Zoning Ordinance Use Table lists many uses narrowly as individual uses. The table currently lists 146 uses in total, including 48 individual

uses under the category of *“General Retail Sales and Related Service Uses”*. We have consolidated a number of land use classifications into one classification. For example the following uses have been combined into one category of use *“Apparel, fur, leather goods, jewelry, shoe or accessories store”*. By combining similar land use, we hope to make the community’s understanding of the allowed land uses clearer and simpler to understand.

- Updated terminology – The zoning *Use Table* currently allows for a *“Printing shop with retail sales component”*, which allows for tenants such as the *UPS Store* or *FedEx Store* to locate within the Village. The land use category is now *“Shipping, mailing or printing center (may include related office services)”*. The *“Printing shop”* definition, along with some others, has been re-worded slightly to describe a use which is more recognizable to the reader.

At the January 15 meeting, staff will review the changes with the Village Council.

Special Use Standards

As the Village Council is aware, special uses are allowed uses within a specific zoning district as long as the applicant can demonstrate that the special use meets a set of identified standards. In Winnetka, the Village has two sets of special uses standards: 1) those that are applicable to special uses anywhere in the community, including the Overlay District, and 2) additional standards applicable to special uses only within the Overlay District. Special uses in the Overlay District must meet both sets of standards.

The difference between the two sets of standards is that those standards applicable to special uses anywhere in the community focus on how the special use ***will impact any nearby land use***. The special use standards specifically for the Overlay District are retail-focused standards that look at how a proposed special use impacts and fits in with nearby ***retail uses of a comparison shopping nature***.

Staff recommends that the special use standards applicable to any special use in the community remain unchanged as follows:

Standards for Special Uses Located Inside or Outside of the Overlay District. No special use permit shall be granted unless it is found:

1. That the establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided; and
6. That the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes.

These standards are fairly typical standards that communities use when reviewing special use requests.

Staff recommends the following changes to the special uses standards specifically for special uses in the Overlay District. As we did for the October 9 meeting, we once again provide a brief explanation of how an applicant might address each standard or be evaluated by the Plan Commission.

Standards for Special Uses Located Inside the Overlay District.

1. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration and pedestrian nature of the area in a manner similar to that of retail uses ~~of a comparison shopping nature~~.

How standard might be addressed:

- a. If a non-retail use is located adjacent to or among retail businesses, an applicant may attempt to demonstrate that it has synergies or tangible benefits to those nearby businesses, such as providing foot traffic and customers for the adjacent retailer.
- b. If a non-retail use is located along the edge of the Overlay District, the applicant could attempt to demonstrate that its location would have minimal impact on the pedestrian nature of the area.
- c. An applicant may also attempt to demonstrate consistency with this standard by stipulating to hours of operation which are consistent with area businesses.

2. **The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses along that block frontage.** ~~Proposed street frontages providing access to or visibility for one (1) or more special uses shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses of a comparison shopping nature.~~

How standard might be addressed:

- a. An applicant may demonstrate that there are few existing non-retail uses in close proximity along the block frontage on which it proposes to locate.
- b. An applicant may demonstrate that the length of its proposed business frontage is minimal compared to the entire block face.
- c. An applicant may demonstrate that its proposed location is located away from concentrated areas of retail activity.

3. The proposed special use at the proposed location will provide for display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses ~~of a comparison shopping nature~~.

How standard might be addressed:

- a. An applicant may attempt to demonstrate consistency with this standard by providing an elevation drawing of the proposed storefront window area, window display concepts, signage, awning and/or lighting plans in the context of the surrounding storefronts.

4. **If the proposed special use has, proposes or contemplates providing a mix of use areas such as retail merchandise display, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise display areas shall be concentrated and located adjacent to the sidewalk and clearly visible from street in such**

a fashion as to invite customers to browse. ~~If a project or building has, proposes or contemplates a mix of retail, office and service type uses, the retail portions of the project or building shall be located adjacent to the sidewalk.~~

How standard might be addressed:

- a. Depending on the characteristics of a business, a tenant space may be divided into use areas including general office space, private offices, reception areas, or employee work areas. The more active areas should be located along the street frontage.
- b. In addition, applicants frequently have an opportunity to supplement their services by offering retail merchandise complementary to their services. For example, an applicant proposing to provide educational services may find it beneficial to offer related merchandise or supplies related to those services. While such retail offerings will not likely be sufficient to reclassify a use as a retail use, such offerings may be particularly effective if the merchandise offered is related to the service provided, and an effort is made to concentrate and display such materials adjacent to the storefront window.

5. **If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation.** ~~The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation.~~ ***[Note: For clarification, we separated this standard from standard #3.]***

How standard might be addressed:

- a. A developer would demonstrate that its proposed street level space could accommodate retail uses in the above defined manner.
6. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses ~~of a comparison shopping nature.~~

How standard might be addressed:

- a. While applicants are directed to provide a parking study to address this standard, some are allowed to apply without providing a parking study if the operational characteristics are such that there will be a limited number of customers, employees, or both. In the event a parking study is not required, an applicant should still address the question of impact on parking by quantifying the number customers and employees as well as the peak hours of operation.
- b. An applicant may benefit calling out anticipated use of public transit by employees, or agreeing to require employees to use remote off-street parking areas versus on street customer parking.
- c. An applicant may also attempt to demonstrate that it has operational characteristics that would make it compatible with nearby retailers, such as hours of operation which minimize impact on retail parking.

- d. In an immediate area that currently has a high demand for parking, an applicant may demonstrate that its low activity use will have a minimum impact on parking thus not competing with existing retail and restaurant demand for parking.

SUMMARY

Based upon discussions staff has had with the Village Council and the Plan Commission, staff has presented a proposal for the Council to consider which includes revisions to the Overlay District boundaries, changes to the allowed uses in the Overlay District, and some revisions to the special use standards for the Overlay District. At the January 15 Village Council meeting, staff would like feedback and direction from the Village Council regarding this approach, either as presented or with revisions. Once staff receives direction from Council regarding a desirable approach to amending the Overlay District, staff can take steps to reach out to the business community to gather input.

At the January 15 meeting, we will present an overview of this information and answer any questions.

ATTACHMENTS

Attachment A – Amendments to Zoning Land Use Table and New Land Use Definitions

Attachment B – October 9, 2018, Village Council Meeting Minutes and Staff Report without Attachments

Attachment A
Amendments to Zoning Land Use Table & New Land Use Definitions

PROPOSED ZONING LAND USE CLASSIFICATION	C-2	OVERLAY	NOTES AND CLARIFICATIONS
RESIDENTIAL USES			
Dwelling unit above the ground floor in a commercial building	P	P	
Dwelling unit at the ground floor, less than 50 feet from front street line	NO	NO	
Dwelling unit at the ground floor, 50 feet or more from front street line	SU	SU	
PERSONAL SERVICE ESTABLISHMENTS and CUSTOM CRAFT USES			
Barber shop, Beauty salon, hair salon, or day spa, including nail salons, skin care and related services	P	<u>SU</u> P	<i>Based upon discussions with Council.</i>
Laundry and dry cleaning receiving store (dry-cleaning not performed on premises)	P	<u>SU</u> P	<i>Based upon discussions with Council.</i>
Photography studio	P	P	
Picture framing	P	P	
Shipping, mailing or printing center (may include related office services)	P	P	
Shoe or hat repair	P	<u>SU</u> P	<i>Based upon discussions with Council.</i>
Tailor shop or dressmaking establishment	P	P	
Tanning salon	SU	SU	
Taxidermy shop	P	SU	
Travel agency	P	SU	
Upholstery shop and furniture repair/refinishing	P	SU	
Weight loss clinic / diet center <u>(not including personal training, fitness studios or similar forms of physical activity)</u>	<u>P</u> SU	SU	<i>This amendment distinguishes between diet / fitness consultation, versus personal training and/or exercise. In addition, it would now allow such classes “by right” when located outside the Overlay District.</i>
GENERAL RETAIL SALES and RELATED SERVICE USES			
Antique store	P	P	
Apparel, fur, leather goods, jewelry, shoe or accessories store	P	P	
Apparel, formalwear, and tuxedo rental (dry-cleaning not performed on premises)	P	P	

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Appliance (household) sales (may include repair when incidental to retail)	P	P	
Art, craft, fabric, or hobby supply store	P	P	
Art gallery (<u>retail</u>) or studio	P	P	<i>This amendment is to clarify that a retail art gallery is different from an art studio (where art is taught or practiced). An artist studio would fall under the category “arts, dancing, music, and other artistic activities”.</i>
Bath, cosmetic, or beauty supply or accessory store	P	P	
Bicycle, camping, golf or other outdoor leisure or sporting goods store	P	P	
Book, newspaper, magazine, music recording, or video recording store	P	P	
Camera, photography, computer, or other consumer electronics store (may include repair when incidental to retail)	P	P	
Card, gift, stationery or toy store	P	P	
China, glassware, ceramic or flatware shop	P	P	
Coin, stamp, precious metal, or collectible shop	P	P	
Drug store or pharmacy	P	P	
Florist or garden supply shop, retail (shall not include on-site greenhouse or outdoor storage)	P	P	
Furniture, bedding, cabinetry, drapery, floor covering, lighting, paint and wall covering, plumbing fixture, window covering and similar home accessories store (with provision of incidental design services)	P	P	
Hardware, department or variety store	P	P	
Interior decorating (with retail inventory on display)	P	P	<i>Differentiating between interior designers “with retail” and those “with no retail inventory” invites abuse as there is no minimum amount of merchandise, no minimum hours, etc. Interior design services moved to “Office and Professional Uses”</i>
Interior decorating service (no retail inventory)	P	SU	
Jewelry store	P	P	
Luggage store	P	P	

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Musical instrument store, including music lessons when incidental to retail	P	P	
Office supply store	P	P	
Optical goods store	P	P	
Pet shop and supplies (may include incidental services such as grooming, but may not include animal boarding or kennel services)	P	P	
Resale shop, secondhand store, consignment or rummage shop	P	SU	
Rummage collection and/or storage	SU	SU	
Tobacco shop	P	P	
PLANTS, ANIMALS AND RELATED USES			
Animal grooming establishments (may not include animal boarding or kennel services)	P	P	
Animal hospital or veterinary clinic (for care and treatment of domestic pets and animals only, and operated completely within a building (no boarding permitted, and cannot operate 24 hours)	P	SU	
Wholesale florist, or commercial greenhouse	SU	SU	
FOOD PRODUCT USES			
Bakery, retail	P	P	
Candy / confectionery shop	P	P	
Convenience food store	SU	SU	
Grocery store	P	P	
Meat, fish poultry, delicatessen, or other specialty food store or market (may include catering services incidental to retail services)	P	P	
FOOD AND BEVERAGE SERVICE USES			
<u>Banquet or reception hall</u>	<u>SU</u>	<u>SU</u>	<i>Based upon recent request.</i>
<u>Brew pub</u>	<u>P</u>	<u>P</u>	<i>Based upon discussions with Council.</i>

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PROPOSED ZONING LAND USE CLASSIFICATION	C-2	OVERLAY	NOTES AND CLARIFICATIONS
Catering establishment with no retail or restaurant component	P	SU	
Ice cream or frozen desert shop	P	P	
Restaurant, drive-in	SU	SU	
Restaurant, fast food	SU	SU	
Restaurant, standard	P	P	
<u>Restaurant, limited service/fast casual</u>	<u>P</u>	<u>P</u>	<i>Based upon discussions with Council.</i>
Specialty food and beverage shop	P	P	
FINANCIAL USES			
Accounting, auditing and bookkeeping services	P	SU	
Banks or credit unions without drive-through facilities	P	SU	
Banks or credit unions with drive-through facilities	SU	SU	
Financial counseling office	P	SU	
Income tax service	P	SU	
Insurance agents or brokers	P	SU	
Loan or mortgage brokers	P	SU	
Stock, commodity or security broker	P	SU	
BUSINESS SERVICE USES			
Advertising agency offices	P	SU	
Building maintenance service offices	P	SU	
Business machine sales, service or rental	P	P	
Employment agency	P	SU	
Printing shop (with no retail sales component)	P	SU	
Stenographic and other temporary office employment service offices	P	SU	
OFFICE AND PROFESSIONAL USES			
Business association office	P	SU	
Consulting, marketing, advertising, attorney, architect, engineering and similar professional services	P	SU	
General offices	P	SU	

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Newspaper, magazine or other publishing offices	P	SU	
<u>Interior Design Offices</u>	<u>P</u>	<u>SU</u>	<i>Earlier in the table "Interior Design with retail inventory" has been eliminated as a permitted use due to the lack of standards as far as minimum hours, merchandise levels.</i>
Office of institution of religious, charitable or philanthropic nature	P	SU	
Real estate offices	P	SU	
MEDICAL AND RELATED USES			
Dental, medical, or optical laboratory as a principal use	P	SU	
Home health care provider's offices	P	SU	
Medical and dental clinics	P	SU	
Offices for the fitting, sales and repair of hearing aids, prosthetic appliances and the like	P	P	
TRANSPORTATION AND RELATED USES			
Automobile parts and accessories store (retail)	P	P	
Automobile, motorcycle, boat and marine sales and showroom (limited to indoor storage of display models)	P	P	
Automobile service station (including incidental repair and washing accessory to principal use) subject to being located a minimum of 200 feet from a church, or temple, library, community or parish house, or public or private school or kindergarten	SU	SU	
Motor vehicle battery and tire sale and service	SU	SU	
Parking lot as a principal use	SU	SU	
Public garage (any building used for storage, parking, repair, and the like, but not including body and fender shop, and auto laundry, an automotive machine shop, a welding shop, and automobile repainting shop or a shop engaged in the repair or testing of engines)	SU	SU	
Railroad passenger station	SU	SU	

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PROPOSED ZONING LAND USE CLASSIFICATION	C-2	OVERLAY	NOTES AND CLARIFICATIONS
MATERIAL SUPPLY AND CONSTRUCTION USES			
<u>Building repair and maintenance contractors including general contractors, glass, window and mirror, heating and air conditioning, lighting and electrical, roofing and plumbing offices and shops</u>	<u>P</u>	<u>SU</u>	Zoning Code language currently differentiates between contractors who do “service only”, and those who do “sales and service”, with those who conduct sales being permitted by right within the Overlay District. This amendment would treat all such contractors the same and require consideration as a Special Use for all.
<u>Glass and mirror shop</u>	<u>P</u>	<u>P</u>	
<u>Heating and air conditioning sales and service establishments</u>	<u>P</u>	<u>P</u>	
<u>Heating and air conditioning service establishments</u>	<u>P</u>	<u>SU</u>	
<u>Lighting and electrical sales and service establishments</u>	<u>P</u>	<u>P</u>	
<u>Lighting and electrical service establishments</u>	<u>P</u>	<u>SU</u>	
<u>Roofing sales and service establishments</u>	<u>P</u>	<u>P</u>	
<u>Roofing service establishments</u>	<u>P</u>	<u>SU</u>	
<u>Plumbing sales and service establishments</u>	<u>P</u>	<u>P</u>	
<u>Plumbing services establishments</u>	<u>P</u>	<u>SU</u>	
COMMUNICATION AND PUBLIC UTILITY USES			
Newspaper distribution agencies	P	SU	
Newspaper home delivery center	SU	SU	
Public utility service store or collection office	P	SU	
Telephone exchange	P	SU	
GOVERNMENTAL USES			
US Postal Service retail services	P	P	
Postal service, distribution service	SU	SU	
Parks	SU	SU	
MISCELLANEOUS USES			
<u>Artisan or maker space</u>	<u>P</u>	<u>P</u>	<i>Newly defined term established based upon discussion with Council.</i>
<u>Co-working space</u>	<u>P</u>	<u>P</u>	<i>Newly defined term established based upon discussion with Council.</i>

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PROPOSED ZONING LAND USE CLASSIFICATION	C-2	OVERLAY	NOTES AND CLARIFICATIONS
Drive-in or drive-through uses	SU	SU	
Equipment rental	P	SU	
Fix-it shop	P	P	
Funeral parlor and undertaking establishment	P	SU	
Private open space	SU	SU	
CULTURAL, RECREATIONAL AND ENTERTAINMENT USES			
Amusement arcades, with the total square footage of all such arcades located in the Village not to exceed 1,000 gross square feet.	P	NO	
Bowling alley	SU	SU	
Health club	SU	SU	<i>Definition refined for existing term based upon discussions with Council.</i>
Library or reading room	P	SU	
<u>Personal Fitness Facility</u>	<u>P</u>	<u>SU</u>	<i>Newly defined term based upon discussions with Council. Makes a distinction from "Health club".</i>
Ticket agency (amusements)	P	P	
EDUCATIONAL USES			
Business or commercial school	P	SU	
Arts, <u>D</u> ancing, music, or language academy and other artistic activities	P	SU <u>P</u>	<i>Newly defined term based upon discussions with Council.</i>
<u>Educational services</u>	<u>P</u>	<u>SU</u>	<i>Newly defined term to allow tutoring and similar services as differentiated from educational therapy and counseling.</i>
Educational therapy and counseling service	P	SU	

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NEW DEFINITIONS

CO-WORKING SPACE – Office space hosted for use by individuals equipped with workspaces and facilities which allow for interaction and collaboration in groups or as a community. Co-working spaces may host classes or network events which are open either to the public or to current and prospective members. Facilities may include fabrication tools or equipment for three-dimensional printing, prototype design, editing and similar equipment, but shall be limited to those tools and equipment which do not generate noise or pollutants in excess of what is customary in a typical office environment.

ARTISAN AND MAKER SPACE - A workspace or shop where communal or individual space is provided for hobbyists, artisans and makers; such spaces may include, wood and metal working tools, digital media, laser cutters, 3-D printers, electronics, robotics, etc. The use may also include gallery and exhibition space and a retail component.

RESTAURANT, LIMITED SERVICE/FAST CASUAL - An eating establishment with the following characteristics: a) *limited menu items are made fresh to order and are prepared only upon request*; b) food is either ordered and picked up at a counter or served at the patron's table in a limited dine in area; and c) is usually part of a chain or franchise establishment.

RESTAURANT, FAST FOOD - An eating establishment with the following characteristics: a) *limited menu items consisting primarily of pre-packaged or quickly prepared food items*; b) food is ordered and picked up at a counter with no table service provided; and c) is usually part of a chain or franchise establishment.

BANQUET OR RECEPTION HALL. A facility rented out for private events, which involve the service of a meal and at which seating is provided at tables. As used herein, "private event" means a gathering of persons who have been individually invited to the event and from which persons not so invited are excluded. Live entertainment and dancing is permitted in a banquet hall; however, such live entertainment or dancing shall not be the primary use of a banquet hall. Alcoholic beverages may be sold or consumed within a banquet hall during a private event subject to state law requirements and subject to Village liquor license approval.

BREW PUB. A full-service restaurant where beer is brewed or manufactured on the premises, with the primary distribution being in the adjoining full-service restaurant. Sales for off-premises consumption, if not prohibited by other local ordinance or state or federal law, shall be allowed in specialty containers holding no more than one U.S. gallon (128 U.S. fluid ounces), commonly referred to as growlers.

PERSONAL FITNESS STUDIO. A commercial establishment where physical activity directed at personal wellness is taught, practiced or studied, such as weight loss clinics, yoga, exercise, dance, or similar activities, and which measures less than 2,500 square feet gross floor area.

HEALTH CLUB. A commercial establishment containing racquet courts, and/or a swimming pool of any size, or a facility where physical activity directed at personal wellness is taught, practiced or studied, such as weight loss clinics, yoga, exercise, dance, or similar activities, and which measures 2,500 square feet or greater gross floor area.

Attachment A

Amendments to Zoning Land Use Table & New Land Use Definitions

BUSINESS OR COMMERCIAL SCHOOL. A school established to provide for the teaching of driving, industrial, clerical, managerial, or design skills. This definition applies to schools that are owned and operated privately for-profit and do not offer a complete educational curriculum, but may offer certification in their particular field. Such uses may also be referred to as a Vocational Education facility.

EDUCATIONAL THERAPY AND COUNSELING SERVICES. An establishment that offers children and adults with learning disabilities and other learning challenges a wide range of intensive, individualized interventions designed to remediate learning problems.

EDUCATIONAL SERVICES. A commercial establishment that provides instruction, study, or tutoring services on educational topics such as math, science, technology, the language arts or similar fields, or which provides educational assessment, test preparation or similar services.

ARTS, DANCING, MUSIC, AND OTHER ARTISITIC ACTIVITIES. An establishment where the visual arts, dancing, music or other artistic and cultural activities are practiced or studied. Such a facility may have performance space associated with use. This use does not include tattooing and body art.

MEDICAL/DENTAL CLINIC. A facility, occupied by physicians, dentists, chiropractors, physical therapists, psychologists, psychiatrists or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis. "Medical Clinics" also include alternative medicine clinics, such as acupuncture offices.

EXCERPT OF MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

October 9, 2018

(Approved: November 8, 2018)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, October 9, 2018, at 7:00 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:02 p.m. Present: Trustees Andrew Cripe, Robert Dearborn, Penny Lanphier, Scott Myers, and John Swierk. Absent: Trustee Anne Wedner. Also in attendance: Village Manager Robert Bahan, Assistant Village Manager Megan Pierce, Village Attorney Ben Schuster, Community Development Director David Schoon, Assistant Community Development Director Brian Norkus, and approximately 3 persons in the audience.
- 2) C-2 Commercial Overlay District. President Rintz explained that the evening's discussion was the third in a series of Council discussions about the Commercial Overlay District. Based on feedback from the July Study Session, staff will present updated commercial zoning amendment proposals and get further Council direction. He recommended the Trustees try to find a simple solution, as a straightforward objective will lead to better outcomes.

Mr. Schoon reviewed the Council direction received from the July 10 Study Session, which includes: (i) allowing limited service restaurants as a permitted use; (ii) allowing brew pubs in Hubbard Woods by right, and in the Elm Street district as a special use; (iii) keeping general and financial service offices as a special use; and (iv) explore a "capped use" concept.

Mr. Schoon outlined some issues that would need to be addressed before using a capped approach:

- How the cap would be set.
- The capped use strategy doesn't limit how many non-retail uses can locate immediately adjacent to one another.
- In a capped use scenario, a non-retail use could occupy a prime retail space by right.
- It would be a challenge to keep a current database of capped vs. retail uses.

Mr. Norkus added that Lake Forest has explained the reason their capped use strategy is successful is because it is set in a very small area: a one block perimeter around their Market Square.

The Council discussed the findings and strategies for the Retail Overlay at length. Most agreed that some of Winnetka's current Special Use standards are difficult to use and apply, and that allowing too many services would hurt the retail aspect of the commercial districts. President Rintz expressed distaste for micromanaging market forces as well as for dictating to landlords who they can rent their space to.

Mr. Schoon explained that another approach might be to shrink the Overlay District boundaries and further limit the uses allowed in that reduced area. Those uses either not allowed or limited in the Overlay Districts could be allowed by right on the fringes. He

added that Mr. Norkus has researched the concept of more commercial zoning districts: i.e., a retail core, a service area, and a buffer district near the residential uses. Manager Bahan explained that a retail core district would be more restrictive; the next layer out would be a mix of uses; and the buffer district would be the low-activity uses like offices.

Attorney Schuster cautioned that creating the right mix of uses is more art than science, and that breaking down the uses in more detail and setting criteria that meet's the Council's goals might be a good strategy.

The Council discussed some more, and agreed that clarifying the uses they want to attract and making them permitted uses is the first step, followed by identifying more undesirable uses and making them special uses.

Trustee Cripe recommended identifying uses that would be less restricted in Hubbard Woods, and then discussing the concept with area business owners.

Staff was instructed to focus on the Hubbard Woods Business District by looking at further refining boundaries of zoning districts while preserving a retail core, identifying a list of permitted uses and special uses for each district, and consider outreach to businesses regarding proposed business district zoning changes.

- 3) Adjournment. Trustee Dearborn, seconded by Trustee Lanphier, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:32 p.m.

Recording Secretary



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, DIRECTOR
BRIAN NORKUS, ASSISTANT DIRECTOR
DATE: OCTOBER 4, 2018
SUBJECT: C-2 COMMERCIAL OVERLAY DISTRICT

INTRODUCTION

At the October 9, 2018 Village Council Study Session, the Council is scheduled to continue its discussion of the C-2 Commercial Overlay District ("Overlay District") in response to the recommendations regarding the Overlay District, which were identified in the recently adopted *Downtown Master Plan* ("DMP"):

- Evaluate the list of allowed uses to better reflect current trends in the downtown business districts and potential for success identified in the Plan's market assessment (e.g. retail stores, eating and drinking establishments, and service uses, such as medical practices, educational tutoring services, fitness and recreational uses, and cultural classes).
- Reduce the number of uses considered as special uses, by making them permitted uses or by eliminating the uses, if no longer considered a good fit for the district.
- Evaluate the merits of narrowing the extent of the Overlay District geography in the Elm Street and Hubbard Woods business districts.
- Consider changing the Overlay District name as the district does not function as a traditional overlay district.

The Council previously discussed the Overlay District at its March 13 and July 10 study sessions. At the March meeting, the Village Council reviewed a staff report, which was an overview of the Village's commercial zoning districts, the origin and history of Overlay District regulations, maps and data on current business types in the Village, and an examination of local and nationwide practices used to promote active commercial districts and retail activity. At the conclusion of the March Council meeting, the Council expressed a desire to retain the topic of the Overlay District for its further discussion, rather than forward the subject to an advisory board for additional study. At the same time, the Council directed staff to seek input from the Plan Commission to provide an additional perspective given the Plan Commission's role in reviewing special use permit applications in the Overlay District.

At the July 10 Council study session, staff reported on the Plan Commission's April 25 discussion of the Overlay District, which focused on three facets of the Overlay District, including the uses allowed within the District, the boundaries of the Overlay District, and the review standards by which special uses are evaluated. (See Attachment A - July 10, 2018, Village Council Agenda Report and Meeting Minutes.) At the conclusion of that meeting, the Village Council directed staff to further study the following topics:

- Explore allowing limited service restaurants as a permitted use in the Overlay District
- Explore allowing brew pubs as a permitted use in Overlay District in the Hubbard Woods

Business District and as a special use in the Overlay District in the Elm Street Business District.

- Explore allowing a certain percentage (by square footage or frontage) of the following uses by right (permitted use) and when that percentage exceeds the defined “cap”, the uses would require special use permit approval:
 - Beauty salons, barbershops, nail salons
 - Dry cleaners/tailors/shoe repair
 - Education services/tutoring/test prep
 - Arts/cultural instruction
 - Maker spaces
 - Personal fitness/yoga facilities
 - Medical/dental uses
- The following uses should remain as special uses in the Overlay District:
 - General office uses
 - Financial service uses

The Council also indicated that it was not interested in exploring modifying the Overlay District boundaries at this time. The Council did request the strengthening of special use standards language.

CAPPED USES

The Village Council asked staff to explore the Lake Forest approach for regulating land uses in a core downtown area. In the Lake Forest downtown core area, “the aggregate total ground floor space devoted to non-retail uses shall be limited to 10% of the net rentable square footage of ground floor space within Area A and 10% of the street frontage of ground floor space within Area A.” (Area A is the downtown core area of Lake Forest, a one-block area encompassing Market Square as shown in Figure 1 below.) (See Attachment B – Lake Forest Regulations of Non-Retail Uses in Downtown Core)

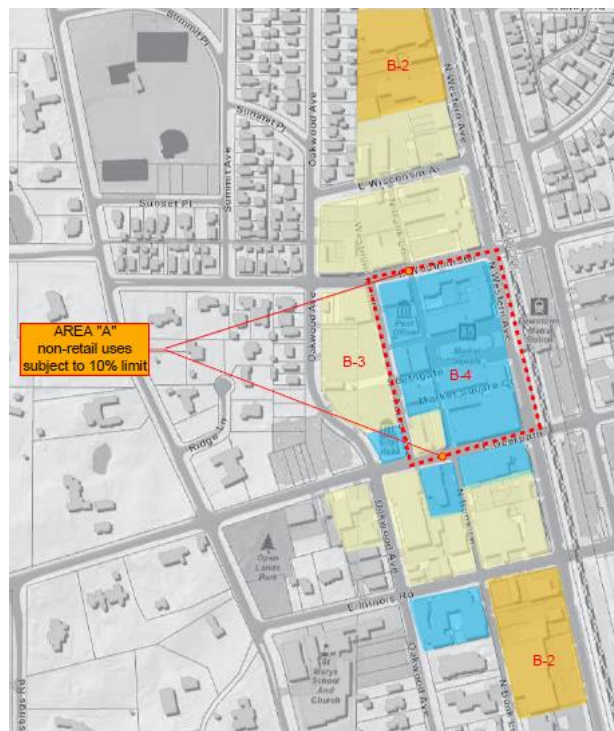


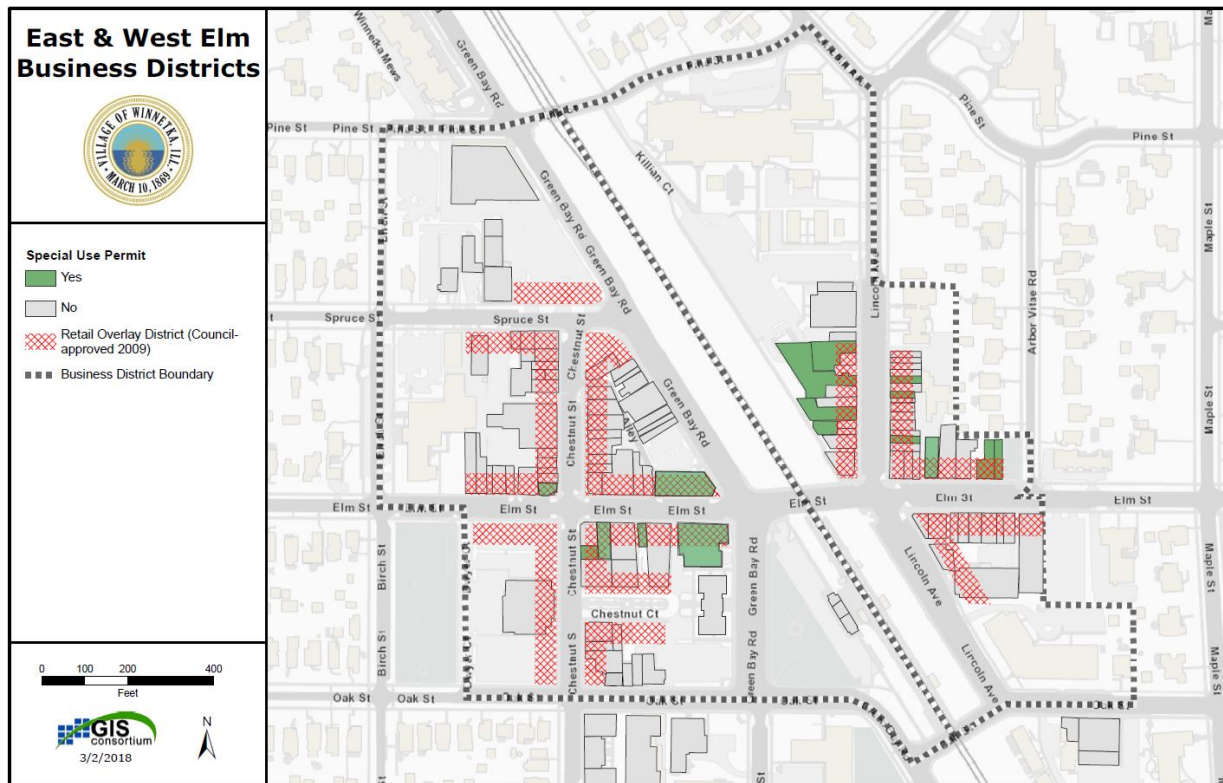
Figure 1

Staff explored using both square footage of ground floor space and street frontage of ground floor space

as methods to capping uses in the Overlay District. Though the Village has a database of ground floor space in the three business districts, the database has a variety of methods to estimate an individual business' floor area square footage. The methods include (a) information from floor plans the Village has on file, (b) numbers shared with staff by property owners and brokers, (c) square footage measurements based upon GIS map aerials, and (d) square footage of individual spaces estimated by dividing the total multi-tenant space square footage for a building by the number of tenants in the building. Given the different approaches to arrive at floor area figures for individual spaces, staff does not recommend the database as a source for capped use determinations.

Staff then looked at using street frontage measurements (in linear feet) as an alternative method to establish caps on ground floor uses in the Overlay District. Given that the Overlay District is basically a frontage zoning district (it includes the only the area of a property setback 50 feet from the property line), using the street frontage approach would seem to be appropriate.

To arrive at the street frontage for each business located in the Overlay District, staff used the Village's GIS mapping system to estimate street frontage linear footage for each business. Street frontage linear footage was measured for each business in the Overlay District, including those uses for which their buildings do not immediately abut the front lot line (e.g. Fred's Garage, the Grand Foods mixed use site, and the BP station). The only street frontage that staff did not include was the street frontage in the Overlay District for the public parking lot on the Post Office block. Should the Council wish to continue to pursue this concept, the Village will want to refine these figures by taking actual measurements of the individual business frontages and construct a database on such data.



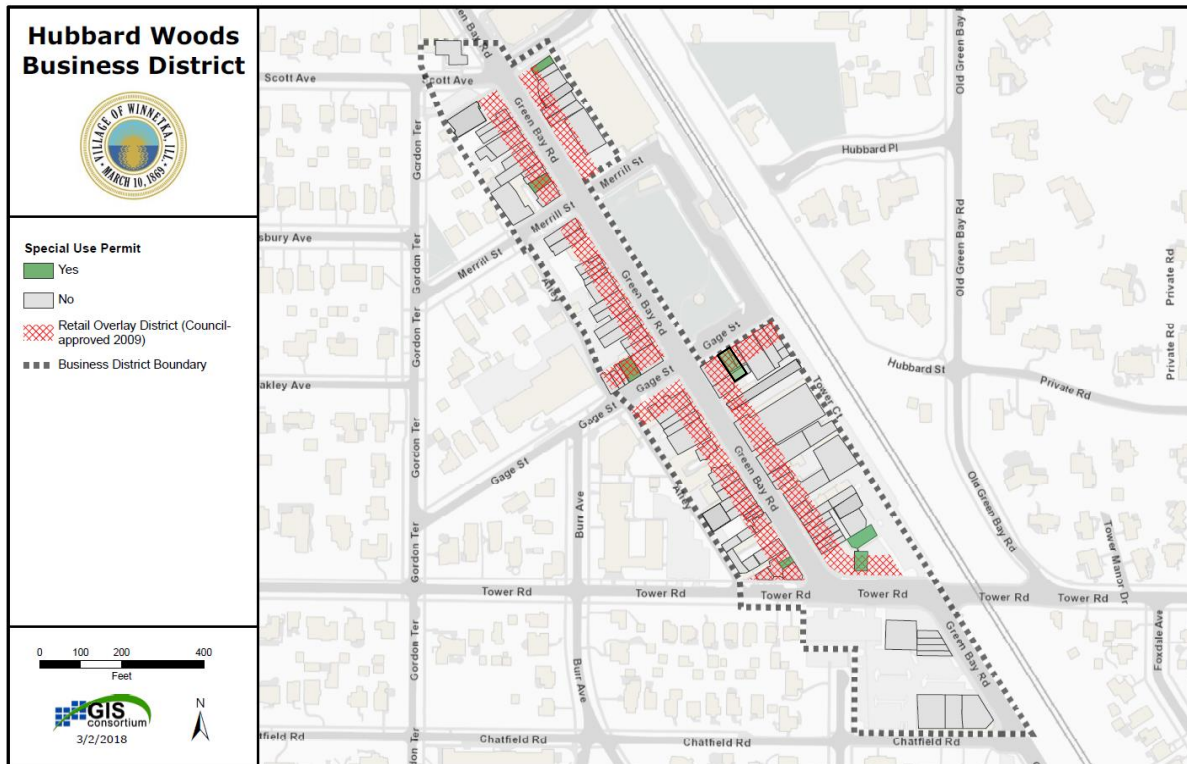


Table 1 on the following page summarizes the ground floor frontage linear footage (“linear footage”) by broad business categories to give the Council a sense of the percentage of the overall linear footage that the proposed capped uses occupy.

As a reminder capped uses include the following categories:

- Beauty Service/Barber
- Cleaners/Tailor/Shoe Repair
- Educational Services/Tutoring/Test Prep
- Arts & Cultural Instruction (e.g. arts/language/dance/music instruction)
- Maker Places
- Fitness/Personal Training
- Medical/Dental

Table 1
General Business Categories as Percentage of Overlay District Ground Floor Frontage

	Elm Street Business District (Linear Feet)	Elm Street Business District (% of Total Linear Feet)	Hubbard Woods Business District (Linear Feet)	Hubbard Woods Business District (% of Total Linear Feet)
Retail & Food/Dining	1,884	50.15%	1,505	51.38%
Capped Uses	390	10.38%	361	12.33%
Other Uses	645	17.17%	499	17.04%
Mixed Use/Government	375	9.98%	-	0.00%
Vacant (a)	463	12.32%	564	19.26%
TOTAL	3,757	100.00%	2,929	100.00%

(a) The Elm Street vacancy figure includes the vacant properties that are part of the One Winnetka site.

Placing Limits on Capped Uses “In Aggregate”

As shown highlighted in Table 1 above, capped uses currently occupy 10.38% of street frontage in the Elm Street District and 12.33% in the Hubbard Woods District. In order to effectively limit capped uses going forward, the Council would need to determine the appropriate amount at which to cap these uses. Under current conditions, if the Council should decide to set a cap of 13% for the capped uses in each district that would mean:

- The Elm Street Business District Overlay could have an additional 98 linear feet of capped uses, and
- The Hubbard Woods Business District Overlay could have an additional 19 linear feet of capped uses.

To help the Council have an idea of what that would mean in terms of business store fronts, Table 2 on the following page provides information regarding typical length of the different capped uses linear footage.

With the additional capacity of 98 linear feet in the Elm Street Business District, for example, an additional five beauty service businesses could potentially locate by right anywhere in the Elm Street Overlay District. Or, one beauty salon with significant frontage (e.g. 50 feet) and a couple of other salons with small frontages (e.g. 20 feet) could locate by right in the district. Or, some other combination of other capped uses would be allowed by right.

Table 2
Typical Frontage for Existing “Capped Uses” in the Overlay Districts
and the Number of Such Businesses

	Range of Frontage for Existing Businesses (Linear Feet)	# of Businesses
Personal Services - Beauty Service/Barber (a)	12-50	16
Personal Services - Cleaners/Tailor/Shoe Repair (b)	11-38	8
Educational Services/Tutoring/Test Prep	23	1
Arts & Cultural Instruction (Arts/Language/Dance/Music Instructions)	None	None
Maker Places	None	None
Fitness/Personal Training	20	1
Medical/Dental	30-62	4

(a) Frontages for beauty service/barbers are typically between 15 and 25 linear feet.

(b) Frontages for cleaners/tailors/shoe repair are typically between 15 and 20 linear feet.

Placing Limits on Capped Uses by Category

As an alternative to the placing limits on capped uses *in aggregate*, the Council may wish to consider placing percentage limits instead on an individual category, or categories, of uses. For example, the Council may wish to limit beauty services at one level and fitness related uses at another level.

In order to provide a basis for such discussion, Table 3 on the following page summarizes the linear footage occupied by more specific business categories, to give the Council a sense of more specific percentages of linear footage that capped uses currently occupy. The capped uses are highlighted in yellow.

Table 3
Specific Business Categories as Percentage of Overlay District Ground Floor Footage

	Elm Street Business District (Linear Feet)	Elm Street Business District (% of Total Linear Feet)	Hubbard Woods Business District (Linear Feet)	Hubbard Woods Business District (% of Total Linear Feet)
Retail	1,077	28.67%	909	31.03%
Food & Dining	807	21.48%	596	20.35%
Beauty Service/Barber	252	6.71%	145	4.95%
Cleaners/Tailor/Shoe Repair	48	1.28%	103	3.52%
Educational Services/Tutoring/ Test Prep	-	0.00%	23	0.79%
Arts & Cultural Instruction (Arts/Language/Dance/Music Instructions)	-	0.00%	-	0.00%
Maker Places	-	0.00%	-	0.00%
Fitness/Personal Training	20	0.53%	-	0.00%
Medical/Dental	70	1.86%	90	3.07%
Personal Service Other	-	0.00%	61	2.08%
Financial Services	443	11.79%	198	6.76%
Home Service	-	0.00%	25	0.85%
Office	202	5.38%	-	0.00%
Auto Oriented Services	-	0.00%	215	7.34%
Mixed Use	250	6.65%	-	0.00%
Governmental Use	125	3.33%	-	0.00%
Vacant (a)	463	12.32%	564	19.26%
Total	3,757	100.00%	2,929	100.00%

(a) The Elm Street vacancy figure includes the vacant properties that are part of the One Winnetka site.

As Table 3 notes, the Elm Street Business District currently does not have any of the following capped uses: (a) educational services, (b) arts and cultural instructions, or (c) maker places. The Hubbard Woods District does not have any of the following capped uses (a) arts and cultural instruction, (b) maker places, and (c) fitness personal training. Setting a cap for each of these uses would allow the first one or few of such uses to be allowed by right, and it would allow the use to locate anywhere in the Overlay District.

If the Council decides to establish this “capped” approach and set a limit for each of these use categories, the Council will need to decide what would be the appropriate percentage cap. Staff recommends the following items to consider:

1. Should the “capped uses” be limited in aggregate? Or should they be individually limited by specific category? Whichever the approach, what is the appropriate “cap” that should be applied? How does one determine what is the appropriate cap percentage?

2. Should the capped percentage be the same for that portion of the Overlay District in each business district? For example, should Hubbard Woods be allowed more personal fitness training facilities than the Elm Street business district, or vice versa?
3. When establishing a capped percentage limit for each business district and there is excess capacity for a particular capped use, a business that falls within that capped use category could locate anywhere within the Overlay District of that particular business district. Does the Council find that appropriate? For example, the Plan Commission recently recommended, by a vote of 7-0, denial of a special use permit to Body Gears, a physical therapy practice that wanted to locate at 555 Chestnut Street (the former McElroy Furs space). The Commission found the space to be a prime space for retail. Under the capped approach, if there were excess capacity, the use could have located in the space by right.

LIMITED SERVICES RESTAURANTS AND BREW PUBS

The Village Council requested that staff study Zoning Ordinance amendments that would allow limited service restaurants as a permitted use in the Overlay District. The Council also requested that staff study allowing brew pubs as a permitted use in the Overlay District in Hubbard Woods and as a special use in the Overlay District in the Elm Street Business District.

Limited Service Restaurants

The Zoning Ordinance currently allows the following types of food businesses and eating establishments in the Village's commercial districts. The table below is an excerpt from Section 17.46.010 of the Zoning Ordinance's *Table of Uses*. (See Attachment D – Commercial Districts – Table of Allowed Land Uses, for a complete list).

<i>Table of Uses</i>	C-1 Neighborhood Commercial	C-2 General Retail	C-2 Commercial Overlay
P = Permitted uses SU = Special uses NO – Not permitted			
FOOD AND BEVERAGE SERVICE USES			
Catering establishment with no retail or restaurant component	P	P	SU
Ice cream or frozen desert shop	P	P	P
Restaurant, drive-in	SU	SU	SU
Restaurant, fast food	SU	SU	SU
Restaurant, standard	P	P	P
FOOD PRODUCT USES			
Bakery, retail	P	P	P
Candy / confectionery shop	P	P	P
Convenience food store	SU	SU	SU
Grocery store	SU	P	P
Meat, fish or poultry market	P	P	P
Specialty food and beverage shop	P	P	P

In order to add clarity to the different classes of restaurants listed in the *Table of Uses*, the Zoning

Ordinance defines the various types of restaurants as follows:

Restaurant. "Restaurant" means a place of business where the principal use is the sale at retail to the customer of food and beverages ready for consumption; provided that, a bakery or candy, confectionery, ice cream or nut shop shall not be considered a restaurant.

Restaurant, Drive-in. "Drive-in restaurant" means a restaurant where food is offered or served directly to the customer sitting in or on a motor vehicle, whether parked on or moving through the premises, and whether as a principal or accessory use.

Restaurant, Fast Food. "Fast food restaurant" means a restaurant where food is principally offered or served on or in disposable tableware or containers for immediate consumption on or away from the premises. A "fast food restaurant" includes a business which provides home delivery or customer pick up services.

Restaurant, Standard. "Standard restaurant" means a restaurant where food is principally offered or served on or in non-disposable tableware for immediate consumption on the premises. The fact that a standard restaurant may incidentally prepare meals and similar menu items for off premises consumption in disposal containers shall not prevent it from being classified as a standard restaurant.

Public input during the Downtown Master Plan process stressed a desire for additional dining options in the Village, frequently listing "fast casual" restaurants such as Chipotle, Potbelly, Panera and the like.

At the July 10 study session, the Council was interested in distinguishing between a "fast casual" restaurant and a "fast food" restaurant. The Council was interested in allowing fast casual by right, while still requiring a special use permit for fast food restaurants. Trying to distinguish between the two walks a fine line as traditional fast food restaurants have even begun to change how they prepare food on site. Having studied a few options, staff proposes adding a new definition of "*Fast Casual Restaurant*", while also amending the definition of "*Fast Food Restaurant*" to distinguish between the two categories.

RESTAURANT, FAST CASUAL. An eating establishment with the following characteristics: a) limited *menu items are made fresh to order and are prepared only upon request*; b) food is either ordered and picked up at a counter or served at the patron's table in a limited dine in area; and c) is usually part of a chain or franchise establishment.

RESTAURANT, FAST FOOD. An eating establishment with the following characteristics: a) limited *menu items consisting primarily of pre-packaged or quickly prepared food items*; b) food is ordered and picked up at a counter with no table service provided; and c) is usually part of a chain or franchise establishment.

An alternative to the above definitions was previously described by staff as a possibly being useful in differentiating between differing types of restaurants. The Village of Wilmette defines *Limited Service Restaurants* as follows:

Restaurant, Limited Service. *A establishment, which may be part of a chain of fast food outlets, whose design or principal method of operation includes three (3) or more of the following characteristics: 1) a permanent menu board is provided from which to select and order food; 2) standardized floor plans, architecture and/or sign design are used over several locations; 3) customers pay for food before consuming it; 4) a self-service condiment*

bar is provided; 5) trash receptacles are provided for self-service bussing; 6) furnishing plan indicates hard-finished, stationary seating arrangements; 7) drive-through service is offered; and 8) most main course food items are prepackaged rather than made to order. [Wilmette, IL]

After further consideration it was determined that the Wilmette definition did not effectively differentiate between fast food and fast casual restaurants as desired, with the Wilmette definition encompassing both fast food restaurants and fast casual restaurants.

Brew Pubs

The Zoning Ordinance currently does not allow brew pubs as an allowed use type. The Council expressed a preference to allow brew pubs in the Village, subject to such a use being part of a restaurant operation offering a full food menu.

Staff proposes to add the following definition of “Brew Pub” to the Zoning Ordinance in order to permit their establishment in the Village:

BREW PUB. A full-service restaurant where beer is brewed or manufactured on the premises, with the primary distribution being in the adjoining full-service restaurant. Sales for off-premises consumption, if not prohibited by other local ordinance or state or federal law, shall be allowed in specialty containers holding no more than one U.S. gallon (128 U.S. fluid ounces), commonly referred to as growlers.

In addition to amending the Zoning Ordinance, the Village would need to amend the liquor ordinance to create a liquor license category for the on-premises production and selling of beer.

DEFINITIONS FOR PROPOSED CAPPED USES

In establishing the capped use categories, the Council may want to provide further clarification regarding the definition of the proposed use categories. Staff presents the following suggestions.

Personal Fitness Uses

The Village Zoning Ordinance is currently unclear on the classification of small fitness studios such as yoga instruction or similar activities. In an attempt to allow consideration of such uses, staff has identified them as a “Health Club”, a use allowed under the zoning ordinance due to their loose similarity in the type of activity. Health clubs, however, are subject to review as a Special Use in any location, including locations outside the overlay district. The Health Club use category was established in the Winnetka Zoning Ordinance several decades ago, and it is believed to have been with the characteristics of larger, traditional health clubs such as Bally’s or Equinox in mind.

In recent years the Village has seen a number of smaller fitness studios which provide instruction on a one-on-one basis or in small classes. Staff proposes the addition of the following definitions to the Zoning Ordinance to differentiate small fitness related uses from larger health clubs, which would allow for smaller fitness uses to be established by-right when located outside the Overlay District:

PERSONAL FITNESS STUDIO. A commercial establishment where physical activity directed at personal wellness is taught, practiced or studied, such as weight loss clinics, yoga, exercise, dance, or similar activities, and which measures less than 2,500 square feet gross floor area.

HEALTH CLUB. A commercial establishment containing racquet courts, and/or a swimming pool of any size, or a facility where physical activity directed at personal wellness is taught, practiced

or studied, such as weight loss clinics, yoga, exercise, dance, or similar activities, and which measures 2,500 square feet or greater gross floor area.

This definition of personal fitness studio is similar in nature as to what was proposed in 2015 when the Council was considering changes to the Overlay District use categories.

Educational Services / Tutoring / Test Preparation as well as Arts & Cultural Instruction

The Village Zoning Ordinance currently identifies educational uses as follows under the allowed uses table of the Zoning Ordinance:

<i>Table of Uses</i>	C-1 Neighborhood Commercial	C-2 General Retail	C-2 Commercial Overlay
P = Permitted uses SU = Special uses NO – Not permitted			
EDUCATIONAL USES			
Business or commercial school	P	P	SU
Dancing, music, or language academy	P	P	SU
Educational therapy and counseling service	P	P	SU

Terminology used in this section of the allowed uses table is currently undefined. In order to allow educational services such as tutoring and test preparation as well as arts and cultural instruction as a capped conditional use, staff recommends the addition of the following definitions to clarify the intended allowed uses:

BUSINESS OR COMMERCIAL SCHOOL. A school established to provide for the teaching of driving, industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for-profit and do not offer a complete educational curriculum, but may offer certification in their particular field. Such uses may also be referred to as a Vocational Education facility.

EDUCATIONAL THERAPY AND COUNSELING SERVICES. An establishment that offers children and adults with learning disabilities and other learning challenges a wide range of intensive, individualized interventions designed to remediate learning problems.

EDUCATIONAL SERVICES. A commercial establishment that provides instruction, study, or tutoring services on educational topics such as math, science, technology, the language arts or similar fields, or which provides educational assessment, test preparation or similar services.

ARTS, DANCING, MUSIC, AND OTHER ARTISITIC ACTIVITIES. An establishment where the visual arts, dancing, music or other artistic and cultural activities are practiced or studied. Such a facility may have performance space associated with use. This use does not include tattooing and body art.

As has been discussed in this report, the last two categories would be capped uses.

Maker Spaces

The Village Council expressed interest in adding a use classification for maker spaces which provide facilities and equipment which facilitate collaboration on design, fabrication and experimentation with electronic, digital and physical media. Staff recommends that the Zoning Ordinance be amended to include a definition for such facilities as follows:

ARTISAN AND MAKER SPACE. A workspace or shop where communal or individual space is provided for hobbyists, artisans and makers; such spaces may include, wood and metal working tools, digital media, laser cutters, 3-D printers, electronics, robotics, etc. The use may also include gallery and exhibition space and a retail component.

Medical Offices

The Village Council has expressed interest in possibly including medical offices as permitted uses subject to their being included as part of the “capped” maximum calculation, particularly those smaller medical offices such as individual practitioners who may have a small footprint in comparison to larger medical facilities.

In order to facilitate the discussion of whether such uses should be allowed more broadly in Winnetka’s commercial districts, Staff recommends that consideration be given to classifying medical offices as either a “small” practice or “large” practice, which would provide the flexibility to allow smaller offices in certain locations by right, while still subjecting larger practices to evaluation as a special use. Accordingly, staff recommends that the Council consider defining medical practices as one of the two categories:

MEDICAL/DENTAL CLINIC – SMALL. A facility, occupied by physicians, dentists, chiropractors, physical therapists or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis, not to exceed 2,500 square feet in gross floor area. “Medical Clinics” also include alternative medicine clinics, such as acupuncture offices.

MEDICAL/DENTAL CLINIC – LARGE. A facility, occupied by physicians, dentists, chiropractors, physical therapists or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis, larger than 2,500 square feet in gross floor area. “Medical Clinics” also include alternative medicine clinics, such as acupuncture offices.

SPECIAL USE STANDARDS

The Village Council also asked staff to study strengthening the Village’s special use standards as they relate to evaluation of non-retail uses in the Overlay District. As an example, it was noted that the following standard may be overly broad:

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.

It should be noted that any change to this standard would not only impact special use requests for the Overlay District, but also those business special use and institutional special use (schools, churches, etc.) requests outside of the Overlay District.

As the Village Council is aware, special uses are allowed uses within a specific zoning district as long as the applicant can demonstrate that the special use meets a set of identified standards. In Winnetka, the Village has two sets of special uses standards: 1) those that are applicable to uses anywhere in the community, including the Overlay District, and 2) additional standards applicable to special uses within the Overlay District.

Standards for Special Uses Located Inside the Overlay District. An applicant must demonstrate that a proposed special use within the Overlay District will be in compliance with the following standards, which were adopted with the original establishment of the Overlay District in 1987. These retail-focused standards attempt to zoom in on how a proposed special use impacts and fits in with ***retail uses of a comparison shopping nature***. The standards are listed below (#1-#5), followed by a brief discussion of how each standard might be addressed by an applicant or evaluated by Plan Commission and Council. We have also noted some potential wording clarification for a couple of the standards.

1. “The proposed special use at the proposed location will ***encourage, facilitate and enhance the continuity, concentration and pedestrian nature of the area*** in a manner similar to that of retail uses of a comparison shopping nature”.

How standard might be addressed:

- a. If a non-retail use is located adjacent to or among retail businesses, an applicant may attempt to demonstrate that it has synergies or tangible benefits to those nearby businesses, such as providing foot traffic and customers for the adjacent retailer.
 - b. If a non-retail use is located along the edge of the Overlay District, the applicant could attempt to demonstrate that its location would have minimal impact on the pedestrian nature of the area.
 - c. An applicant may also attempt to demonstrate consistency with this standard by stipulating to hours of operation which are consistent with area businesses.
2. Proposed street frontages providing access to or visibility for one (1) or more special uses ***shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses*** of a comparison shopping nature.

How standard might be addressed:

- a. An applicant may demonstrate that there are few existing non-retail uses in close proximity along the block frontage on which it proposes to locate.
- b. An applicant may demonstrate that the length of its proposed business frontage is minimal compared to the entire block face.
- c. An applicant may demonstrate that its proposed location is located away from concentrated areas of retail activity.

Potential rewording of standard:

“The location of the proposed special use along a street frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of **retail uses of a comparison shopping nature**.”

3. The proposed special use at the proposed location ***will provide for display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses*** of a comparison shopping nature.

How standard might be addressed:

- a. An applicant may attempt to demonstrate consistency with this standard by providing an elevation drawing of the proposed storefront window area, window display concepts, signage, awning and/or lighting plans in the context of the surrounding storefronts.

4. ***If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, the retail portions of the project or building shall be located adjacent to the sidewalk.*** The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation.

How standard might be addressed:

- a. Depending on the characteristics of a business, a tenant space may be divided into use areas including general office space, private offices, reception areas, or employee work areas. The more active areas should be located along the street frontage.
- b. In addition, applicants frequently have an opportunity to supplement their services by offering retail merchandise complementary to their services. For example, an applicant proposing to provide educational services may find it beneficial to offer related merchandise or supplies related to those services. While such retail offerings will not likely be sufficient to reclassify a use as a retail use, such offerings may be particularly effective if the merchandise offered is related to the service provided, and an effort is made to concentrate and display such materials adjacent to the storefront window.

Potential rewording of standard:

"If proposed special use has, proposes or contemplates providing a mix of retail merchandise, services, and office areas, the retail portions of the proposed occupancy shall be concentrated and located adjacent to the sidewalk and clearly visible from street in such a fashion as to invite customers to browse. If a proposed building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation."

5. The proposed location and operation of the proposed special use ***shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses of a comparison shopping nature.***

How standard might be addressed:

- a. While applicants are directed to provide a parking study to address this standard, some are allowed to apply without providing a parking study if the operational characteristics are such that there will be a limited number of customers, employees, or both. In the event a parking study is not required, an applicant should still address the question of impact on parking by quantifying the number customers and employees as well as the peak hours of operation.

- b. An applicant may benefit calling out anticipated use of public transit by employees, or agreeing to require employees to use remote off-street parking areas versus on street customer parking.
- c. An applicant may also attempt to demonstrate that it has operational characteristics that would make it compatible with nearby retailers, such as hours of operation which minimize impact on retail parking.
- d. In an immediate area that currently has a high demand for parking, an applicant may demonstrate that its low activity use will have a minimum impact on parking thus not competing with existing retail and restaurant demand for parking.

As stated previously, standards #1 through #5 above were established in 1987 as specific criteria to address the unique factors related to the Overlay District. An applicant is **also** required to address more general standards which were established several years prior, to address other Special Use such as churches, schools and parks in residential neighborhoods. Due the additive nature, or “layering” of special use standards, there is some duplication in terms of area focus. Additional **general standards** which must be addressed include the following:

Standards for Special Uses Located Inside or Outside of the Overlay District. No special use permit shall be granted unless it is found:

- 1. That the establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;
- 2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
- 3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
- 4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways;
- 5. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist or are to be provided; and
- 6. That the special use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes.

Attachment C provides the special use standards for nearby and comparable communities. The special use standards from these other communities are fairly similar to the general standards that the Village uses. However, some communities have added a specific standard(s) as it relates to special uses in core commercial areas, such as the following:

- a. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, **including in business districts, the special use will not negatively affect the overall character of the area or detract from the primary retail nature of the district [emphasis added]**. [Lake Forest]
- b. The applicant for a Special Use can demonstrate that the establishment of the Special Use **will not be injurious to the character of the C-1 Village Center District as a retail center for the Village [emphasis added]**. [Deerfield]

With the five standards for special uses within the Overlay District, the Village has more specific special

use standards than these other communities. As the Council considers strengthening the special use standards by making them more specific, the Council will want to remember that these standards will be applied to a variety of existing and proposed special uses (e.g. general offices, beauty services, fast food restaurants, medical uses, financial services, etc.).

SUMMARY

As requested by the Village Council, staff has gathered information to assist the Village Council with exploring the “capped use” approach to regulating certain uses in the Overlay District. Staff has also provided information regarding amending the Zoning Ordinance to allow limited service restaurants and brew pubs as well as provided definitions for proposed “capped” uses. And lastly staff has provided information regarding “strengthening” the special use standards.

- 1) Is the Council still interested in pursuing the “capped use” approach to regulating certain uses in the Overlay District? If so,
 - a) Should a cap be established in aggregate for all of the identified “capped uses” or should a cap be established for each of the individual uses?
 - b) Should the cap be different for each business district?
 - c) Do the suggested definitions for some of the proposed capped uses adequately describe the land uses you wish to allow, including the appropriate size of such uses?
- 2) Is the Council still interested in allowing limited service restaurants as permitted uses in the Overlay District (and the C2 Commercial District)? What about brew pubs as permitted uses in the Overlay District (and C2 District) in Hubbard Woods and as a special use permit in the Overlay District (and C2 District) in the Elm Street Business District?
- 3) What action, if any, is necessary regarding strengthened special use standards? In what way should the Overlay District special use standards be made more specific?

At the October 9 Study Session, we will present an overview of our report and answer any questions.

ATTACHMENTS

Attachment A – July 10, 2018, Village Council Agenda Report and Meeting Minutes
Attachment B – Lake Forest – Regulation of Non-Retail Uses in Core Downtown Area
Attachment C – Special Use Standards for Comparable Communities
Attachment D – Commercial Districts – Table of Allowed Land Uses