



DESIGN REVIEW BOARD RESCHEDULED REGULAR MEETING

THURSDAY, JANUARY 24, 2019 - 7:00 p.m.

WINNETKA VILLAGE HALL COUNCIL CHAMBERS – 510 GREEN BAY ROAD

AGENDA

1. Call to Order
2. Approval of December 10, 2018 meeting minutes.
3. Public Comment.
4. **Planned Development Regulations**: At the request of the Village Council, the Design Review Board will discuss and provide comments regarding (i) standards used to evaluate proposed planned developments and (ii) the current review process for proposed planned developments.
5. Other Business.
6. Adjournment

Note: Public comment is permitted on all agenda items.

NOTICE

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510 Green Bay Road, Winnetka, Illinois 60093

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**Winnetka Design Review Board/Sign Board of Appeals
Special Meeting
December 10, 2018**

Members Present:

Kirk Albinson, Chairman
Brooke Kelly
Michael Klaskin
Brad McLane
Maggie Meiners
Michael Ritter

Members Absent:

Paul Konstant

Village Staff:

David Schoon, Director of Community Development
Brian Norkus, Assistant Director of Community
Development
Ann Klaassen, Senior Planner

Village Attorney:

Benjamin Schuster

Call to Order:

Chairman Albinson called the meeting to order at 7:03 p.m.

Chairman Albinson stated the first item is the approval of the November 15, 2018 meeting minutes and asked if there were any comments. No comments were made at this time. He then asked for a motion. A motion was made by Mr. McLane and seconded by Ms. Kelly to approve the November 15, 2018 meeting minutes. A vote was taken and the motion unanimously passed.

Public Comment

Chairman Albinson asked if there was any comment from the public. No comment was made at this time.

**Amended Case No. 17-10-PD: One Winnetka: 511-515 Lincoln Avenue and 710-740 Elm Street:
Consideration for Approval of Final Actual Material and Material Selection Specifications and Actual
Finishes for all Exterior Building and Retaining Wall Materials**

Chairman Albinson requested the Village staff to present an overview of the project and what is being asked of the Board for tonight's meeting to be followed by the applicant's presentation.

Mr. Schoon stated the project moved to final plan approval and was reviewed in 2017 by the DRB and again this summer in June and July 2018, the DRB reviewed a revised plan. He then stated when the Board reviewed the request in July 2018, the majority of the Board found during their discussions the design was not substantially in compliance with the final plan design approved in July 2017. Mr. Schoon stated as part of that discussion, the Board looked at how might it come into more compliance with the project. At that meeting the applicant presented additional information, one item was a revised sketch plan of the building elevations.

Mr. Schoon stated after reviewing the additional materials presented by the applicant, the Board recommended approval subject to a series of conditions which he identified as follows: the

1 incorporation of an oculus window, railing along the top of the building at the roof, incorporation of
2 façade design elements which were shown to the Board on the east and west elevations and to apply
3 those elements to the north and south elevations. He stated the Board's recommendation for approval
4 went on to the Village Council and between that meeting and the Village Council's meeting; the
5 applicant took those elements and incorporated them into the design.
6

7 Mr. Schoon stated they were sent to the Village Council for approval and the Council asked Village staff
8 to seek the Board Members' individual thoughts about the incorporation of those design elements. He
9 stated based on the feedback the Village Council received from them, it continued to review the
10 materials and design of the building. Mr. Schoon stated as they reviewed the items, they noticed
11 comments and notes on the plan such as limestone or similar material and they wanted to know what
12 "similar" meant. He stated the applicant refined that comment/note on the plan to be limestone, cast
13 stone or other appropriate masonry material but the Village Council wanted the final material selection
14 and finishes to be reviewed and approved by the Village and requested the Design Review Board do
15 that. Mr. Schoon also stated the Village Council had particular concerns, not only with regard to material
16 and finishes on the east elevation, but on the lower level or ground level and the B1 parking level which
17 appears to be white on the bottom right and noted the Village Council had concerns with regard to the
18 appearance of that wall and what could be done to the wall in terms of enhancing it. He stated they
19 asked the Board to specifically look at that in terms of the materials and finishes as well as the
20 composition and detailing.
21

22 Mr. Schoon stated in its approval documents, the Village Council included statements such as this being
23 the final actual material and material selection specifications and actual material finishes for all exterior
24 building and retaining wall material must be reviewed and approved by the Board as well as for the
25 Board to look at the composition and detailing of the lower level along the east elevation.
26

27 Mr. Schoon stated as the Board reviewed the materials and design elements such as the balcony and the
28 material to be used on it and the composition and detailing of the materials, the Board should further
29 review and consider in terms of how they work that out in terms of final presentation which is an
30 example of a detail such as a railing, the face of the balcony and the Board can look at it to further refine
31 the use and finishes of those materials as a design element.
32

33 Mr. Schoon then stated the applicant submitted three documents including the cover letter, plan sheets
34 detailing the materials and finishes as well as product specification sheets. He stated the Board could
35 then vote to approve, or if they felt they did not have enough information or needed the applicant to
36 study something further in terms of the use of materials, they can continue it to a future meeting. Mr.
37 Schoon noted there is nothing scheduled for the regular December 20, 2018 Board meeting. He then
38 stated in the Village staff report, the Board was provided with a motion that could be adopted to
39 approve the items as presented, and the motion could also be amended if the Board so choose. He
40 stated the motion referenced the Board found it to be generally consistent with the materials and
41 finishes approved as part of the Village Council's approval documents. Mr. Schoon asked if there were
42 any questions.
43

44 Chairman Albinson asked the Board Members if they understood what they are being asked to consider
45 and approve. Everyone confirmed they understood. Chairman Albinson then asked the applicant to
46 make their presentation to the Board.
47

1 Tom McClayton introduced himself to the Board as an advisor to the ownership group. He stated he
2 would turn the presentation over to the architectural team who would go through the samples and
3 answer questions. Victor Krasnopolsky introduced himself to the Board as an architect with the Lucien
4 Lagrange Studio, and he stated he was asked to help pull together some of the finishes and complete
5 the compliment of the materials which would be on the exterior of the building. He stated they would
6 begin with the materials themselves and talk about the individual finishes added to what the Board has
7 seen a number of times. Mr. Krasnopolsky then stated they would go over each of the elevations and
8 where the materials would be applied.

9
10 Mr. Krasnopolsky stated there is an array of materials provided on the table which are included in the
11 building now and are the actual materials to be used on the building. He then identified the masonry
12 products or brick in the order of E-Brk1, 2, 3, 4 and 5. Mr. Krasnopolsky stated the samples are actual
13 clay products which have been fired and are the way they actually look. He referred to the illustration
14 and nomenclature relating to the brick samples on the elevations which would represent the brick and
15 other materials. Mr. Krasnopolsky then stated the other materials include the cast stone which he
16 identified as C-Stone 1 and which he described as an important part on the project since it is essentially
17 a limestone product. He informed the Board they use limestone fines which is like a powder and
18 a concrete mixture is used to make it more adaptable in terms of shapes and sizes. Mr. Krasnopolsky
19 stated the reason this product is made is to look like limestone.

20
21 Mr. Krasnopolsky stated the other material the Board has also seen before is the CStone-1 which he
22 described as a granite which is a natural stone from the earth. He informed the Board the new product
23 they are introducing relates to the east elevation at the base which is cast stone 2 or CStone-2 which is
24 used to mimic the characteristics of a natural stone and would be used to mimic a stone base in the
25 same manner. Mr. Krasnopolsky also stated they were requested to provide a sample of the mortar
26 which he indicated is one of the new materials being provided to the Board. He stated it is a neutral
27 color and not intended to be heavy colored one way or the other and which would have a clay finish.
28 Mr. Krasnopolsky then identified the acrylic stucco on the exterior of the Tudor style maisonette in
29 order to give it the character of actual Tudor stucco and which he described as a more robust material
30 than an actual type of clay stucco material and which would have the ability to expand and contract. He
31 noted the sample is the actual color and finish.

32
33 Mr. Krasnopolsky then identified the window frames and glazing the Board has seen. He noted there are
34 two categories of windows and window products on this project, the first of which are the residential
35 windows. Mr. Krasnopolsky stated in the submitted documents, they itemized the size and shape of all
36 of the residential windows on the project. He noted they would have an aluminum frame which are
37 state of the art, thermally broken windows and are more substantial than an average residential window
38 from a construction standpoint in the slate gray color shown. Mr. Krasnopolsky noted the black finish is
39 the sample and the actual color for the residential windows is slate gray.

40
41 Mr. Krasnopolsky stated the second category of windows and glazing would be the storefronts on the
42 street by Efco and are produced as a storefront system similar to this and would be all aluminum and
43 painted black. He stated the idea on the retail components is they want individuals to look past the
44 frames. Mr. Krasnopolsky described the two glass types as state of the art, high energy efficiency glazing
45 types. He also identified the residential windows as GL1 and this one is slightly more robust and would
46 have a stronger shading coefficient. He added the Board has already seen these samples and noted the
47 GL2 would be clearer for the retail components to allow for visibility into the spaces.

1 Mr. Krasnopolsky stated one of the other products associated with the acrylic stucco on the Tudor
2 component is wood composite. He stated it has a wood grain texture and has a composition which
3 makes it more stable and less prone to moisture absorption. Mr. Krasnopolsky stated once it is painted
4 or coated, it would stay in that manner and it is more of a sustainable type product which would be
5 painted in the color shown. He stated the color would be the timber color associated with the Tudor
6 finish of that elevation. Mr. Krasnopolsky also stated they have images, photos and model views for the
7 awnings and referred the Board to the Sunbrella fabric samples which are the actual color samples. He
8 described them as bold and the colors would be compatible throughout the building and would give
9 vitality to the street. Mr. Krasnopolsky also stated they provided dimensions on those including the
10 minimum height requirement and how far they would stick away from the building in the matrix portion
11 of the documents.
12

13 Mr. Krasnopolsky stated with regard to the overhead door, there would be two of them one of which is
14 a garage door and the other being a service door. He stated it would be an insulated door and the outer
15 face would be painted and it would have a wood grain finish. Mr. Krasnopolsky then stated with regard
16 to the louvers on the east elevation, the product is sight proof to provide ventilation into the space and
17 identified the actual color. He stated the service door color caused some confusion and they want to
18 match the color shown on the service door. Mr. Krasnopolsky identified the two other paint colors and
19 referred to E-Clad1 to be used for the underside of the balconies. He noted they would be using a dense
20 glass product which is fiber glass filled sheathing which is very stable and would resist water and
21 moisture and is a drywall flat panel which would be painted in the color shown.
22

23 Mr. Krasnopolsky stated with regard to the maisonettes in the center building, on both sides, there are
24 window surrounds and they were talking through a number of options. He stated it was determined the
25 most appropriate and most aesthetically pleasing would be to make them out of metal. Mr.
26 Krasnopolsky noted there would be surrounds around the window opening to create a small dormer and
27 the idea is they would be decorative but metal and identified the color as E-Metal3.
28

29 Mr. Krasnopolsky stated with regard to the series of railings, they are difficult to show since they are
30 custom made and are manufactured from drawings. He stated the railings would be black and although
31 there are different types, they are showing components from the railing manufacturer. Mr.
32 Krasnopolsky stated they would be aluminum, have componentry and be of the gauge they would be
33 using. Mr. Krasnopolsky stated E-Rail-1 is the aluminum pressing in the sample shown is what would be
34 used at the top of the roof and it would be bent or soldered to create something similar to the model
35 shown and in the photos shown. He identified E-Rail-2 as the balcony railing which he described as
36 a substantial piece and which would be coated with a black finish. Mr. Krasnopolsky then stated the
37 interior component of the railing will be ornamental and as shown in the model views and photos, they
38 show the curved pickets and ornamental features.
39

40 Mr. Krasnopolsky identified E-Railing-3 as the picket fence which would be in two locations, one at the
41 Elm Street entrance to the parking area. He noted there would be columns and piers which these would
42 sit between, as well another area in the southeast corner around the trash enclosure. Mr. Krasnopolsky
43 noted there are drawings and 3D views in the documents. He then stated around the trash enclosure,
44 there would be another element which is a perforated metal and would step back from the face and you
45 would not be able see through it to the dumpsters.
46

47 Mr. Krasnopolsky stated another product the Board has seen before is the E-Metal-1 color of the metal
48 roof material which would mimic copper and would be a standing seam product as shown in the

1 architectural model. He then stated with regard to the pavers, they would be per the landscape
2 drawings, and would be the same as in the materials and photos of the documents submitted.

3
4 Mr. Krasnopolsky stated another element which they do not have physical samples of are the three light
5 fixtures and identified E-Wall Pac-1 as a photograph which he described as having a straightforward
6 design for the east elevation. He noted the dimensions called out and they also provided cut sheets for
7 more information on their size and output as well as showing the illumination. Mr. Krasnopolsky stated
8 the second fixture is a goose neck fixture to be located on the south drive elevation which would be
9 more decorative. He stated the photos show them as a straightforward fixture and noted both will have
10 a black finish where it would be metal in some cases and a type of plastic in other cases. Mr.
11 Krasnopolsky then stated the wall mounted step lights are simple and would be flush with the wall and
12 provide a down light into the walking area. He noted they would only be used on the upper floor where
13 you come in from the courtyard on the second level. Mr. Krasnopolsky asked the Board if they have any
14 questions with regard to the materials.

15
16 Ms. Meiners stated with regard to the E-Brk-2, in the drawings, they look bigger than the other bricks.
17 She also stated in the other renderings, she asked is the detail in the laying bricks going to look like they
18 see in the rendering. Mr. Krasnopolsky confirmed they would be as close to the rendering as possible
19 and noted they would all be modular sizes and would all be the same size bricks. He indicated the
20 pattern of how they were laid could vary. Ms. Meiners referred to the bottom with the design which has
21 different lines. Mr. Krasnopolsky confirmed that is a different product and how the cast stone is cast
22 which is in larger pieces than brick and will have reveals in them.

23
24 Mr. Krasnopolsky then referred the Board to the PowerPoint illustration of the R-series of the
25 documents. He stated in addition, there are photos of the railings, cresting and other doors, as well as
26 an example of the awning and light fixtures. Mr. Krasnopolsky reiterated if the Board wanted
27 more detail, it is provided in the cut sheets or online. He then referred to the acrylic stucco, the
28 composite wood and paint colors. Mr. Krasnopolsky identified for one window in the illustration, he
29 reiterated the oculus windows are custom made and the manufacturer which is making the
30 residential windows confirmed they can make aluminum oculus windows and they are only able to give
31 an image for now. He stated the idea is they would be designed and built in accordance to the
32 specifications and the glass would be the same as the residential windows below.

33
34 Mr. Krasnopolsky stated with regard to the elevations, he referred to the illustration and there are
35 a number of different materials which he would describe from the bottom up. He identified the west
36 elevation along the tracks and the base would be a stone material of natural granite and the
37 material above that is CStone-1 which looks like limestone and would be larger modules. Mr.
38 Krasnopolsky stated the articulation shown in the base would be recessed reveals and articulation. He
39 then stated at the top, the cornice line would also be cast stone. Mr. Krasnopolsky stated the body of
40 the building is broken up with a brick material and identified E-Brk1 which is consistent across the entire
41 elevation and identified E-Brk2 as a lighter brick along the top which creates a classical approach and
42 would serve to break down the scale. He also stated it would make it a more approachable building as
43 opposed to a solid block building. Mr. Krasnopolsky then identified the metal roofing green material,
44 the oculus windows on the center portion and the turret at the corner. He then stated they would be
45 pulling out the residential windows above the retail space on the ground floor and the balcony base will
46 be a cast stone material to have the ability to give it some articulation and design as opposed to having
47 a flat surface. Mr. Krasnopolsky also identified the railings on top which would be black, articulated and
48 decorative.

1 Mr. Krasnopolsky then stated with regard to the Lincoln side, he referred to the green awnings which
2 would be arched on the top and provided a photo of how it would be done. He stated the fabric has the
3 benefit of being able to shape it at the top and it would be flat at the bottom. Mr. Krasnopolsky then
4 identified the cast stone used in two other locations, one of which is at the string course which is
5 a horizontal line and cornice at the top of the building.
6

7 Mr. Krasnopolsky stated on the north side, the idea is that the two end buildings would serve as gentle
8 bookends to the center of the building which has more variety and individuality to the maisonettes
9 which were a design request. He stated the materials of each east and west end building are similar to
10 what was previously discussed and identified E-Brk1, as well as the cast stone which would continue
11 along the entire base so there would be consistency at the street level. Mr. Krasnopolsky stated the only
12 thing which would be changing is the awnings in their color and shape and the elevation of the entries
13 down to Elm.
14

15 Mr. Krasnopolsky identified the Tudor style maisonette which he described as a unique elevational
16 element which would have acrylic stucco and would be painted with a composite wood and would have
17 a metal roof at the top with brick behind at the terrace level which would be impossible to see from the
18 street. He then stated in connection with the other maisonettes, they would all have similar
19 characteristics and commonality but would have a slight change in colors and materials to make it feel
20 as though it had been there a long time. Mr. Krasnopolsky described them as being solid in nature
21 having a consistent look. He also stated they would be state of the art, energy efficient and as modern
22 as can be.
23

24 Mr. Krasnopolsky stated with regard to the east building, like the west building, it would have the same
25 materials of cast stone, E-Brk1 and E-Brk2 on the upper portion, cast stone elements throughout and the
26 metal roof. He also noted the railing or cresting occurred at these two levels on the west and east
27 buildings and referred to the top of the mansard roof. Mr. Krasnopolsky then stated with regard to the
28 east elevation, the cast stone material comes across and wraps from Elm Street to the south. He noted it
29 would still have articulation like the other components of the building. Mr. Krasnopolsky stated as
30 it drops down into the retail parking area that is where they are using CStone-2 which will be the darker
31 material similar to granite. He stated it is a cast material and has the same characteristics which would
32 occur in two bands he identified. Mr. Krasnopolsky then identified the louvers which will be free air
33 louvers and not fans. He identified the entrance door to the garage and sectional door. Mr. Krasnopolsky
34 then stated with regard to the grillage, there would be recesses in the stone that are metal and made of
35 the aluminum similar to the railings. He also stated they would be dark black and recessed and would
36 give some sort of articulation and classical appearance to the east façade. Mr. Krasnopolsky stated the
37 small dashed-in elements are where there would be wall packs which he identified as E-Wall 1. He
38 stated they would be mounted at a height to stay clear of trucks and provides localized light factor for
39 the parking area to keep it safe. Mr. Krasnopolsky also identified the profile of the entrance standards
40 and columns which are free standing with a metal picket fence and planting beds at the bottom.
41

42 Mr. Krasnopolsky stated as the building continued upward beyond the base, the materials are similar to
43 the west side building bookend which would contain E-Brk1 and the lighter E-Brk2 and metal roof. He
44 also stated for the back wall which is the southernmost wall of the parking area, it encloses the
45 transformer area which is made of the cast stone material which would give it a consistent feel as it
46 wraps around and you look down into the parking area. Mr. Krasnopolsky stated on top of that would be
47 a picket fence and screening materials.
48

1 Chairman Albinson asked Mr. Krasnopolsky to clarify the louver in the detail perspective and the color
2 and surrounding masonry. Mr. Krasnopolsky identified the color sample and materials and it
3 was corrected to identify the color as the darker color. Chairman Albinson then asked what the material
4 for the overhead door to the garage is. Mr. Krasnopolsky identified the material for the Board.

5
6 Mr. Krasnopolsky then stated with regard to the south elevation, there are a couple of different pieces
7 because of the nature of the elevation. He identified the south elevation of both the west and east
8 buildings which would be cast stone with a granite base, cast stone articulation, E-Brk1 and E-Brk2 and
9 the metal roof with cresting which would give a consistent look to the south elevation and provide a
10 consistent look to the entry in the middle. Mr. Krasnopolsky then referred the Board to an elevation of
11 the transformer surrounds, the articulation of the walls and picket fence which would be perforated
12 metal inside painted to obscure the view only at the top.

13
14 Mr. Krasnopolsky then stated with regard to the other two south elevations, he identified
15 the maisonette elevation which is up one level and to the north. He indicated you would rarely see this
16 elevation and would not see it from the street in its entirety but only from the second level looking
17 north. Mr. Krasnopolsky noted it would have the same characteristics as on the other side of
18 the maisonettes and would be cast stone. He stated for the residential windows, the Tudor maisonette
19 would have Tudor on this side as well. Mr. Krasnopolsky noted there are three different brick types used
20 which would differentiate one maisonette from the other. He stated it is intended to be a home which
21 they would be proud of and would be made distinct. Mr. Krasnopolsky then identified the metal
22 standing seam roof on top and window surrounds which are the decorative elements shown. He stated
23 the bottom elevation is the entrance and entrance drive between the east and west building which
24 would be articulated with a decorated entrance and storefront windows. He stated on the upper areas
25 to the second level for the courtyard, it would be articulated in a metal and cast stone material.

26
27 Mr. Krasnopolsky stated the next series of images provided in the recent documents include details of
28 the building as you go around with the idea to give an image and profile similar to the views provided in
29 the past. He referred to the articulation, exterior wall and details which adds another element of the
30 profile so they can appreciate it over a flat elevation. Mr. Krasnopolsky referred the Board to the right
31 corner which he described as a key elevation and which is the line drawing of the overall elevation. He
32 stated the cuts are where the views are being taken. Mr. Krasnopolsky then referred to the first one on
33 Elm Street and the north elevation which shows the Tudor maisonette, the retail component at the
34 base, how the awnings project from the building and the cast stone and articulation of the maisonette
35 above. He also stated you can see where the roof extends beyond the terrace level and the setback with
36 brick and metal roofing.

37
38 Mr. Krasnopolsky stated the next maisonette is different in character and similar in how it is divided. He
39 noted there would be the same retail at the base, large windows and articulated cornice line which
40 develops into a metal roof. Mr. Krasnopolsky noted in this case, there would be decorative railings at the
41 top which would match the balconies elsewhere on the building. He also identified the terrace and
42 setback for the upper level. Mr. Krasnopolsky stated down Elm a little further, there would be the same
43 components although while different in character, they would all be somewhat unique.

44
45 Mr. Krasnopolsky then identified the final maisonette and on the easternmost building, he referred to
46 the profile of the condo building. He noted the cut line which is looking toward the east, a strong base,
47 the body of the building and the top with a freeze which is articulated with a cornice line and cast stone
48 material with the penthouse upper level, metal roof and crest.

1 Mr. Krasnopolsky then referred the Board to the illustration of the west building at the other end which
2 has a similar character to the condo building although it would be rentals. He noted the articulation
3 is similar and the characteristics are consistent with the cornice lines and cast stone sills with everything
4 intending to exude quality and a classical appearance. Mr. Krasnopolsky stated at the top, there are two
5 elevations, the first of which is the eastern building and the southern elevation. He stated while it is
6 similar in character, you can see the service doors and articulated windows above. Mr. Krasnopolsky
7 then referred to an illustration of the east elevation over the parking area which shows a section
8 through an area where there would be balconies. He stated there would be cast stone on the perimeter
9 of the balconies, decorative balcony railings and the underside would be finished with a consistent,
10 smooth material painted similar to drywall material. Mr. Krasnopolsky then identified the setback at the
11 top of the fifth floor penthouse level which is a more lineal terrace. He stated the next illustration is an
12 elevation and profile of the south elevation of the west building and the view from Lincoln. He identified
13 the west elevation off the turret at the corner along Lincoln. Mr. Krasnopolsky stated it would have the
14 same consistency with balcony railings of the top floor, the window placement and retail on the ground
15 floor.

16
17 Mr. Krasnopolsky stated the next series of drawings address the Elm Street slope and elevations into
18 retail. He described the issue as very important and has to be planned up front and how retail is
19 subdivided along the street. He then stated they took a series of four elevations, the first of which is
20 the corner of Elm and Lincoln at the base of the turret. Mr. Krasnopolsky stated per the survey and plan
21 civil drawings, an accurate rendition of the sidewalk is shown and noted the slope increases and each
22 entry has a landing which required a flat portion. He noted there is a minimum slope outside the door
23 and identified the hatched area as the blend where it goes from nearly flat and blends into the slope of
24 the sidewalk. Mr. Krasnopolsky then stated at grade, it is less than a ramp but would give the ability to
25 go from a flat spot to the sidewalk slightly sloping which seems more dramatic in the diagram and added
26 the slope on Elm is pretty modest. He then referred the Board to the first elevation and further to the
27 east; there were steps in the granite base and further down, the height of the storefront changes
28 slightly. Mr. Krasnopolsky stated for each of the entry doors, there would be a landing surface which
29 allows the exit to be accessible and safe. He stated with regard to the next elevation to the east, it
30 continues to drop and then the eastern most building base and identified the retail entrance, along with
31 the stairway access to parking at the end.

32
33 Mr. Krasnopolsky stated the next illustration is a series of drawings which address the questions about
34 the surrounds on the maisonettes. He stated given the assessment of the size and how the project
35 developed, he referred to the close-up of the windows and the roof of it and sidewalls. Mr. Krasnopolsky
36 referred to the general characteristics and aesthetic and noted they would be metal and paint coated.
37 He stated the idea is for it to appear to have a stone line of white between the trim color and stone from
38 the ground. Mr. Krasnopolsky noted there would be a consistent block of material. He also stated there
39 was a question about articulation at the retail base and with regard to the idea of the cast stone
40 dimensions shown, there would be 16 inch horizontal bands with 3 inch reveals. Mr. Krasnopolsky
41 stated it would have a rusticated expression and would be classical in nature. He stated you also see the
42 granite base and how it makes the change in height at the storefront opening.

43
44 Mr. Krasnopolsky then referred to the left side balcony railing articulated and the modeling in the
45 surround itself. He stated the idea is to have some setback and reveals and paneling. Mr. Krasnopolsky
46 noted while cast stone material is not cheap, it is very solid like limestone and the bottoms would be
47 clad and painted. He noted there is a thickness to cast stone at the upper portion and base of the
48 mansard building and the step out balconies would have a decorative quality. Mr. Krasnopolsky then

1 identified a close up view of the corner of the transformer area to explain how it turns the corner. He
2 identified the east and north elevations viewed from the parking area which would have a cast stone
3 product and metal picket fencing.
4

5 Mr. Krasnopolsky stated with regard to the articulation of the maisonettes and solid walls of the
6 balconies, there would be cast stone returns and a recess behind it. He identified the view at the base of
7 the covered parking area and the intersection between that and the east elevation of the building. Mr.
8 Krasnopolsky also referred to an illustration of two examples of awnings which would be to the
9 minimum height requirement and width of 5 feet or less from the building face. He also stated they
10 would be approximately 3 feet high and would have a steel frame. Mr. Krasnopolsky added it would be a
11 small square frame with Sunbrella fabric.
12

13 Mr. Krasnopolsky then referred to an illustration of the window schedules and stated there were some
14 questions about their sizes and consistency. He noted they would be very consistent around the
15 building. Mr. Krasnopolsky stated they have enumerated them and tagged each unique type of window
16 and scheduled them by floor in the diagram. Mr. Krasnopolsky noted there are dimensions and
17 indications of how they would operate.
18

19 Mr. Krasnopolsky informed the Board the landscape plans have been approved and additional
20 comments were added from the original landscape submittal. He then referred to the plan and floor
21 plans being available and asked if there were any questions.
22

23 Chairman Albinson also asked for questions from the Board. Mr. McLane thanked the applicant and
24 stated the plan reflects the excruciating process and the applicant listened and responded. He stated in
25 2020 or 2021, they would enjoy the façade being created. Mr. McLane stated months ago, they were
26 screaming for the applicant to revisit them and now described what had been done. He described the
27 magic words as articulation and commented the applicant has done a good job. Mr. McLane then stated
28 with regard to the cornice, reveals, etc., they were missing before and are now included which made a
29 huge difference to him. He stated they are here to opine on whether the plans are substantially
30 consistent and he thinks it has improved since sent to the Village Council.
31

32 Mr. Ritter agreed it is a huge improvement over what was presented at the July meeting and he
33 appreciated the effort the applicant put in.. Mr. Ritter then stated his only comment is what he
34 mentioned before in that it would be an improvement to have the masonry on the building be the same
35 color and he did not care for the band of colors. He stated they should have consistency on the color
36 issue.
37

38 Mr. Klaskin stated President Rintz came here with the explicit direction about the east elevation to make
39 sure it looks good and commented it looks fine. Mr. McLane commented it looked awful before and they
40 approved it originally. He commented this plan is much more elegant and referred to the lower portion
41 being obscured a bit. Mr. McLane stated Mr. Dearborn was here at the last meeting as well and
42 expressed concern, and now with the articulation with the louvering, he looked forward to seeing it. Mr.
43 Klaskin added he did not find any fault.
44

45 Chairman Albinson stated he has a list of items to discuss and asked for a sample of the cast stone and
46 the fourth floor brick sample. He stated as shown in the renderings above the third floor horizontal
47 band, he referred to the cast stone and the 4th floor brick. Chairman Albinson also asked what is
48 the mortar color for the brick and if that mortar is consistent for the whole building. Mr. Krasnopolsky

1 responded the sample is not exactly the color to be used and it will vary slightly from the sample.
2 Chairman Albinson asked Mr. Krasnopolsky to explain some of the details of the coursing of the
3 renderings and referred to the rustication on the 4th floor where one band is recessed and one is
4 protruding. My-Nga Lam, representative with the Lucien Lagrange Studio, stated three are protruding
5 and they may have it scaled at 2.5. She noted the idea is for all of the brick to be the same size and
6 there would be play off the rustication at the base of the building.

7
8 Chairman Albinson asked if there is no utility brick and Mr. Krasnopolsky responded all of the bricks are
9 modular. Ms. Meiners asked if in the drawing, it is not the size of the brick. Mr. Krasnopolsky stated
10 the model scale is different. Ms. Lam added the building elevations show more consistency.

11
12 Chairman Albinson asked what the rationale was for choosing the 4th floor brick instead of
13 considering cast stone. Ms. Lam responded the idea is that the brick above the ground floor would be
14 consistent with the residences and there would be a cast stone base for retail. She also stated the idea is
15 that they do not match but would play off it. Ms. Lam referred to the horizontal band to break down
16 the scale and the scale of the brick is better on the residential floor.

17
18 Chairman Albinson commented he liked everything explained and the idea is for it to feel more
19 residential. He then stated with regard to the 4th floor, the concern over time is the colors above the
20 horizontal banding above and below the brick would wear off and weather and blend together.
21 Chairman Albinson then stated while he is splitting hairs, he wanted to make sure it looks consistent.
22 Mr. Krasnopolsky added the brick in the sample form is deceptive and stated 7% to 8% of the wall is
23 mortar and that it changes characteristics. He stated the lines of mortar would add up and described it
24 as a pixilated view. Mr. Krasnopolsky noted it was worked on and they were concerned about it and
25 would do a mockup to get it right on. He indicated it would be impossible to judge specifically from that
26 and they will know what happens with the finishes. Mr. Krasnopolsky added it would be compatible
27 when it is done.

28
29 Ms. Kelly asked if the brick will look textured other than being solid and like framing. She also asked if it
30 looked different but will be similar. Mr. Krasnopolsky confirmed that is correct and noted while the 16
31 inch on the retail portion is a lot of heft, it is a substantial elevation. Ms. Kelly commented one recessed
32 course will look nice and will give texture and the first floor would be smoother.

33
34 Chairman Albinson asked for a sample of the underside of the balconies. He also asked what the
35 rationale was for choosing that color when a majority of everything else is cast stone. Mr. Krasnopolsky
36 responded the intent is to make it feel like a stone piece. He also stated since it is horizontal and there
37 would be a shadow, it would not receive reflective light and appear darker. Mr. Krasnopolsky then
38 stated they did not want it darker since it adds weight to the balcony.

39
40 Chairman Albinson then asked for a color sample for the maisonette dormer. Mr. Krasnopolsky provided
41 the sample to the Board. Chairman Albinson then asked if there would be field applied paint. Mr.
42 Krasnopolsky commented that would be tough and since it is custom made with the manufacturer, he
43 would imagine the shop would have it painted and his recommendation is for it to be touched up in the
44 field.

45
46 Chairman Albinson then questioned the aluminum dormer assembly. Mr. Krasnopolsky identified
47 the roof portion of the dormer which will work out painted or coated aluminum. He also stated the only

1 interest is the inner section at the standing seam metal roof and it will be manufactured by the roofing
2 contractor so there would be no gap. Mr. Krasnopolsky added it is the same contractor.

3
4 Chairman Albinson stated with regard to the cost issue, he asked if they considered a cast stone dormer.
5 Mr. Krasnopolsky responded that would be heavy and is not a traditional approach to a dormer like that.
6 He stated their approach is to get a lighter weight. He described the material as ethereal and which
7 looks correct in light proportions. Mr. Krasnopolsky stated their intent is not to have stone material
8 expressed at the dormer. He then stated it could have been painted wood back in the day and they do
9 not want to do that. Ms. Lam informed the Board in considering the profile and depth of expression; it
10 would be a better product if it is metal.

11
12 Chairman Albinson stated his comment from day one questioned the merits of having one Tudor
13 element on an almost entirely French or non-Tudor repetition. He questioned the rationale to push
14 having one Tudor maisonette. Mr. Klaskin stated they talked about that years ago and a point was made
15 to tie into the Tudor nature of the Village. He also stated New Trier Partners' entire proposal was Tudor
16 which did not get off the ground. Mr. Klaskin agreed it did feel disjointed.

17
18 Chairman Albinson stated it is beyond the purview of the responsibility of the Board and he wanted to
19 raise the comment for the record. He then questioned the recess between the west building and the
20 first maisonette. Chairman Albinson stated that recess is not fenestration but detailing and it appears
21 lacking in that recess where it is consistently recessed throughout. He encouraged the applicant to
22 consider it and although it is not easily visible, he referred to the massing. Ms. Lam identified that area
23 as right below the balcony. Chairman Albinson then asked the applicant to consider it in detailing out
24 the building to not miss the recess. The area was identified on Sheet J2.

25
26 Ms. Lam referred to Sheet F3 and noted that is the balcony and the other walls have to be solid since
27 they are maisonette walls. Chairman Albinson stated his comment is to consider the detailing of that
28 recess on the upper floors as they work through the construction documents. He then stated with
29 regard to the east elevation, he asked for the sample materials for the bottom dark cast stone element,
30 taupe louvers and overhead door color at the south end. Chairman Albinson asked Mr. Krasnopolsky to
31 walk them through the rationale for having lighter louvers with the fake grills being darker. Mr.
32 Krasnopolsky responded the louvers are similar in nature to the brick and it was never a plain surface
33 with there always being a shadow. He stated the only logic is so that there is a consistent feel to the
34 stone and cladding nearby versus making it darker. Mr. Krasnopolsky indicated it could be more obscure,
35 but they wanted to articulate that elevation in general. Chairman Albinson referred to President Rintz's
36 comment suggested in the staff report that since the community would focus on the east elevation, to
37 suggest considering rustication or keystone over the storefront over the other elevations and consider
38 that over the overhead door on the east elevation. He commented there is an easy way to add some
39 articulation and asked for the illustration with that elevation with the storefront for the applicant to
40 explain. Mr. Krasnopolsky responded with regard to the south elevation, in general, the idea was not to
41 articulate the service entries more than primary or retail openings and they wanted to downplay the
42 service doors. He stated there are other openings on that elevation on the west side of where the west
43 building starts and goes all around the building and back to the corner not articulated.

44
45 Chairman Albinson stated with regard to another comment or suggestion, he asked what is the proper
46 term for fake grills. Mr. Krasnopolsky referred to them as grillage. Chairman Albinson suggested adding
47 some more detail or to consider some sort of rhythm or alternative design. He stated they are all the
48 same size across and if they have a pattern, that is something which would have a zero cost or an option

1 to consider something different so there is some rhythm other than having the same shape over and
2 over again to try to improve the east elevation. Chairman Albinson then stated what was presented is
3 the best they have seen of the east elevation and he is offering suggestions to make it better.

4
5 Ms. Meiners agreed with Chairman Albinson's comments and stated the applicant has done an amazing
6 job. She stated for this little element, you would be driving up Elm and seeing this and commented it is
7 too consistent. Ms. Meiners also stated they do not know what the land use is east of the building and
8 suggested planting trees or something. Mr. McLane stated that is part of the landscape plan and you will
9 not see it. He then referred to the front gate entry to the parking garage and stated it will not be that
10 visible. Mr. McLane also agreed with Chairman Albinson's comments.

11
12 Ms. Kelly stated in connection with the windows which are not there but bricked in, she asked what is
13 going on there. Mr. Krasnopolsky responded based on the planning of the units, they did not want to
14 lose the rhythm and character of the area of the wall. He described it as a traditional approach to the
15 size of a building like this. Ms. Lam informed the Board there is a shower behind the solid portion and
16 master bath. She noted the window allows light in front of the tub. She also stated they wanted to keep
17 the rhythm and window behind the shadow. Mr. Krasnopolsky stated the grillage related to the
18 windows and patterning above. He stated in the character of the windows and opening above, he
19 referred to the pattern and articulation with the locations of those especially with regard to the way you
20 see it and it is not a series of evenly spaced grills. Mr. Krasnopolsky noted you would see it on a sharp
21 angle. Mr. Krasnopolsky also stated there will be more articulation than shown in the elevation.

22
23 Chairman Albinson stated with regard to the elements where the balconies are and the wall, he asked
24 what is the amount of plane change in terms of the depth of the wall on the lower level. Mr.
25 Krasnopolsky identified the area in an illustration and stated it gives you an idea of the profile of the
26 balconies. He noted there would be no jog in the cast stone from the first floor. Ms. Lam stated the lines
27 are reveals. Chairman Albinson stated the cast stone is one plane on the entire distance and described it
28 as misleading in the drawings. Mr. Krasnopolsky noted the balcony projects slightly and identified the
29 return on the balcony on the edges reveal below that point. He agreed there should be a line there.

30
31 Chairman Albinson referred to the window elevation with the window type identifications. He then
32 stated with regard to the bottom elevation to the east at the far right, there are multiple units combined
33 and asked if that is one assembly with the same aluminum material. Mr. Krasnopolsky responded
34 in general, they would be as large as single units as possible. He described them as the most efficient
35 from an energy and manufacturing standpoint. Mr. Krasnopolsky stated the idea of multiple units is
36 discouraged because of the thickness and stated they would be one unit.

37
38 Chairman Albinson then stated with regard to the window schedule and Window 26, he questioned the
39 trim between the two. Mr. Krasnopolsky stated they would be articulated this way but they will be one
40 unit. He also stated they prefer to have one unit due to energy efficiency and they may be clad between
41 the two verticals. Mr. Krasnopolsky then stated the rough opening is the entire piece. Ms. Lam stated
42 the indentation for the entire piece is vertical. She referred to the Board's comments last year that they
43 did not want industrial windows and stated they would be breaking up these widows. Chairman
44 Albinson asked if they are locked in a window schedule or exploring options. Mr. Krasnopolsky

1 confirmed the size is locked in. Ms. Lam informed the Board they are working through unit plans and
2 these sizes represent the rhythm driving the elevation. Chairman Albinson then encouraged the
3 applicant to continue on and pursue the use of Window 26 which has a lot more depth as opposed to
4 Window 23. He also stated if there is an opportunity to make them as expressed in Window 26, to apply
5 that to the other window types. Mr. Krasnopolsky stated the profiles are generally correct and these
6 would be aluminum windows. Ms. Lam noted Window 23 happens on the back on one maisonette and
7 the windows above are a bay window. Chairman Albinson stated with regard to the south elevation of
8 window enumeration, to the top right to the south, he referred to Window 14 on the right side at the
9 top of the page which he described as a good example of one large opening. He stated last summer, no
10 detail was provided for that and to avoid an industrial look, Window 14 has more articulation. Mr.
11 Krasnopolsky zoomed in on the changes in articulation of the window and noted they are not going for
12 an industrial aesthetic. Chairman Albinson stated the reaction from the Board is when industrial
13 windows were presented; it takes away from the aesthetics.

14
15 Chairman Albinson then stated overall, he is pleased with the presentation and thanked the applicant
16 for their work and stated they are excited about what has been shown. Ms. Meiners asked with regard
17 to the iron, she referred to the sample of the balcony iron on the slide presentation and asked if that is
18 on all of the balconies and on top. Mr. Krasnopolsky confirmed that is correct and it will be custom
19 made so they do not have an actual sample. He stated they used the views of the elevation or the model
20 and the photo is of what is similar in nature and only represents an example of the scale and amount of
21 detail.

22
23 Ms. Kelly asked if the EMtl-2 color would be used for the grillage. Mr. Krasnopolsky responded the
24 grillage is black on the east elevation and it would have a flat finish as opposed to the sample. Ms. Kelly
25 then asked if EMtl-2 is the same as Railing-2 and assumed it is similar to the retail windows. Mr.
26 Krasnopolsky confirmed that is correct. Ms. Kelly also asked if the residential windows would be
27 charcoal gray. Mr. Krasnopolsky responded they would be warm gray. Ms. Lam stated for the
28 residential floors, they wanted to change the color to make them lighter and they did not want them to
29 be black which would be used for retail. She added they would be lighter but not white for
30 the residential floors and stated it would have been more of a maintenance issue. Ms. Kelly asked if it is
31 a different frame or similar. Mr. Krasnopolsky responded the frame and face would be similar in size. He
32 informed the Board they did research on it and described it as a very old world technique and that white
33 only came out later. Mr. Krasnopolsky also stated while it is kind of a traditional thing but when they
34 looked at it on the building, it would be appropriate for residential and the response was to make retail
35 one thing and the residences another.

36
37 Chairman Albinson asked if they had discussed with the client the prospects of accentuating the building
38 itself and having downcast lighting. A gentleman in the audience stated that did not come up in
39 discussions.

40
41 Chairman Albinson then asked for public comments and that for those making public comment to state
42 their name and address and comments would be limited to three minutes or less.

43

1 Richard Sobel stated his father, Walter Sobel, designed the Fell store. He stated he spoke to the Board
2 before on the specific issue of design. Mr. Sobel stated his father won a design award for the Fell store
3 and which is why it is eligible for the National Register which required that special permitting
4 requirements have to be met. He stated the Illinois Department of Natural Resources stated certain
5 mitigation needs to be done to retain the Fell store or design elements for anything which is built and
6 which he included in his email to the Board. He stated there is a design question here and on the smaller
7 scale, there have been a number of mentions of the railings and there are beautiful railings on the
8 current Fell store. Mr. Sobel stated there are a number of design elements which would be appropriate
9 to incorporate into the plan. He then referred to the reference of there being one Tudor maisonette and
10 he would like to see the whole building or a significant part of it incorporated into the plan. Mr. Sobel
11 stated the Board can provide direction for how to remember or portray the wonderful award winning
12 building.

13
14 Mr. Sobel then stated the Village Attorney promised and in emails the permitting requirements are to
15 be met, one of which is to try to find a way to preserve the Fell store. He then asked Mr. Schoon for a
16 response. Chairman Albinson stated they would restrict it to comments for now and let the Village staff
17 to respond to any questions later. Mr. Sobel asked if the vote would be taken tonight. Chairman
18 Albinson confirmed there will be a motion. Mr. Sobel reminded the Board the Landmark Preservation
19 Commission put together a report on the strong negative impact on the Village and architecture of the
20 Village to remove the Fell store. He stated with regard to that and the state requirement, he
21 would leave it on the Village government to find a way to incorporate the building or some elements
22 into the new design and he would like to know what that is now. Mr. Sobel described the building as
23 very important and he has brought it to their attention a number of times.

24
25 Chairman Albinson asked if there were any other comments.

26
27 Chris West asked why is the applicant proposing to use composite wood as opposed to regular wood
28 and asked what are the pros and cons of both. Mr. Krasnopolsky responded that composite wood was
29 chosen since it provided the dimension and quality type of wood appearance similar to a rusticated
30 wood material compatible with Tudor. He noted the actual material was selected because of its stability
31 and while there are pros and cons, on the exterior for many of the selections such as the dormer, in
32 terms of maintenance, they wanted for it to be minimized as required on wood being exposed to
33 exterior elements including peeling paint from water absorption as well as the dimensional instability of
34 wood which would cut and split over time. He also stated modern materials have the quality of old
35 materials which is why it was chosen.

36
37 Chairman Albinson asked if there were any other questions. Mr. Sobel asked Mr. Schoon to respond to
38 his question. Chairman Albinson recommended the Village staff to respond offline and it is not the
39 responsibility of the Board to comment or answer that question. He asked if there were any
40 other comments. There were no additional comments.

41
42 The following motion was made by Mr. McLane and seconded by Mr. Klaskin:
43

1 Based upon the Design Review Board's review of the Applicant's submittal consisting of (1) plan
2 sheets detailing materials and finishes, prepared by Lucien LaGrange, dated December 4, 2018;
3 (2) product specification sheets with a received date of December 5, 2018; and (3) material
4 samples presented to it at its December 10, 2018, meeting, the Design Review Board approves
5 the final actual materials, material selection specifications and actual finishes for all exterior
6 building materials and retaining wall materials as well as the composition and detailing of the
7 materials on the ground floor level and B1 level exterior walls of the east elevation. The Board's
8 approval is based upon the finding that these items are substantially consistent with the
9 materials and finishes approved by the Village Council in the following Village approval
10 documents: (a) Ordinance M-13-2018: An Ordinance Granting Final Plan Approval of a Planned
11 Development – One Winnetka and (b) Resolution R-58-2018 – A Resolution Approving an
12 Amended and Restated Development Agreement – One Winnetka.

13
14 The motion was adopted by a vote of 6-0.

15
16 AYES: Albinson, Kelly, Klaskin, McLane, Meiners, Ritter

17 NAYS: None

18
19 **Adjournment:**

20 The meeting was adjourned at 8:51 p.m.

21
22 Respectfully submitted,

23
24 Antionette Johnson

25 Recording Secretary



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: JANUARY 18, 2019
SUBJECT: PLANNED DEVELOPMENT REGULATION AMENDMENTS

INTRODUCTION

The Design Review Board was originally scheduled to discuss potential planned development regulation amendments at its January 17, 2019, meeting, but due to a lack of a quorum for that meeting, the discussion has been moved to January 24. Please bring the materials delivered to you for the January 17 meeting to the January 24 meeting.

Prior to the scheduled January 17 meeting, Member McLane had submitted a list of questions regarding planned development regulations. The following is his list as well as staff's response.

1. How many Planned Development opportunities can possibly arise over the next ten years? The Post Office site comes to mind. Where else might this come up?

Given that any site with a land area of 10,000 sf or more must go through the planned development process the following are other sites that could potentially redevelop in the next ten years (in addition to the Post Office site):

- a. 93 Green Bay Road (former service station site on the southeast corner of Winnetka Avenue and Green Bay Road)
 - b. 966-972 Green Bay Road (former Boris Café site and adjacent vacant lot, southwest corner of Green Bay Road and Merrill Street)
 - c. 688-694 Green Bay Road (west side of Green Bay Road, north of the Mews, consisting of one single family home and one vacant single family lot)
2. What are the "best practices" for Planned Development approval processes for a Village like ours?

Each community must decide the best practice for its planned development approval process. In terms of zoning regulations, the planned development process is a relatively newer zoning tool. The incorporation of this tool within a community will be dependent upon that community's existing governmental structure, such as the advisory bodies it has in place, and how it wishes to provide the public an opportunity to participate in that process. Based upon the community's input through the creation and adoption of the Downtown Master Plan, the Winnetka community believes that we can improve our planned development process. From a

process perspective, the issue that is most frequently discussed is do two advisory bodies that review planning and zoning related relief requests (PC and ZBA) each need to individually review a planned development? Or could only one of them (frequently the PC) review a planned development request, or could a combined body of the two review it?

3. Is a separate PD committee (composed of PC, DRB, and ZBA members) the best way to do this?

See previous response. Also, another issue often discussed with this topic is the following: are the responsibilities and expertise of a design review board/commission so different from the other two bodies (a zoning board of appeals and a plan commission) that the design review board/commission should separately review the planned development for its compliance with design guidelines.

4. What villages rely on solely one "super" committee (rather than the three we have)?

I am not aware of an example of a community that combines all three bodies (PC, ZBA, and DRB). Oak Brook is an example of a planned development commission that consists of members from the ZBA and PC. We have not been able to identify another community that has a planned development commission similar to Oak Brook's.

5. How do the other NT villages handle this?

The other villages in New Trier Township process planned development commissions as follows:

- a. Wilmette –
 - i. Plan Commission makes recommendation on preliminary plan; they do not review final plans. In the past they have had non-binding, voluntary review by their Architectural Review Commission. (Zoning Board of Appeals is not involved).
 - ii. The Village Board makes the final determination regarding approving the preliminary plan and the final plan.
 - b. Kenilworth –
 - i. Plan Commission and Architectural Review Commission each make a recommendation regarding the preliminary plan as well as the final plan. (Zoning Board of Appeals is not involved).
 - ii. The Village Board makes the final determination regarding approving both the preliminary plan and the final plan.
 - c. Glencoe – Does not have a planned development process.
 - d. Northfield –
 - i. Plan & Zoning Commission (their Plan Commission) and Architectural Commission each make a recommendation on a planned development. They do not have the two stage preliminary review and final review. (Zoning Board of Appeals is not involved).
 - ii. The Village Board makes the final determination regarding approving the planned development.
6. The Holland & Knight doc cites Oak Brook. Is this the "gold standard" of Planned Dev practices? Should we expedite this discussion and simply adopt their practice? If not, why not?

Holland & Knight cites Oak Brook as an example of forming a planned development commission. As I stated earlier, our Village will need to decide the best approach for us. That is why the Village Council has requested input regarding the planned development process from the three advisory bodies that have been involved with it.

7. Are we also expected to address Attachment C -- specific DRB guidelines that were developed just three years ago?

What we are looking for at this point in time is your general thoughts regarding the use of the design review guidelines for a planned development. Is a planned development so different from a smaller scale project or the renovation of an existing building/site (e.g. Fred's Garage, Minos) that a planned development project should be looked at from a different design guideline perspective? Or are the existing guidelines generally adequate?



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: JANUARY 11, 2019
SUBJECT: PLANNED DEVELOPMENT REGULATION AMENDMENTS

INTRODUCTION

At the January 17, 2019 Design Review Board (DRB) meeting, Village Staff will facilitate discussion with the DRB to gather input from its members on the Village's existing planned development regulations and process. This activity is at the direction of the Village Council, which held a December 11, 2018 study session regarding potential amendments to the Village's planned development regulations. The Council has requested that the Zoning Board of Appeals, the Plan Commission, and the Design Review Board each discuss and provide comments regarding (i) standards used to evaluate proposed planned developments and (ii) the current review process for proposed planned developments.

BACKGROUND

The Council generally discussed changes to the planned development regulations at its December 11 study session. Staff and the Village Attorney prepared the attached memos and materials regarding the subject (Attachment B). The material included a summary of the following information:

- The Downtown Master Plan recommendations' regarding the Village's planned development process;
- The history of the Village's planned development ordinance;
- A comparison of the planned development process with other Village zoning and subdivision relief processes;
- An explanation of a planned development as a land use tool;
- The Village's current planned development regulations; and
- Some options regarding amending the planned development procedures and standards.

A copy of the December 11 Village Council study session minutes are included in Attachment B.

At the DRB's January 17 meeting, Village staff will provide an overview of this material and a summary of the Council's discussion.

Purpose of Planned Development Process

As you discuss the planned development review process and standards, the Council asked that you keep in mind the purpose of the planned development process. The current purpose and intent of the Village's planned development regulations are set forth in Section 17.58.020 of the Village Zoning Ordinance, as follows:

A. Purpose. The purpose of this Chapter is to make available a special use procedure that departs from the strict application of the specific zoning requirements of the district in which the development is located, in an effort to promote progressive development and redevelopment of land in the multi-family and commercial zoning districts by encouraging more creative and imaginative design for land developments than is possible under the zoning regulations that generally apply in those zoning districts.

B. Intent. This Chapter is intended to assure that the following land use and development objectives are accomplished, in addition to the general land use and development objectives set forth in Chapter 17.04 of this Title:

1. To permit a creative approach to the development and redevelopment of lands devoted to multi-family and commercial uses.

2. To achieve a more desirable physical environment by allowing greater flexibility in building design and site plan layout than would be possible through the strict application of the generally applicable zoning and subdivision regulations.

3. To allow more efficient use of the land resulting in more economic networks of utilities, streets and other facilities.

5. To facilitate a development pattern that is in harmony both with the objectives of the Comprehensive Plan and with the district purposes as defined in this Title.

6. To allow the relaxation of certain otherwise applicable substantive requirements based upon procedural protections that provide for the detailed review of individual proposals for more significant multi-family and commercial developments.
(MC-8-2005, Added, 12/20/2005)

Guiding Principles to Use When Considering Amendments to Planned Development Standards and/or Process

As you consider possible changes to the planned development standards and process, the Council thought it was important to keep in mind some guiding perspectives, as summarized as follows:

- a) Resident Perspective – Ensure procedures that are not overly burdensome to residents who desire to show support or opposition to a proposed planned development throughout the entire public hearing/meeting process.
- b) Developer Perspective – Ensure procedures, application requirements, and standards that are clear and reasonable and that provide timely decisions, whether in favor or not in favor of the developer's proposed development.
- c) Boards & Commission Perspective – Ensure procedures and standards that provide the advisory bodies with clear direction to effectively, efficiently, and fairly, evaluate planned development requests.
- d) Village Staff Perspective – Ensure procedures and standards that staff can clearly and easily explain to applicants, the Council, advisory boards, residents, and other interested parties, so as to minimize the amount of staff time and resources that needs to be spent on administering the planned development process and to eliminate to the extent possible unnecessary ambiguities that can slow the process and/or make it less open to public scrutiny.
- e) Meets Village Plans – Ensure procedures and standards that meet the Village's goals and objectives for the community as a whole or for a specific area.

The Design Review Board should consider these perspectives as it provides comments on the planned development standards and process.

PLANNED DEVELOPMENT STANDARDS

As explained in the Village Attorney December 5, 2018 memo to the Village Council, the Village Council and its three subsidiary bodies consider approximately 25 standards in evaluating planned development applications. Staff, the Village Attorney, some current advisory board members, and Council members who were advisory board members during the One Winnetka planned development process, all observed that the current standards were difficult to employ because of their number and the ambiguous and overlapping nature of many of the standards.

At the direction of the Village Council, the Village Attorney and Village staff have prepared a discussion draft set of consolidated and clarified standards (Attachment A). Attached is a copy of those draft standards. Nearly all of those draft standards listed, except the Design Guidelines, would be used by other the advisory bodies and the Village Council when considering a planned development application. DRB members may comment on these proposed standards; however, the Council is looking for the Design Review Board to provide comments regarding the usefulness and appropriateness of the design guidelines when reviewing a planned development project, such as the One Winnetka project, and particularly during the preliminary plan stage. Attachment C has been provided which includes excerpts of the Design Guidelines that were provided to the DRB for its review of the One Winnetka preliminary plan at the November 19, 2015, DRB meeting.

PLANNED DEVELOPMENT PROCESS

The Council also requested that the advisory bodies comment on the major steps of the current planned development process, which generally include the following:

- a) Pre-application meeting with staff prior to submission of formal application
(Voluntary)
- b) Preliminary plan review and approval
(ZBA and PC public hearings, DRB public meeting, Council consideration and vote) (all required)
- c) Final plan review and approval
(ZBA and PC public hearings, DRB public meeting, Council consideration and vote) (all required)

In addition to considering whether all of these procedures should continue to be necessary, the Council also discussed, and asked the advisory bodies to comment on, adding a Village Council conceptual plan review before the staff pre-application meeting.

The conceptual plan review step, which would be required, would provide an applicant an opportunity to receive initial feedback directly from Village Council members regarding the applicant's proposal prior to the applicant committing the time and financial resources associated with submitting a formal application. During a conceptual plan review, the applicant would provide a narrative describing the project and summarizing its planned development request as well as provide sketch plan(s) for its proposed development. This information would be presented at a public Village Council meeting at

which time Council members would be provided the opportunity to offer their individual thoughts and comments regarding the request. There would be no vote by the Council or identification of any sort of consensus regarding the project by the Council. The applicant would then, based upon Council member individual comments, determine if it wished to submit a formal preliminary application. This is a step that many communities use as part of its planned development process.

In addition to providing comments on the conceptual plan review step, Design Review Board members may also wish to provide comments on the overall planned development process given its recent experience with the One Winnetka planned development.

SUMMARY

The Village Council has requested input regarding the Village's planned development regulations from its three advisory bodies. Specifically, the Village Council wants advisory body comments on the planned development process and the planned development standards.

The advisory bodies may also, if they choose, provide comments on the current purpose and intent of the planned development process as well as the guiding principles the Village Council identified.

Staff and the Village Attorney look forward to discussing these matters with the DRB at its January 17 regular meeting.

ATTACHMENTS

Attachment A: Draft Planned Development Standards

Attachment B: December 11, 2018, Village Council Meeting - Staff and Attorney Reports & Meeting Minutes

Attachment C: One Winnetka Staff Report Excerpts – Design Guidelines – DRB November 19, 2015 meeting.

DRAFT PLANNED DEVELOPMENT REQUIREMENTS AND STANDARDS

January 2019

I. GENERAL REQUIREMENTS

All planned developments shall satisfy the requirements and limitations of Paragraphs A through H of this section.

- A. Approval required. All planned developments shall be approved by the Village Council, in accordance with the procedures and standards set forth in this Chapter and with other applicable provisions of this Code.
- B. Permitted Locations. Planned developments are authorized only in the B-1 Multi-family, B-2 Multi-family, C-1 Neighborhood Commercial, and C-2 General Retail Commercial zoning districts.
- C. Minimum area of development. No planned development shall be permitted on any site that has an area less than 10,000 square feet.
- D. Planned development required. Any new development or redevelopment on any site with an area of 10,000 square feet or more shall require planned development approval.
- E. Ownership and control of land. The site for a planned development may be either in a single lot of record or a combination of contiguous lots that under unified ownership and control.
- F. Compliance with Village Code required. Construction and improvements in any planned development shall comply with all applicable Village ordinances.
- G. Individual Special Uses. The individual uses in a planned development must be permitted uses or permitted special uses in the underlying zoning district. Any individual use that is allowed only as a special use in the underlying zoning district must individually meet the standards for granting special use permits set forth in Chapter 17.56 of this Code.
- H. Number of units. The maximum number of residential units in a planned development located in the B-1 or B-2 zoning district shall not exceed the maximum number allowed in the underlying zoning district, except as may be necessary to achieve the goals of the Village of Winnetka Affordable Housing Plan.

II. PLANNED DEVELOPMENT STANDARDS

No special use permit for a planned development shall be granted unless it is found:

- A. That the proposed development and the use or combination of uses is consistent with the goals and objectives of the Comprehensive Plan, including the Downtown Master Plan.
- B. That the establishment, maintenance and operation of the planned development will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;
- C. That the planned development 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;
- D. That the establishment of the planned development 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;
- E. 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;
- F. That adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the planned development exist or are to be provided;
- G. That the planned development in all other respects conforms to the applicable regulations of this and other applicable Village ordinances and codes

[Note: Items B through G mirror the Village's current special use standards]

III. ADDITIONAL STANDARDS

A. Exceptions from District Regulations

All planned developments are subject to the underlying district regulations unless an exception is specifically granted. The [Advisory Body] may recommend and the Village Council may grant exceptions to the otherwise applicable subdivision regulations and underlying zoning district use, lot, space, bulk, and yard regulations. In addition to the standards in Section II of this Chapter, the following standards shall be considered in reviewing all proposed and amended planned developments, particularly with regard to elements of planned development proposals that do not satisfy the otherwise applicable provisions of the underlying zoning and subdivision regulations:

- a. Enhance the quality of the design of the structures and the site plan;
- b. Enable the development to offer environmental and pedestrian amenities;
- c. Will not cause an adverse impact on neighboring properties that outweigh the benefits of the development;
- d. Contain a proposed design and use or combination of uses that will complement the character of the surrounding neighborhood; and
- e. Provide a public benefit to the Village, as described below.

B. Required Public Benefits

In addition to meeting the other requirements of this Chapter, developers of planned developments are required to provide public benefits, which include providing compensating benefits and making necessary Village public improvements.

a. Compensating Benefits

Developers of planned developments are required to provide the Village with compensating benefits in return for the Village providing exceptions from Village regulations requested by the developer. The purpose of compensating benefits is to advance Winnetka's physical, cultural, environmental, and social objectives in accordance with the Comprehensive Plan and other adopted plans and policies. Redevelopment often brings with it the need to provide exceptions from the regulations but to also make sure that the Village is receiving public benefit in return for providing those exceptions by requiring additional compensating benefits to the residents in that area or to the community as a whole. The following is a non-exclusive list of examples of design elements and amenities that can be considered a compensating benefit:

- i. Community amenities including plazas, malls, formal gardens, places to congregate, outdoor seating, and pedestrian facilities;
- ii. Preservation of existing environmental features or historic features;
- iii. Open space and recreational amenities such as recreational open space, including accessory buildings, jogging trails, playgrounds, and similar recreational facilities;
- iv. Adaptive reuse of existing buildings;
- v. Provision of public car and/or bike share facilities;
- vi. Provision of off-street public parking spaces;
- vii. Provision of affordable housing units; and
- viii. Provision of a demonstrated need in the Village

b. Village Improvements

Applicants are required to consult with Village Staff and/or any other public entities as deemed necessary to negotiate necessary Village improvements such as, but not limited to, public streetscape improvements, roadways, alleys, medians, pathways, pedestrian drop off areas, transit stops, bus pull outs, and/or other public improvements that will promote the objectives of a planned development.

V. DESIGN GUIDELINES

The planned development as a whole, as well as the individual buildings and site improvements constructed as part of the planned development, shall be in conformity with the Village of Winnetka Design Guidelines.



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: DECEMBER 6, 2018
SUBJECT: PLANNED DEVELOPMENT REGULATION AMENDMENTS

INTRODUCTION

At the December 11, 2018, Village Council Study Session, the Council is scheduled to discuss potential amendments to the planned development regulations. This memo summarizes the Downtown Master Plan recommendations regarding the Village's planned development process, the history of the Village's planned development ordinance, and other Village zoning and subdivision relief processes. Also attached is a memo from the Village Attorney that summarizes the planned development as a land use tool, the Village's current planned development regulations, and some options regarding amending the planned development procedures and standards (Attachment A).

DOWNTOWN MASTER PLAN

On November 3, 2016, the Village Council adopted the Downtown Master Plan. The adoption of the Plan was the culmination of the work of an eleven-person Steering Committee and over seventy Working Group members with the assistance of a professional consulting firm. One area of the plan identified the need to review the Village's development, land use and zoning process and regulations. Chapter 7, Action Plan, of the Downtown Master Plan recommends the following:

The Land Use Chapter recommends a number of zoning ordinance and design review process changes to encourage business and property development in the business districts. These revisions were thoughtfully deliberated, a process that should continue as they are implemented. A community based effort led by a 3rd party consultant to provide an outside perspective, like that used to develop this Plan, will be useful in detailing changes and reaching consensus on the amendments. As with the Plan, a task force could lead the effort and include representatives from various groups and public bodies, such as the Plan Commission and Business Community Development Commission, in order to secure broad input. Changes to consider are:

- *Reduce and Clarify Standards for Considering Zoning Entitlement*
- *Revise the Commercial Overlay District*
- *Refine the Current Design Review Process*
- *Apply Administrative Approval for Minor Variations in Commercial Districts*
- ***Establish a Planned Development Commission [emphasis added]***
- *Consider Establishing a Fee in Lieu for Parking Relief*

Specifically regarding the establishment of a planned development commission, the Land Use Chapter (Chapter 6) recommends the following:

5. ESTABLISH A PLANNED DEVELOPMENT COMMISSION. *The process for considering Planned Developments (those over 10,000 square feet) in the Overlay District incorporates review of the Plan Commission, Zoning Board of Appeals, and Design Review Board. The time and materials required for this process can create a burden for applicants, Village officials, staff, and interested citizens as they must attend a series of meetings and review multiple packets of materials. To conduct the process in a more collaborative and efficient manner, and maintain a high level of evaluation, a Planned Development Commission can be created to evaluate planned developments in all commercial and multiple-family zoning districts. Such a body could include members of the Plan Commission, Zoning Board, and Design Review Board and consider all relevant standards; each member would receive training to understand and apply standards of the other commissions. The efficiency in the process is created by the project background not needing to be repeated to multiple groups. The integrity of the process is supported in that the concerns of each commission are thoughtfully considered in concert with the others.*

Attachment B contains excerpts from the Downtown Master Plan regarding land use and zoning recommendations.

PLANNED DEVELOPMENT BACKGROUND

In the Spring of 2004, while the Plan Commission conducted its annual review of Chapter Five of the Village of Winnetka Comprehensive Plan, the Green Bay Road Corridor & Business District, Issues and Recommendations, the Commission discussed the issue of planned development regulations. As a result of those discussions, the Plan Commission recommended that the Village Council examine the possibility of creating planned development regulations to govern the development of larger commercial sites in commercial districts. The purpose was to create planned development regulations “...to promote progressive development by encouraging more creative and imaginative design for developments than is possible under the more conventional zoning regulations.” In response to the Commission’s recommendation, the Village Council formed a committee to develop planned development regulations. The committee included seven members selected from the Plan Commission and the Business Community Development Commission BCDC.

In June of 2005, after studying planned development regulations from other communities, the Committee presented its recommendations to the Village Council for approval. The Village Council requested the Study Committee further study the proposed regulations. In September 2005, the Committee presented a final draft of the proposed development regulations. In December of that year, the Village Council adopted Ordinance No. MC-7-2005, which established planned development regulations in the B-1, B-2, C-1 and C-2 zoning districts.

Since that time, the Village Council has amended the planned development regulations twice. In 2010, Ordinance MC-9-2010 was adopted, which amended procedures for submitting written protest of special use permits, including planned developments. In 2015, Ordinance MC-2-2015 was adopted, which made comprehensive zoning amendments to the commercial zoning districts regarding height, other density limitations, and commercial parking requirements. Amendments to Chapter 17.58, Planned Developments, were limited to only changing the name of the C-1 District to the “Neighborhood Commercial District”. A copy of the current planned development regulations can be found in Attachment C – Chapter 17.58 – Planned Developments.

OTHER VILLAGE ZONING AND SUBDIVISION RELIEF PROCESSES

As the Council considers changes to the Village’s planned development process and regulations, staff thought it may be an appropriate time to raise the question of additional considerations regarding the

Village's other land use processes. For instance, the table below summarizes the various Village bodies involved with the special use processes, subdivisions with zoning variations process, and the planned development process.

Village Bodies Involved with Various Village Zoning and/or Subdivision Relief Processes

Special Uses within the C-2 Overlay District	Special Uses Outside of the C-2 Overlay District⁽²⁾	Subdivisions with Zoning Variations	Planned Development⁽³⁾
• Plan Commission • Design Review Board ⁽¹⁾ • Village Council	• Plan Commission • Zoning Board of Appeals • Design Review Board⁽¹⁾ • Village Council	• Plan Commission • Zoning Board of Appeals • Village Council	• Plan Commission • Zoning Board of Appeals • Design Review Board • Village Council

- 1) Design Review Board is involved if request includes exterior building, landscaping, or signage changes.
- 2) Special uses outside of the C-2 Overlay District includes commercial land uses located outside of the Overlay District that require special use approval as well as institutional uses (schools, parks, etc.) located in residential zoning districts that require special use approval.
- 3) Review by each of these bodies is required at both the preliminary plan and final plan.

As the table notes, as with the planned development process, there are other Village processes that involve a number of Village bodies. As the Council considers amendments to the planned development process, this information may also be helpful to the Council with future decision making regarding which advisory bodies would be involved in each process. It may also assist the Council with considering other future amendments to the Village's zoning and subdivision relief processes.

RECOMMENDATION

Staff recommends that staff and the Village Attorney prepare draft amendments to the planned development process for the Village Council to consider in the future. At the December 11 Study Session, staff suggests that the Council consider the following policy direction questions regarding the Village's planned development regulations:

- 1) Should the Village study amendments to the Village's planned development process? If so:
 - a. Which advisory bodies should be involved with the review of a planned development? Should the Village study reducing the number of advisory bodies involved in the process from three to one or two or should it form a new planned development commission consisting of a few members from each of the advisory bodies?
 - b. Would it be beneficial to consider amendments to the major steps of the planned development process, which currently consist of a pre-application meeting with staff, preliminary plan review, and final plan review? For instance, would it be beneficial to add a step allowing a developer to present their concept for a planned development to the Village Council prior to the developer submitting its formal preliminary plan application?
 - c. With changing which advisory bodies may be involved in the process, should we consider amending the review standards used at the preliminary plan stage as well as those used at the final plan stage?
 - d. What other potential changes should staff consider as it works on drafting amendments to the planned development regulations?
- 2) If the Council does direct that amendments be prepared to the planned development regulations, how would the Village Council like to handle the review of the amendments?

- a. Which advisory bodies would the Council like to have review and make recommendations on the amendments?
- b. Would the Council like to review the draft amendments prior to sending them to the advisory bodies? Or would the Council like input from the advisory bodies prior to reviewing the amendments?

Attorney Ben Schuster and I will be at the meeting to walk the Council through the material and to answer any questions.

ATTACHMENTS

Attachment A: Village Attorney Memorandum Regarding Consideration of Amendments to the Village's Planned Development Regulations

Attachment B: Downtown Master Plan- Land Use & Zoning Excerpts

Attachment C: Chapter 17.59 – Planned Developments

MEMORANDUM

Date: December 5, 2018

To: President Rintz and Village Trustees
Village Manager Rob Bahan
Community Development Director, David Schoon

From: Peter M. Friedman
Benjamin L. Schuster

Re: Consideration of Amendments to the Village's Planned Development Regulations

I. INTRODUCTION

The Village Council has adopted in the *Winnetka Zoning Ordinance* (“**Zoning Code**”) regulations governing planned developments (“**Planned Development Regulations**”). The Planned Development Regulations are set forth in Chapter 17.58 of the Zoning Code. The purpose of the Planned Development Regulations is to “promote progressive development and redevelopment of land in the multi-family and commercial zoning districts by encouraging more creative and imaginative design for land developments than is possible under the zoning regulations that generally apply in those zoning districts.” Section 17.58.020 (all section references in this memo are to the Zoning Code).

At its December 11, 2018 study session, the Village Council will study possible amendments to the Planned Development Regulations. This memorandum (i) provides the Village Council with a substantive overview of the Village's current Planned Development Regulations, and (ii) outlines some of the Village Council's options for amending the Planned Development Regulations.

II. PLANNED DEVELOPMENTS GENERALLY

The first planned development regulations were adopted by Prince Georges County, Maryland in 1949. Since their introduction, planned developments (or planned unit developments) have become a mainstay in large scale, unified land use and development in the United States. The purpose of planned development regulations is to provide a mechanism to authorize and promote creative and imaginative land use design and development that would not otherwise be permitted under typical zoning and subdivision regulations.

In Illinois, planned developments are authorized by both a municipality's home rule authority and the Illinois Municipal Code's authorization for special uses. See 65 ILCS 5/11-13-1.1. Although the Illinois Municipal Code does not define the term “planned developments,” it is, generally speaking, both a process and a product.

As a process, it is a mechanism that permits flexibility in development and the ability to deviate from standard, generally applicable regulations without the need for numerous variations or other traditional zoning relief. It is an alternative to the conventional subdivision and lot-by-lot development of land.

As a product, planned developments may include a variety of planning schemes including, without limitation, cluster developments and floating zones, all of which share or are intended to encourage certain common elements, including (i) developments that are architecturally and environmentally innovative; (ii) better utilization of land; (iii) preservation of open space to serve environmental, recreational, scenic and public use purposes; (iv) economical space layout; and (v) uses that are compatible and congruous with adjacent and proximate land uses.

Most municipalities in Illinois have adopted regulations to allow for planned developments. While municipal planned development regulations generally have the same purposes – to promote flexibility and more desirous land uses – a municipality has significant latitude to tailor its planned development regulations for an individual community as it sees fit. Accordingly, Illinois municipalities employ a wide variety of planned development procedures and standards.

III. The Village's Current Planned Development Regulations

The Village's Planned Development Regulations are set forth in Chapter 17.58 of the Zoning Code. Below is a summary of these regulations.

A. Applicability

The Village currently requires the approval of a planned development for properties located in the Village's B-1 Multi-family Residential, B-2 Multi-family Residential, C-1 Neighborhood Commercial, and C-2 General Retail Commercial zoning districts that have a combined area of at least 10,000 square feet. Sections 17.58.010 & 17.58.030. The Village does not permit planned developments in single family residential zoning districts. *Id.*

B. Procedures

The Zoning Code provides for a three-step process for the approval of a planned development: (1) an optional pre-application conference; (2) preliminary plan approval; and (3) final plan approval.

1. Pre-Application Conference

Pursuant to Section 17.58.060 of the Zoning Code, applicants for a planned development may request an information conference with the Village's Zoning Administrator. The pre-application conference is not mandatory and does not require either the payment of an application fee or the filing of an application.

The purpose of a pre-application conference is to permit the applicant to get a sense from the Village, before completing an application, whether the Village might approve a planned

development application and to get initial feedback on a development plan without requiring the applicant to go through a time consuming and costly process of submitting a formal application.

Unlike most planned development regulations, the Village regulations do not provide an opportunity for a developer to present to the Village Council a conceptual overview of a proposed development.

2. Preliminary Plan Approval

The second step in the Village's current planned development process is for an applicant to obtain preliminary plan approval from the Village. The procedures for preliminary plan approval are set forth in Section 17.58.070 and 17.58.080 of the Zoning Ordinance.

An applicant commences the preliminary plan approval process by submitting an application to the Village. Section 17.58.070 of the Zoning Code sets forth a detailed list of what must be included in an application for preliminary plan approval. This list includes:

- A statement of the applicant's objectives;
- A statement of ownership;
- A statement of the proposed use;
- A detailed planned development plan;
- A quantitative summary of the development setting forth the size of the proposed development and the number of proposed on-site parking spaces;
- A preliminary plat of subdivision;
- Schematic architectural drawings;
- A statement of the requested zoning modifications;
- A traffic and parking study;
- A development schedule; and
- Any other documents required by the Director of Community Development.

Once an application for preliminary plan approval is complete, the Zoning Administrator forwards the application to the Plan Commission, the Zoning Board of Appeals (ZBA), and the Design Review Board. All three subsidiary bodies consider the application, but under standards that are, at least to some extent, distinct for each subsidiary body. The standards are generally set forth in Section 17.58.110 of the Zoning Code. The standards are extensive, often internally overlap, and overlap with the standards of other subsidiary bodies.

a. The Role of the Plan Commission

The Plan Commission is required to hold a public hearing on the application for preliminary plan approval and may not issue a recommendation to the Village Council in favor of the application unless the Plan Commission determines the proposed development is consistent with the goals and objectives of the Village' Comprehensive Plan. Section 17.58.110.C. In making this determination, the Plan Commission is required to consider whether the application is consistent with the following nine goals of the Comprehensive Plan:

- i. To ensure that commercial, institutional, and residential development is appropriate to the character of and minimizes the adverse impact on its surrounding neighborhood;
- ii. To limit commercial, institutional and residential development within the Village to minimize potentially adverse impacts on adjacent residential neighborhoods and to prevent the need for significant increases in such infrastructure as streets, parking, utilities and sewers, and in other community resources such as schools, parks and recreational facilities;
- iii. To ensure that development proposals minimize the potential adverse impact they might have on residential neighborhoods, including the impact on pedestrian character, on-site parking, traffic patterns, congestion, open space, storm water management and Village infrastructure;
- iv. To provide for a wide range of office/service and retail commercial land uses and development within the existing business districts in the Corridor;
- v. To promote a strong community identity and opportunities to interact while building a healthy commercial tax base;
- vi. To provide a broad range of goods and services so that Winnetka residents can satisfy most of their ordinary shopping requirements in the Village and so that non-residents will come to the Village for specialty goods and services;
- vii. To maintain the essential quality, viability and attractiveness of Winnetka' s business districts while encouraging new economic development consistent with the character of the Village and the individual business districts;
- viii. To encourage the provision of on-site parking at the rear of buildings, with access via alleys or private driveways, to reduce demand for on-street parking; and
- ix. To ensure that new development does not decrease public parking supply, particularly on street parking that supports retail use.

In addition, the Plan Commission must also apply the six general standards that are applicable to all applications for special use permits. These six standards are:

- i. 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;

- ii. 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;
- iii. 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;
- iv. 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;
- v. 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
- vi. That the special use in all other respects conforms to the applicable regulations of the Zoning Code and other Village ordinances and codes.

Section 17.56.120.A.

The Plan Commission also has jurisdiction to make recommendations on any exceptions or modifications to the Zoning Ordinance that are requested as part of the planned development application. In considering requested exceptions and modifications, the Plan Commission must consider whether:

- i. The exception or modification meets the standards for modification defined in the relevant provision of Section 17.58.040;
- ii. The exception or modification is solely for the purpose of promoting a unified site plan and of meeting the objectives of both the Zoning Code and the Comprehensive Plan; and
- iii. The exception or modification is necessary to achieve the stated objectives and goals of the planned development chapter of the Zoning Code.

Section 17.58.040.

b. The Role of the Zoning Board of Appeals

Similar to the Plan Commission, the ZBA is required to hold a public hearing on the application for preliminary plan approval. The ZBA may not issue a recommendation to the Village Council in favor of preliminary approval of a planned development plan unless the ZBA makes the following six findings:

- i. That the proposed planned development will not either endanger or be detrimental to the public health, safety, comfort, morals or general welfare, in that the proposed development will complement and supplement the community given the nature of the business;

- ii. That the planned development will not either substantially diminish or impair property values in the immediate vicinity, or be substantially injurious to the use and enjoyment of land in the immediate vicinity for uses permitted by right in that zoning district;
- iii. That the planned development will not impede the normal and orderly development and improvement of other property in the immediate vicinity for uses permitted by right in the zoning district;
- iv. 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 and private ways;
- v. That adequate parking, utilities, access roads, drainage and other facilities necessary for the operation of the special use either exist or will be provided; and
- vi. That the planned development in all other respects conforms to the applicable zoning regulations and other application of Village ordinances and codes.

Section 17.58.110.B.

c. The Role of the Design Review Board

The Design Review Board also is required to make a recommendation to the Village Board on applications for preliminary plan approval. But unlike the Plan Commission and ZBA, which are required to hold a public hearing, the Design Review Board is only required to consider the application at a public meeting. Section 17.58.080.D.

Pursuant to Section 17.58.119.D of the Zoning Code, the Design Review Board must provide comment and recommendations to the Village Council as to whether the building design, landscape plan, and other proposed exterior aspects of the planned development are in conformity with the Village's Design Guidelines.

d. The Role of the Village Council

The Village Council considers the application for preliminary plan approval for a planned development after receiving the recommendations of the Plan Commission, ZBA, and Design Review Board. The Village Council evaluates the application pursuant to the following factors, which include the factors applied by the Plan Commission, ZBA, and Design Review Board:

- i. That the proposed development meets the special use standards for planned development, as set forth in Section 11.58.110.B (the standards that are considered by the ZBA);
- ii. That the proposed development, as a whole, is consistent with the Comprehensive Plan, Winnetka 2020;

- iii. That a certificate of appropriateness of design should issue for the buildings, landscaping and other exterior elements of the proposed development; and
- iv. That the proposed development is otherwise consistent with the intent and objectives of the planned development chapter of the Zoning Code.

Section 17.58.110.E.

3. Final Plan Approval

The third and final step required for approval of a planned development is final plan approval. An applicant for a planned development is required to apply for final plan approval within 18 months of the Village Council's approval of the preliminary plan unless the Village Council extends the time for filing the application for final approval. Section 17.58.090.B. The application for final plan approval must contain all of the same materials included in the preliminary development plan, but in a final and more detailed form. Section 17.58.090.C.

An applicant for final plan approval is not permitted to apply for final plan approval if the final plan contains a substantial change from the approved preliminary plan. Section 17.58.090. A "substantial change" is a change that alters the concept or intent of the planned development; changes the plan's density, changes the height of any building, changes proposed open space, makes material changes in architectural design, makes a material change to the development schedule, or changes the governing agreements, provisions, or covenants for the development. *Id.*

Once an application for final plan approval is complete, the Zoning Administrator forwards the application to the Plan Commission, the ZBA, and the Design Review Board. After the subsidiary bodies issue their recommendations pursuant to the same procedures as preliminary plan approval, the Village Council considers the application for final plan approval.

The three subsidiary bodies and the Village Council consider the application for final plan approval under the same standards as required for preliminary plan approval. In addition, the subsidiary bodies and Village Council must consider whether the final development plan is in substantial conformity with the approved preliminary plan. The Village Council must deny the application for final plan approval if it is not. Section 17.58.100.E.

IV. Options for Amending the Planned Development Procedures and Standards

The Village Council may leave the Village's Planned Development Regulations unchanged if it determines that the Planned Development Regulations are effectively addressing the Council's policy aims. Legally, the Planned Development Regulations are valid and enforceable.

If, however, the Council determines that the current Planned Development Regulations are inefficient or not effectively accomplishing Village policy objectives, the Council can consider amendments to the regulations. Below is a list of ways the Council could amend the Planned Development Regulations. The Village Council may consider one, or several of, the below-listed amendments, or others that the Village develops.

One element to consider in evaluating the planned development process, is the impact of the process on residents and others who want to participate and voice opinions. Ostensibly, a multi-step process is designed to provide the greatest amount of participation possible. However, often, a process with too many steps and hearings and meetings could prove daunting to the public and may, in fact, diminish the consistency and quality of public participation.

These are all pure policy decisions for the Council to make and we express no opinion on the various available alternatives.

A. Permitting an Applicant to File for Combined Preliminary and Final Plan Approval

The Village Council could amend the Planned Development Regulations to permit an applicant to file for concurrent approval of a preliminary and final planned development plan. This would allow an applicant, upon request, to eliminate the two-step approval process, thereby potentially reducing the amount of time and cost to obtain planned development approval.

Many municipalities permit applicants to apply for combined preliminary and final plan approval, and it has the benefit of allowing non-controversial and non-complicated applications to move through the application process quickly.

There are also potential drawbacks of permitting an applicant to apply for combined preliminary and final plan approval, which include:

- An applicant would have to prepare a more detailed application for combined approval than it would need to submit for preliminary approval. Therefore, it may be more costly for an applicant to have an application denied compared to a denial under preliminary plan approval.
- The Village Council and its subsidiary bodies would only be able to consider an application once, instead of having two opportunities to consider approval of an application.
- The public would have fewer opportunities to provide testimony and public comment on the application.

Ultimately, these drawbacks can be eliminated by carefully limiting when a combined process would be available. Obviously, for a project such as One Winnetka, a combined process would not be advisable. But for significantly smaller properties and developments, it may make sense to streamline the process.

B. Provide Preliminary Council Presentation

The Village Council is the ultimate decision maker on planned developments. It would be logical to provide the developer the opportunity, prior to filing an official planned development application, to come before the Council and present the basic concepts and depictions of a proposed development. That would give the individual Council members the opportunity (in a non-binding manner) to provide valuable feedback to the developer and also it

could provide valuable guidance to the advisory bodies should the developer proceed to go through the process. This type of preliminary, conceptual review, is contained in many planned development regulations.

C. Designating One Subsidiary Body to Consider Planned Developments

The Village's current planned development regulations require an applicant to appear before the Plan Commission, ZBA, and Design Review Board prior to coming before the Village Council for approval of a planned development. The Village Council could amend the Zoning Code to provide that an applicant need only appear before one or two of the Village's subsidiary bodies, instead of all three. For example, many municipalities grant authority to their plan commissions to be the subsidiary body that holds public hearings and issues recommendations to the corporate authorities on applications for approval of planned developments.

If the Village Council does not want to combine the recommending authority in only one subsidiary body, it could combine the powers of the Plan Commission and ZBA into one of the subsidiary bodies, and continue to require applicants to appear before the Design Review Board for the design-related matters.

D. Create a Planned Development Commission

If the Village Council does not desire to vest the authority in only one of its existing subsidiary bodies to hold hearings and issue recommendations on planned development applications, it could create a "Planned Development Commission" comprised of members from all of its existing subsidiary bodies. This approach is utilized by a number of Illinois municipalities and has the benefit of calling upon public officials with differing experiences to make recommendations on planned development applications.

There are numerous ways to structure a Planned Development Commission. For example, a Planned Development Commission could be created with the following make-up:

- The chair of the commission could be either the chair of the Plan Commission or the ZBA;
- Three of the members could be the three longest-serving members of the ZBA;
- Three of the members could be the three longest-serving members of the Plan Commission; and
- One member could be the longest serving member of the Design Review Board.

The above example is only meant to be illustrative.

Other local governments have structured their planned development commissions differently. One good example is the Village of Oak Brook – there, the planned development commission chairmanship, membership, and composition rotates according to specific terms set forth in the Oak Brook village code. We have attached the applicable section to this memo. The Village Council would be permitted to choose the make-up of a Planned Development

Commission as it sees fit or to provide for a rotation of members from its subsidiary bodies to serve on a Planned Development Commission.

E. *Amend the Planned Development Standards*

The Village Council could amend the standards used to evaluate planned development applications. As set forth in detail above, the Village Council and its three subsidiary bodies consider approximately 25 standards when considering planned development applications, many of which overlap. The Village Council has the authority to amend, combine, eliminate, or add to, the standards used to evaluate planned developments.

V. Conclusion.

The planned development process broken down consists of structure, process, and standards. All of these elements should align to the Village's specific policies on how best to manage planned development proposals. We hope that this memo provides a good starting point for the Council to discuss these issues. If the Council determines after its December 11 study session that it wants to consider more specific changes to the existing regulations, we can work with Village staff to prepare recommendations and specific amendments based on that Council direction.

2-9-3: COMPOSITION OF COMMISSION:

A. General Appointment And Membership Criteria: The commission shall consist of seven (7) members. Each member on the commission shall be selected from the then current members of the Oak Brook plan commission and the Oak Brook zoning board of appeals. The chairperson of the zoning board of appeals shall be one of the zoning board of appeals members on the commission. The chairperson of the plan commission shall be one of the plan commission members on the commission. Each member shall be appointed by the village president, with the advice and consent of the board of trustees. Each member of the commission shall serve without compensation.

B. Composition Of Commission; Chairperson; Terms:

1. Chairperson; Vice Chairperson: The chairperson of the commission shall always be the individual then serving as the chairperson of the body that holds three (3) seats on the commission. The vice chairperson of the commission shall always be the individual then serving as the chairperson of the body that holds four (4) seats on the commission.

2. Initial Composition: The initial composition of the commission shall consist of four (4) plan commission members and three (3) zoning board of appeals members.

3. Term: The term of each member of the commission shall be two (2) years, commencing on May 1 and ending on April 30 of the second year, or until such times as a successor has been duly appointed, confirmed, and qualified. There shall be no restriction on the reappointment of a member to one or more successive terms, subject to the advice and consent of the board of trustees for each reappointment. In making appointments to the commission after the initial and subsequent two (2) year terms, the president shall attempt to reduce the amount of turnover on the commission in order to ensure that the commission is able to continue to function without loss of expertise and experience and without interruption or delay on matters that may be before it.

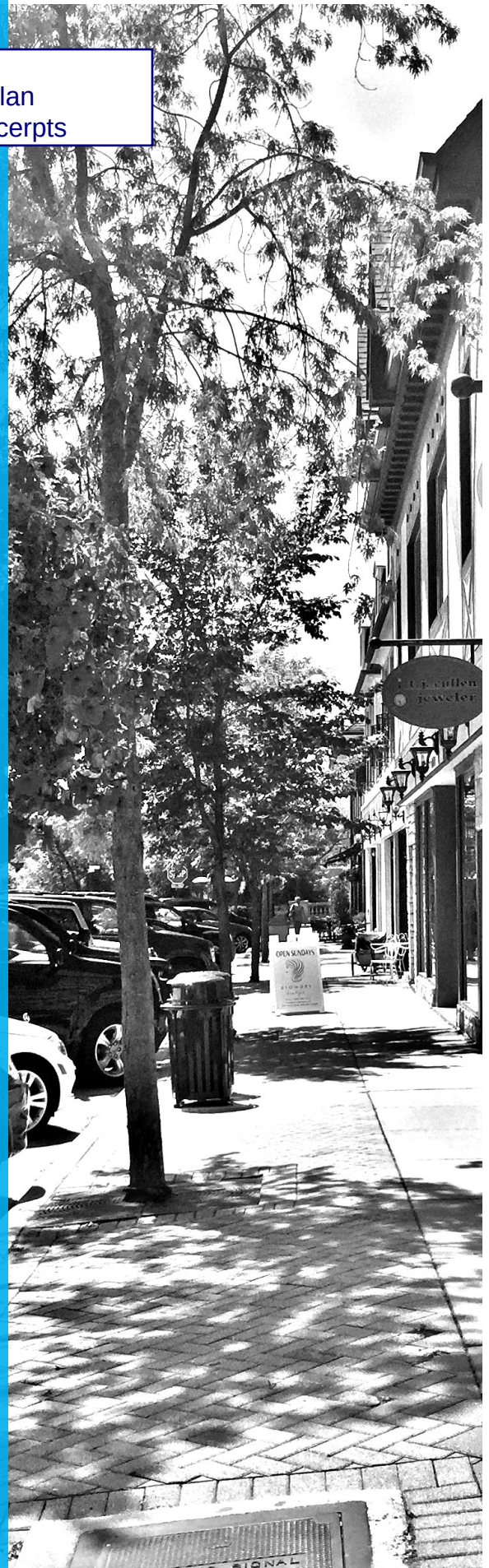
4. Rotating Majorities, Chairpersons, And Vice Chairpersons: The body from which the majority of commission members are drawn, and the body from which the chairperson and vice chairperson are selected, shall alternate every two (2) years. Accordingly, during the first two (2) year terms (in which the plan commission has 4 members and the zoning board of appeals has 3 members), the chairperson of the commission shall be the chairperson of the zoning board of appeals and the vice chairperson shall be the chairperson of the plan commission. Following the initial two (2) year terms, one appointment from the plan commission will be eliminated and one appointment from the zoning board of appeals will be added, so that for the second two (2) year terms the composition of the commission shall consist of four (4) zoning board of appeals members and three (3) plan commission members, with the chairperson of the plan commission serving as chairperson of the commission and the chairperson of the zoning board of appeals serving as vice chairperson. This rotation between a zoning board of appeals majority and a plan commission majority, and the corresponding rotation of the chairperson and vice chairperson, shall take place every two (2) years.

VILLAGE OF WINNETKA

DOWNTOWN MASTER PLAN

ELM STREET
HUBBARD WOODS
INDIAN HILL

ADOPTED NOVEMBER 3, 2016



SPECIAL THANKS

The Winnetka Downtown Master Plan would not have been possible without the steadfast insight, oversight, and support of a select team of truly dedicated folks. For that, we owe special thanks to the following individuals.

** Listed alphabetically by last name*



Steering Committee

Meg Benson, Chair

Tina Dalman
Jim Gordon
Gene Greable
Steve Hudson
Bill Krucks
Ian Larkin
Scott Myers
Jon Talty
Gwen Trindl
Bob Winter

Village Council

Past and Present

E. Gene Greable, President

Andrew Cripe, Trustee
Carol Fessler, Past Trustee
William Krucks, Trustee
Stuart McCrary, Trustee
Scott Myers, Trustee
Marilyn Prodromos, Past Trustee
Chris Rintz, Trustee
Kristin Ziv, Trustee

Village Staff

Robert Bahan, Village Manager
Michael D'Onofrio
Brian Norkus
Megan Pierce
Lori Weaver

Working Groups

Property Owners

Bob Berger
Josh Braun
David Hoffmann
Kearby Kaiser
Leslie Stevens
Glen Weaver
Cliff Zimmerman

Developers / Real Estate

Paul Dunn
Tom Eilers
Bob Horne
Warren James
Steve Livaditis

Design Character

Gary Frank
Tom Kerwin
Paul Konstant
Penny Lanphier
Peggy Stanley
John Swierk

Residents At Large

Richard Pierce
Dan Streif
Todd Helmick
Kristin Ziv
Wes Baumann
Gil Fitzgerald
Mike Nielsen

Working Groups (cont.)

Community Organizations

Matt Bradley
Laurie Cahill
Bethany Crocker
Patti Van Cleave
Terry Dason
Erin Donaldson
Amber Farashahi
Christy Fowler
Linda Furey
Dorsey Gordon
Harry Grace
Mary Hastings
Matt Hulsizer
Beth Kauffman
Trish Kocanda
Greg Kurr
Besty Landes
Dee Macey
Gina Matthews
Tim McCabe
Tracey McDowell
Alison McNally
Greta O'Keef
Laurie Petersen
Paul Salley
Rose Selker
Ann Sharp
Heather Smith
Greg Robitaille
Kim Ronan
Rebecca Wolf
Linda Yonke

Working Groups (cont.)

Business Districts

Louie Alexoukis
Pat Berwanger
Wade Bundy
Dan Fields
Bill Hiscott
Stephanie Hochschild
Vickie Hofstetter
Bill Leske
Patrick O'Neil
Shermin Pelinski
Peg Swartchild
Paul Zurowski

Project Consultants

Teska Associates, Inc.

Michael Blue
Erin Cigliano

The Goodman Williams Group

Linda Goodman
Zach Lowe
Aneesha Marwah

Sam Schwartz Engineering

Kelly Conolly
Mark de la Vergne



CHAPTER 6

LAND USE + ZONING

LAND USE+ZONING

At its most basic, the Village of Winnetka Downtown Master Plan land use element defines the types of businesses and dwellings that are more appropriate for the Winnetka business districts. Changes in land use from what exists now are taken as a given in planning – although in built-up communities like Winnetka those changes are incremental and happen over longer periods of time. However, given the existing character of the business districts, the future land use pattern can be expected to reflect what's there now: shops, restaurants, services, and some dwellings.

Even in the most stable business districts stores come and go, redevelopment opportunities are considered, and improving how the area looks is an ongoing effort by the Village, merchants, and property owners. The purpose of this chapter is to build on the Vision Statements and outline a path for the ongoing evolution of the business districts' physical form and vibrancy.

THE PURPOSE OF THIS CHAPTER IS TO BUILD ON THE VISION STATEMENTS AND OUTLINE A PATH FOR THE ONGOING EVOLUTION OF THE BUSINESS DISTRICTS' PHYSICAL FORM AND VIBRANCY.



PHYSICAL FORM FOR THE VISION

The process of preparing the Downtown Master Plan included many discussions about vibrant business areas, family friendly restaurants, stores for home furnishings, ice cream shops, brewpubs, and much more. Those discussions are condensed into the Visions Statements for the business districts. This land use plan helps define a structure for the districts that is the physical form of those Visions. To test how the Visions might take physical forms, three potential development sites were evaluated for how they can best advance plan objectives. These scenarios did not reflect pending developments, nor were they to portray future specific developments.

They were intended to show one possible development outcome at the study site and convey Village expectations for all new development. The site studies highlight questions to be considered in understanding how new development supports the Vision, the site, and urban design objectives. Of the four sites evaluated, the Post Office is unique in that it is owned by the Village. Therefore, the development objectives and sketch plan for this site may well find themselves as part of a Village-led development effort.

REGULATING DEVELOPMENT

Zoning is the legal process by which land use is codified in a community. For better or worse, a zoning ordinance is too often considered the list of things people are prohibited from doing with their property, and can be a cause of frustration. Likewise, the development approval process associated with zoning often is seen as too long, too unpredictable, and too expensive.

In fact, done effectively, the process can be just the opposite. However, the reality is that development regulations are added to every community's code over time and all too often they occur as a reaction to something undesirable that occurred; typically, these codes will be strict and seek to maintain the status quo. Regulations presented in this format do not encourage new businesses and development.



Why address land use?

Change is challenging in a built-out environment because it always replaces something that has been a part of the community, whether an individual store or block of buildings being redeveloped. Yet, the Village has seen that changes, some small and some are large; and continued change is inevitable. Therefore, considering land use in a plan allows the community to set context for that change, outline where it can fit into the community, and set out how it can best occur.

Another reason to address land use is to be clear that the Village is open to changes. It is incumbent on the community to make clear to business and property owners, potential developers, and residents that the Village acknowledges change will happen. Furthermore, it seeks for the change to enhance the community and has defined thoughtful rules under which it should take place. This Plan paints that picture of what is desired by the community for its business districts. While a proposed business or development may bring an idea that is somewhat different from that picture, they will do so with an understanding of what the community has in mind and are responsible for showing how an idea otherwise supports the Vision.

GENERAL RECOMMENDATIONS

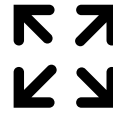
CODE AMENDMENTS

Recent changes to the Zoning Ordinance are recognized as a sound step in creating a development approval process more in keeping with the practices of business district users and supporting Village development objectives. Based on input from the Downtown Master Plan process and technical evaluation of the Zoning Ordinance, further code amendments are recommended. The form and purpose of those changes are outlined below. The specific changes to be adopted into the Village code are expected to be defined and drafted as a follow up to adopting this plan, as they merit further and public deliberation.

- **1. REDUCE / CLARIFY STANDARDS FOR ZONING ENTITLEMENT:** Per the Village Zoning Ordinance, Special Uses, Planned Unit Development, and Variations must be considered against a set of established standards to affirm that the proposed use or development is appropriate for the Village and the location where it will be located. The Winnetka Zoning Ordinance has multiple sets of standards for each of these approvals that must be addressed. In practical application, these multiple sets of standards lack focus and can be applied subjectively. This makes the approval process confusing for the applicant and Village officials, and does not constructively add value to the approval process or ultimate development. The standards should be consolidated and clarified without diminishing the regulatory control the Village maintains over proposed developments or its expectations for their quality.
- **2. REVISE THE COMMERCIAL OVERLAY DISTRICT:** Winnetka's C-2 Overlay zoning district regulates the uses (businesses) permitted in the core parts of the Elm Street and Hubbard Woods business districts. It permits fewer types of businesses than the underlying C-2 District, primarily allowing retail and personal service businesses on the first floor with the intent of supporting an active commercial street front. However, it has been noted during the planning process that lifestyles have changed in recent years and a notable level of activity is also generated by other types of uses. Recognizing this change and incorporating it into downtown zoning can advance stronger business districts. For this regulatory tool to be better in step with the direction of this Plan, four aspects of the C-2 Overlay should be changed, as noted on the following page.

CODE AMENDMENTS

□ **2. REVISE THE COMMERCIAL OVERLAY DISTRICT (CONTINUED):**

**1. PERMITTED USES:**

Evaluate list of permitted uses to better reflect current trends in downtown business districts and potentials for success identified in this Plan's Market Assessment. The potential for "foot traffic" generated by a broader range of personal services and office uses should be reflected in the use list as "permitted". In some cases, businesses that attract activity are prohibited in the Overlay or require a Special Use process. This approach to regulating downtown uses is no longer a best practice in light of how people's use of downtown business districts have changed. In addition, there is increased competition for consumers' entertainment and shopping dollars from the surrounding communities and the internet.

2. SPECIAL USES:

Reduce number of uses considered as Special Uses. Best practice is to consider Special Uses as those that are desirable for a district, but merit further evaluation to address potential adverse impacts (points of traffic conflict, potential nuisances, impacts on adjacent properties, etc.). If a particular type of business is not a good fit for the district because it generates limited activity or is contrary to the plan's vision, that status should be clearly conveyed in the code and the use not permitted. This change should not be seen as restricting businesses in the overlay – the recommendation above suggests creating a broader list of permitted uses – but will create clarity in the code.

3. OVERLAY BOUNDARY:

Evaluate the merits of narrowing the extent of the C-2 Overlay geography in the Elm Street and Hubbard Woods districts. In keeping with the theme of creating vibrant business districts, the Overlay should be evaluated as to whether all areas designated support that objective. If not, it is appropriate to permit the broader range of land uses set by the underlying C-2 District and shrink the Overlay boundary. Strongest commercial activity will be located at key intersections, sites located farther from such intersections may no longer add value to the Overlay District and that designation can be removed.

4. OVERLAY TITLE:

Change the C-2 Overlay District name. The most common and appropriate use of "overlay" zoning is to set additional standards that will work in concert with the underlying district (as is often applied with historic preservation or urban design criteria to a specific part of the community). While the C-2 Overlay does have different standards in that it allows fewer businesses by right, it does not follow the conventional application of an overlay district. This can be confusing to business and property owners or developers. The most straightforward approach would be to rename the overlay as a C-3 Commercial Core District and apply it as a conventional zoning district.

CODE AMENDMENTS

- **3. REFINE THE CURRENT DESIGN REVIEW PROCESS.** Building permit requests for commercial and multiple-family buildings in the C-1, C-2, and C-2 Overlay Districts come before the Village for consideration that building design, building materials, site plan, and landscaping are consistent with desired community character. The applications are heard by the Village Design Review Board (DRB), which makes findings on whether to issue a Certificate of Appropriateness of Design. Appeals to DRB determinations and all applications in the C-1 Zoning district (Indian Hill) are heard by the Village Council. This is a well-established process and is common in other communities. In Winnetka, the expectations for design characteristics are thoroughly spelled out in the Village of Winnetka Design Guidelines and Design Guideline Evaluation Checklist (which effectively summarizes the design guidelines and helps users through the Village Design Review Board process). In the interest of making the process more predictable and effective for applicants and the Village, several changes to the design review process should be considered:

1. CLEAR STANDARDS

Establish clear standards of approval for the design review process. Standards for approval of Certificate of Design Appropriateness are broadly outlined in the Village Design Guidelines, Section 15.40.010.F of the Zoning Ordinance, and the Design Guideline Evaluation checklist - but are not specifically delineated. This collection of criteria should be evaluated and combined into a single set of standards for approval of a Certificate of Design Appropriateness. Articulated standards will provide clarity to both applicants and the DRB regarding intended outcomes for the process.

2. DESIGN REVIEW:

Require design review for a few structural items. Not all changes to building exterior may rise to the level of requiring DRB or Village Council approval. In the interest of encouraging improvements and providing a efficient process, some building elements could be permitted with a reduced level of review, such as administrative review and approval by staff. Most appropriate for this might be “like for like” replacements of existing elements such as awnings, windows, lights or doors that could be approved through the building permit process. Similarly, new elements reflecting the same style as existing features could be administratively approved.

3. EXCEPTIONS:

Consider if there are circumstances in which administrative exception could be granted for limited relief from design review standards. This is mostly likely to occur after a design element has been approved by the DRB but an applicant needs to make a change to the approved design. In situations where the requested change provides a comparable or higher degree of design character and meets the intent approved by the Commission, such could be authorized through an administrative process.

4. C-1 DISTRICT:

Eliminate the need for buildings in the C-1 District to be considered by the Village Council architectural review. The process was established over concern that inappropriate buildings could be located too close to single family residential areas. In fact, the recent changes to Village Code and those proposed as part of this plan maintain a process through which concerns of adjacent owners can be heard and addressed.

CODE AMENDMENTS

□ **4. APPLY ADMINISTRATIVE APPROVAL FOR MINOR VARIATIONS IN COMMERCIAL ZONING DISTRICTS:**

In situations where renovating a structure in the business districts creates requirement for a small variation from the Zoning Ordinance, these could be allowed through the administrative approval process by the Zoning Administrator. Such approvals are possible in some instances, but are limited in type and scale – as spelled out in Section 17.60.035. However, additional use of the Minor Variation process for small variations in the business districts should be considered.

- **5. ESTABLISH A PLANNED DEVELOPMENT COMMISSION.** The process for considering Planned Developments (those over 10,000 square feet) in the Overlay District incorporates review of the Plan Commission, Zoning Board of Appeals, and Design Review Board. The time and materials required for this process can create a burden for applicants, Village officials, staff, and interested citizens as they must attend a series of meetings and review multiple packets of materials. To conduct the process in a more collaborative and efficient manner, and maintain a high level of evaluation, a Planned Development Commission can be created to evaluate planned developments in all commercial and multiple-family zoning districts. Such a body could include members of the Plan Commission, Zoning Board, and Design Review Board and consider all relevant standards; each member would receive training to understand and apply standards of the other commissions. The efficiency in the process is created by the project background not needing to be repeated to multiple groups. The integrity of the process is supported in that the concerns of each commission are thoughtfully considered in concert with the others.

- **6. CONSIDER ESTABLISHING A FEE IN LIEU FOR PARKING RELIEF.** The Village parking requirements are considered sound in meeting current needs, particularly in light of recent Code changes. When considering parking relief, the Village may choose add the option of an associated fee in lieu of parking as an alternate form of compliance (similar to the way that providing required parking in an off-site lot is a different way to meet parking requirements). The fee could be applied if other methods of meeting the intent of the code could not be achieved, but should be thoughtfully set so as not to be a disincentive to development. Typically established on a per space basis, the fee could be placed into a fund for upkeep of present parking and related facilities (such as signage) or assisting in financing new parking facilities.

- **7. PROVIDE COMMISSIONER TRAINING.** Assuring that members of commissions are appropriately trained supports the concept of more effective meetings and development reviews. While Village commissioners are well educated and committed to the well-being of the community, not all will be experienced in the topics specific to the commission on which they sit or the unique aspects of how municipal commissions operate. A training program could be established for current commissioners and required of all new commissioners prior to taking their positions. A training regimen will help maintain consistency between commissioners and commissions in how they apply Code standards, supporting more effective and efficient review processes.



CHAPTER 7

ACTION PLAN

4. LAND USE AND ZONING

4A. Adopt Development Related Code Revisions

The Land Use Chapter recommends a number of zoning ordinance and design review process changes to encourage business and property development in the business districts. These revisions were thoughtfully deliberated, a process that should continue as they are implemented.

i. Code Amendments: High Priority / \$\$

The Land Use Chapter recommends a number of zoning ordinance and design review process changes to encourage business and property development in the business districts. These revisions were thoughtfully deliberated, a process that should continue as they are implemented. A community based effort led by a 3rd party consultant to provide an outside perspective, like that used to develop this Plan, will be useful in detailing changes and reaching consensus on the amendments. As with the Plan, a task force could lead the effort and include representatives from various groups and public bodies, such as the Plan Commission and Business Community Development Commission, in order to secure broad input. Changes to consider are:

- Reduce and Clarify Standards for Considering Zoning Entitlement
- Revise the Commercial Overlay District
- Refine the Current Design Review Process
- Apply Administrative Approval for Minor Variations in Commercial Districts
- Establish a Planned Development Commission
- Consider Establishing a Fee in Lieu for Parking Relief

4B. Post Office Redevelopment

As a Village-owned property, the Post Office site presents an opportunity to advance the Vision for Elm Street and development in the district.

i. Redevelopment Planning: Medium Priority / \$\$

As a Village-owned property, the Post Office site presents an opportunity to advance the Vision for Elm Street and development in the district. Securing development of municipally owned properties is best accomplished by issuing to the development community a Request for Qualification (RFQ) and a subsequent Request for Proposals (RFP) to a selected short list of potential developers. This requires first defining Village objectives for the property related to development parameters (outlined in this Plan), fiscal considerations, developer selection criteria, the selection process, and a timeline for the process. The RFP/RFP preparation and developer selection process often is managed for communities by a 3rd party consultant to ensure a process understood as impartial by all. As described in the Plan, timing of site disposition should ensure that there are no (or very limited) competing developments in the immediate area.

4C. Provide Commissioner Training

Training for existing and future members and Village Commissioners will help to create a more consistent and effective development review process.

i. Commissioner Training: Medium Priority / \$

Training can be led by Village Staff or Corporation Counsel. However, outside trainers bring a broad perspective and can be used for an initial session with current commissioners; training for future commissioners could be led internally. The Illinois Chapter of the American Planning Association provides commissioner training for a nominal charge.

Chapter 17.58

PLANNED DEVELOPMENTS

Sections:

- 17.58.010 Applicability.
- 17.58.020 Purpose and intent.
- 17.58.030 General requirements.
- 17.58.040 Development standards.
- 17.58.050 Procedural requirements.
- 17.58.060 Pre application conference.
- 17.58.070 Application for preliminary plan approval.
- 17.58.080 Procedures for preliminary plan approval.
- 17.58.090 Application for final plan approval.
- 17.58.100 Procedures for final plan approval.
- 17.58.110 Findings on standards for planned development approval.
- 17.58.120 Amendments to planned developments.
- 17.58.130 Effect of failure to complete project according to plans.

Section 17.58.010 Applicability

The provisions of this chapter apply to the development or redevelopment of any parcel of land, or group of contiguous parcels of land, that have a combined area of at least 10,000 square feet and that are located in the B-1 Multi-family Residential, B-2 Multi-family Residential, C-1 Neighborhood Commercial and C-2 General Retail Commercial zoning districts, provided the development or redevelopment consists of the construction of one or more new buildings, or of any addition to or expansion of one or more existing buildings that increase the gross floor area on the subject property by at least 50%.

(MC-2-2015 § 13, Amended, 02/17/2015; MC-8-2005, Added, 12/20/2005)

Section 17.58.020 Purpose and intent

A. Purpose. The purpose of this Chapter is to make available a special use procedure that departs from the strict application of the specific zoning requirements of the district in which the development is located, in an effort to promote progressive development and redevelopment of land in the multi-family and commercial zoning districts by encouraging more creative and imaginative design for land developments than is possible under the zoning regulations that generally apply in those zoning districts.

B. Intent. This Chapter is intended to assure that the following land use and development objectives are accomplished, in addition to the general land use and development objectives set forth in Chapter 17.04 of this Title:

1. To permit a creative approach to the development and redevelopment of lands devoted to multi-family and commercial uses.
2. To achieve a more desirable physical environment by allowing greater flexibility in building design and site plan layout than would be possible through the strict application of the generally applicable zoning and subdivision regulations.
3. To allow more efficient use of the land resulting in more economic networks of utilities, streets and other facilities.

5. To facilitate a development pattern that is in harmony both with the objectives of the Comprehensive Plan and with the district purposes as defined in this Title.

6. To allow the relaxation of certain otherwise applicable substantive requirements based upon procedural protections that provide for the detailed review of individual proposals for more significant multi-family and commercial developments.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.030 General requirements

All planned developments shall be subject to the requirements and limitations of this section.

A. Approval required. All planned developments shall be subject to approval by the Village Council, in accordance with the procedures and standards set forth in this Chapter and with other applicable provisions of this Code.

B. Permitted Locations. Planned developments are authorized only in the B-1 Multi-family, B-2 Multi-family, C-1 Neighborhood Commercial and C-2 General Retail Commercial zoning districts.

C. Comprehensive Plan. All planned developments shall be consistent with the Village of Winnetka Comprehensive Plan, *Winnetka 2020*.

D. Minimum area of development. No planned development shall be permitted on any site that has an area of less than 10,000 square feet.

E. Planned development required. All new development or redevelopment on any site with an area of 10,000 square feet or more shall be in accordance with the planned development requirements established in this Chapter.

F. Ownership and control of land. The site for a planned development may be either in a single lot of record or a combination of contiguous lots that are under unified ownership and control.

G. Compliance with Village Code required. Construction and improvements with any planned development shall comply with all applicable Village ordinances. Any proposed deviation from Village standards or requirements must be clearly listed on the preliminary plan submittal and fully justified as being both necessary to the proper development of the property and consistent with the objectives set forth in the applicable section of the Village Code.

H. Design requirements. The planned development as a whole, as well as the individual buildings and site improvements constructed as part of the planned development, shall be in conformity with the Village of Winnetka Design Guidelines.

I. Compatibility of uses and design. The uses permitted in the planned development shall be compatible with each other and with existing land uses in the surrounding area. Uses shall be deemed compatible if all of the following criteria are met:

1. The individual uses in the planned development must be permitted uses or permitted special uses in the underlying zoning district. Any individual use that is permitted only as a special use in the underlying zoning district must individually meet the standards for the granting of special use permits, as established in Chapter 17.56 of this Code.

2. The uses must be designed and located in conformity with the Village of Winnetka Design Guidelines.

3. The uses, buildings and site layout of the planned development, considered as a whole, must meet the standards for the granting of special use permits, as established in Chapter 17.56 of this Code.

4. The planned development will be responsive to a demonstrated need within the Village.
(MC-2-2015 § 14, Amended, 02/17/2015; MC-8-2005, Added, 12/20/2005)

Section 17.58.040 Development standards

A. Number of units. The maximum number of residential units in a planned development shall not exceed the maximum number allowed in the underlying zoning district, except as may be necessary to achieve the goals of the Village of Winnetka Affordable Housing Plan.

B. Yards and setbacks. The required yards and setbacks along the periphery of the planned development site shall be the same as those in the underlying zoning district. Notwithstanding the foregoing, the size of the required yards and setbacks may be modified by taking into consideration other existing buildings in the vicinity, consistency with goals in the Comprehensive Plan, accommodating parking and open space requirements and compatibility with adjoining properties.

C. Building height. The maximum building height permitted in the planned development shall not exceed 45 feet. Notwithstanding the foregoing, the height limitation may be modified by taking into consideration other buildings in the vicinity, consistency with goals in the Comprehensive Plan, accommodation of parking and open space requirements and compatibility with adjoining properties.

D. Parking. Each individual use in a planned development shall comply with the parking requirements established in this Title for such use in the underlying zoning district. Notwithstanding the foregoing, parking requirements may be modified based upon the specific uses proposed and their compatibility with the adjoining neighborhood.

E. Intensity of use of lot. The intensity of use of lot for the planned development site shall not exceed the maximum allowable permitted in the underlying zoning district, except as may be necessary to achieve the goals of the Village of Winnetka Affordable Housing Plan.

F. Traffic plan. The planned development shall include a traffic plan that identifies points of ingress and egress, streets, alleys and interior circulation routes. The traffic plan shall be designed to minimize traffic congestion in the public streets adjoining the planned development and to facilitate the free flow of both vehicular and pedestrian traffic, within the planned development. The streets, alleys and other traffic thoroughfares, public or private, approved in planned development shall comply with the minimum requirements of the Village of Winnetka.

G. Exceptions and modifications. The Plan Commission may recommend, and the Village Council may authorize, any exceptions and modifications to the applicable bulk regulations of this section, provided the recommendation or grant is supported by the following findings, which shall be based on evidence in the procedural record:

1. that the exception or modification meets the standards for modification defined in the relevant provision of this section;
2. that the exception or modification is solely for the purpose of promoting a unified site plan and of meeting the objectives of both this Title and the Comprehensive Plan; and
3. that the exception or modification is necessary to achieve the stated objectives and goals of this Chapter.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.050 Procedural requirements

A. General requirements. All applications for planned developments shall be subject to the standards and procedures established in this Chapter 17.58 and in Chapter 17.56 of this Code.

B. Cumulative requirements. Unless specifically provided in this Chapter to the contrary, the standards of Chapter 17.56 shall be in addition to the standards of this Chapter. Unless

specifically provided in this Chapter to the contrary, any procedure of Chapter 17.56 that is not also stated in this Chapter shall be considered an additional procedure, provided it does not conflict with the procedures established in this Chapter. In the event the procedures of Chapter 17.56 conflict with the procedures established by this Chapter, the procedures of this Chapter shall prevail.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.060 Pre application conference

Prior to filing an application for a planned development, the developer may request an informal conference with the Zoning Administrator to discuss the proposed planned development. The pre-application conference is not mandatory and does not require either the payment of an application fee or the filing of an application.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.070 Application for preliminary plan approval

A. Form of application.

1. The form of the original application, associated plans and supporting documentation shall be determined by the Zoning Administrator.

2. The application, associated plans and supporting documentation shall be submitted both in full, original size and in 8½" x 11" format.

3. The full, original size of plats and plans shall be 24" x 36".

B. Contents of application. The application shall include the preliminary planned development plan described in subsection C of this section and shall be accompanied by the additional plan documentation described in subsection D of this section.

C. Preliminary planned development plan. The preliminary planned development plan shall contain the following:

1. **Statement of objectives.** The preliminary plan shall include a statement of the planning objectives to be achieved by the particular design approach proposed by the applicant, which shall include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant.

2. **Statement of ownership.** The preliminary plan shall include a statement and documentation verifying that the applicant has, or will have ownership and control over all land included in the proposed planned development. If the subject property is held in trust, the statement of ownership shall also disclose the names of the trustee and the beneficiaries of the trust.

3. **A statement of proposed use.** The preliminary plan shall include a statement of the applicant's intention with regard to the future selling or leasing of all or portions of the land areas or structures and the proposed use thereof is required.

4. **Detailed planned development plan.** The preliminary plan shall include a detailed drawing of the proposed planned development, drawn at a scale of not less than one inch to one hundred feet. The detailed planned development plan may consist of one or more sheets and drawings and shall accurately depict:

- a. Boundary lines, bearings and distances;
- b. The location, width and purpose of all easements
- c. All streets on and adjacent to the subject property, including street name, right-of-way width, sidewalks, and the like;

d. Utilities on and adjacent to the site, including the location, size and invert elevations of all sewers, the location and size of water mains and hydrants, and the location of gas, electric, telephone and cable lines;

e. The topography of the subject property, which shall be shown in one-foot contours for land with a slope of one-half percent or less, and in two-foot contours for land with a slope of more than one-half percent;

f. Conditions on adjacent land, including adjacent grades, the character and location of buildings, and the type and location of utilities;

g. The zoning classification of the subject property and all adjacent properties;

h. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners, with the purpose indicated;

i. The location and purpose of each proposed building, and the height of each building in feet and stories;

j. Landscaping and tree preservation plan;

k. At least two cross-sections through the entire site, to illustrate the bulk and heights of all proposed structures in relation to the topography, vegetation and surrounding structures;

l. The name of the development, the north point and scale, the date of preparation and the acreage of the site; and

m. Such additional information as may be required by the Plan Commission.

5. Quantitative Summary. The preliminary plan shall include a quantitative summary, which shall be broken down into phase components if the development is to be implemented in phases, and which shall include, but not be limited to the following:

a. Acreage and square footage of the subject parcel;

b. Residential density;

c. Total and footprint square footage of principal and accessory buildings;

d. Number of parking spaces;

e. Square footage of commonly owned and/or maintained open space; and

f. Maximum residential density that would be achievable through conventional development of the site.

D. Supporting documentation. In addition to the preliminary planned development plan, every application for a planned development shall be accompanied by the following supporting documentation:

1. A preliminary plat of subdivision that meets the requirements of Title 16 of this Code.

2. Schematic architectural drawings, including but not limited to floor plans, exterior building elevations, which clearly define all buildings proposed for the planned development.

3. A statement setting forth the specific zoning modifications and exceptions being sought from the underlying zoning requirements as part of the planned development.

4. A statement describing why the area for usable common open space was chosen, the unique advantages it offers, and how it is envisioned that residents will utilize the space.

5. A traffic and parking study prepared by a qualified expert setting forth and analyzing the effect of the proposed development on traffic and parking in and around the subject property. The traffic and parking study shall not be limited to the effect on adjacent streets but shall extend to all surrounding areas affected by the proposed development and shall indicate the anticipated points of origin, direction, amount and density of traffic flow to and from the proposed planned development.

6. A statement describing the specific public benefits that are proposed to be contained in or

associated with the planned development.

7. A development schedule setting forth the approximate dates for beginning and completion of each stage of the development.

8. A construction employee traffic and parking mitigation plan that shall establish specific actions by the owner to limit peak period vehicular traffic and parking generated by construction of the planned development.

9. Such other documentation as the Director of Community Development may determine is necessary to demonstrate that the proposed planned development complies with all applicable development regulations, including compliance with Village of Winnetka Design Guidelines. (MC-8-2005, Added, 12/20/2005)

Section 17.58.080 Procedures for preliminary plan approval

A. Application review. Upon receipt of a properly completed application for a preliminary planned development, the Zoning Administrator shall review the application for compliance with all applicable requirements. Completed applications will be then be forwarded to the Plan Commission, Zoning Board of Appeals and Design Review Board for their respective reviews and recommendations.

B. Hearings. The Plan Commission and Zoning Board of Appeals shall hold separate public hearings in accordance with Chapter 17.56 of this Code. Notices of the public hearings shall be issued in the manner provided in Section 17.56.040 of Chapter 17.56. The hearing of the Zoning Board of Appeals shall be held as provided in Section 17.56.060 of Chapter 17.56.

C. Written protest.

1. Filing of protest. Any owner of property located within two hundred fifty (250) feet of the subject property may file a written protest objecting to the planned development. The written protest shall be directed to the Village Council and shall be submitted on forms provided by the Village and shall be signed and acknowledged, in accordance with the definitions provided in Sections 17.04.030(A)(3.5) and 17.04.030(S)(4.5) of this title. The written protest shall be submitted no later than 5:00 p.m. on the date of the first meeting of the Village Council at which the preliminary approval of the planned development application is on the agenda for consideration; provided, that the filing of a written protest after the close of the Board of Appeals hearing on the planned development application shall not create a right either to reopen the evidentiary record or to remand the application to the Board for further evidentiary proceedings.

2. Effect of written protest. In the event twenty (20) percent of the owners of property located within two hundred fifty (250) feet of the subject property have submitted a written protest as provided in Section 17.56.050(A), the preliminary approval of a planned development by the Village Council shall require the favorable vote of four (4) Trustees.

D. Design Review Board. The Design Review Board shall consider the application for preliminary planned development at a public meeting.

E. Findings and recommendations. Within 30 days following the date of the completion of the respective public hearings of the Plan Commission and Zoning Board of Appeals, and within thirty (30) days following the completion of the Design Review Board meeting on the application for preliminary approval, each body shall forward a written copy of its findings of fact, and/or its recommendation to the Village Council. The findings and recommendations of each body shall be consistent with the purpose and intent of this Title and shall specify, in a separate conclusion or statement, such stipulations, restrictions or conditions, including but not limited to the operation of

the planned development, that the Plan Commission, Zoning Board of Appeals or Design Review Board deems necessary to assure the protection of the public health, safety, comfort, morals or welfare. No planned development shall be recommended for approval by the Plan Commission, Zoning Board of Appeals or Design Review Board unless such commission or board shall find that the proposed planned development is in conformity with the standards set forth in Section 17.58.110 of this chapter and with any other applicable regulations of the zoning district in which the subject property is located.

F. Village Council.

1. Village Council deliberations. Within thirty (30) days after the Village Council receives all of the findings of fact and/or the recommendations of the Plan Commission, Zoning Board of Appeals and Design Review Board on the application, the application for the planned development shall be placed on the Village Council's agenda for consideration.

2. Village Council decision; vote required. By a majority of the Village Council, the Village Council, in the exercise of its discretion, may grant, deny or modify the planned development application, or may return the matter to the Plan Commission, Zoning Board of Appeals or Design Review Board for further consideration and findings. Notwithstanding the foregoing, if the requisite number of protests have been submitted in accordance with Section 17.56.050 of Chapter 17.56, the favorable vote of four (4) Trustees shall be required to grant the planned development by the Village Council.

(MC-8-2005, Added, 12/20/2005; MC-9-2010, Amended, 01/4/2011)

Section 17.58.090 Application for final plan approval

A. Form of application.

1. Substantial conformity with preliminary plan. The final plan for the planned development shall conform substantially to the approved preliminary plan. No final plat for a planned development will be presented for final approval if it contains a substantial change from the approved preliminary plan. For purposes of this section a substantial change is a change that alters the concept or intent of the planned development; changes the plan's density, changes the height of any building, changes proposed open space, makes material changes in architectural design, makes a material change to the development schedule, or changes the governing agreements, provisions, or covenants for the development.

2. Engineering approval. The final plat will not be processed until detailed engineering site plans have been reviewed and approved by the Village Engineer.

3. The final development plan, and subdivision plan if necessary, shall contain in final form all the information required in the preliminary development plan, along with such other documents as may be necessary to implement the plan or to comply with all applicable requirements of this chapter.

B. Time of filing application for final approval. Within eighteen (18) months following the Village Council approval of the preliminary planned development plan, the applicant shall initiate the final approval process by filing the final development plan and supporting documentation with the Plan Commission. The Village Council, in the exercise of its discretion, may extend the time for filing the application for final approval.

C. Contents of application. The final planned development plan shall contain all the materials included in the preliminary planned development plan in final detailed form and include the following:

1. Boundary lines, bearings and distances;

2. Location, width and purpose of all easements;
 3. Streets on and adjacent to the site, including street name, right-of-way width, sidewalks, and the like;
 4. Utilities on and adjacent to the site, including location, size and invert elevations of all sewers, location and size of water mains and hydrants, location of gas lines, electric, telephone and cable lines;
 5. Other conditions on adjacent land including adjacent grades, character and location of buildings and utilities;
 6. Zoning on and adjacent to the site;
 7. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated;
 8. Location, purpose and height, in feet and stories, of each building;
 9. Landscaping and tree preservation plan;
 10. Name of development, north point and scale, date of preparation and acreage of site;
 11. Such additional information as may be required by the Village Council.
 12. Final schematic architectural drawings;
 13. Final quantitative summary;
 14. Original mylar plat of the planned development, a subdivision plat, plat of dedication and/or plat of vacation; and
 15. A restrictive covenant in a form acceptable to the Village Attorney limiting development of and construction upon the tract as a whole to such development and construction as shall comply with the final development plan granted by the Village Council.
- D. Development phases. If desired by the developer, the final plat may be submitted in stages, with each stage reflecting a portion of the approved preliminary plat that is proposed to be recorded and developed; provided, however, that each such portion shall be in conformity with all requirements and regulations of this Chapter.
- (MC-8-2005, Added, 12/20/2005)

Section 17.58.100 Procedures for final plan approval

A. Application review. Upon receipt of a properly completed application for a final planned development plan, the Zoning Administrator shall review the application for compliance with all applicable requirements. Completed applications will be forwarded to the Plan Commission, Zoning Board of Appeals and Design Review Board for their respective reviews and recommendations.

B. Hearings. The Plan Commission and Zoning Board of Appeals shall hold separate public hearings in accordance with Chapter 17.56 of this Code. Notices of the public hearings shall be issued in the manner provided in Section 17.56.040 of Chapter 17.56. The hearing of the Zoning Board of Appeals shall be held as provided in Section 17.56.060 of Chapter 17.56.

C. Written protest.

1. Filing of protest. Any owner of property located within two hundred fifty (250) feet of the subject property may file a written protest objecting to the planned development. The written protest shall be directed to the Village Council and shall be submitted on forms provided by the Village and shall be signed and acknowledged, in accordance with the definitions provided in Sections 17.04.030(A)(3.5) and 17.04.030(S)(4.5) of this title. The written protest shall be submitted no later than 5:00 p.m. on the date of the first meeting of the Village Council at which the final approval of the planned development application is on the agenda for consideration:

provided, that the filing of a written protest after the close of the Board of Appeals hearing on the planned development shall not create a right either to reopen the evidentiary record or to remand the application to the Board for further evidentiary proceedings.

2. Effect of written protest. In the event twenty percent (20%) of the owners of property located within two hundred fifty (250) feet of the subject property have submitted a written protest as provided in the foregoing paragraph 1. the final approval of a planned development by the Village Council shall require the favorable vote of four Trustees.

D. Design Review Board. The Design Review Board shall consider the application for final planned development at a public meeting.

E. Findings and recommendations. Within 30 days following the date of the completion of the respective public hearings of the Plan Commission and Zoning Board of Appeals, and within 30 days following the completion of the Design Review Board meeting on the application for preliminary approval, each body shall forward its written findings of fact and recommendations to the Village Council. The findings and recommendations of each body shall be consistent with the purpose and intent of this Title and shall specify, in a separate conclusion or statement, such stipulations, restrictions or conditions, including but not limited to the operation of the planned development, that the Plan Commission, Zoning Board of Appeals or Design Review Board deems necessary to assure the protection of the public health, safety, comfort, morals or welfare. No planned development shall be recommended for final approval by the Plan Commission, Zoning Board of Appeals or Design Review Board unless such commission or board shall find that the proposed planned development is in substantial conformity with the approved preliminary plan and is also in conformity with the standards set forth in Section 17.58.110 of this chapter and with any other applicable regulations of the zoning district in which the subject property is located.

F. Village Council.

1. Village Council deliberations. Within thirty (30) days after the Village Council receives all of the findings of fact and/or the recommendations of the Plan Commission, Zoning Board of Appeals and Design Review Board on the final application, the application for the planned development shall be placed on the Village Council's agenda for consideration.

2. Village Council decision; vote required. By a majority of the Village Council, the Village Council, in the exercise of its discretion, may grant, deny or modify the application for final planned development approval, or may return the matter to the Plan Commission, Zoning Board of Appeals or Design Review Board for further consideration and findings. Notwithstanding the foregoing, if the requisite number of protests have been submitted in accordance with Section 17.56.050 or Chapter 17.56, the favorable vote of four (4) Trustees shall be required for final approval of the planned development by the Village Council.

G. Approval by ordinance. Final approval of any planned development shall be by an ordinance of the Village Council. The Village Council, in the exercise of its discretion, may accept, reject or modify any conditions or restrictions that the Plan Commission, Zoning Board of Appeals and/or Design Review Board may recommend. Such conditions shall be expressly set forth in the ordinance approving the planned development.

H. Recording of final plan required. The Ordinance authorizing the planned development shall be effective only upon recording of the final plat and supporting data with the Office of the Recorder of Deeds for Cook County. No building permits will be issued nor shall any other development shall take place until the required recording of the final plat. All recording costs shall be paid by the applicant.

(MC-8-2005, Added, 12/20/2005; MC-9-2010, Amended, 01/4/2011)

Section 17.58.110 Findings on standards for planned development approval

A. Findings required.

1. Findings in support of recommendations. The Zoning Board of Appeals, the Plan Commission and the Design Review Board shall each enter written findings on the standards for planned development approval as set forth in this Section 17.58.110. The findings of each body shall be based on the particular facts and circumstances of the proposed development, as established through the application materials, record made in the proceedings before that body, and matters of public record.

2. Village Council findings. The Village Council's decision to grant or deny an application shall be based on the particular facts and circumstances of the proposed development, as established through the application materials, the record made in all proceedings on the application, matters of public record, and such matters of public policy as the Council deems relevant to its consideration of the application.

B. Zoning Board of Appeals. The Zoning Board of Appeals shall not recommend the approval of a planned development unless it enters the following findings:

a. that the proposed planned development will not either endanger or be detrimental to the public health, safety, comfort, morals or general welfare, in that the proposed development will complement and supplement the community given the nature of the business;

b. that the planned development will not either substantially diminish or impair property values in the immediate vicinity, or be substantially injurious to the use and enjoyment of land in the immediate vicinity for uses permitted by right in that zoning district;

c. that the planned development will not impede the normal and orderly development and improvement of other property in the immediate vicinity for uses permitted by right in the zoning district;

d. that adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public and private ways;

e. that adequate parking, utilities, access roads, drainage and other facilities necessary for the operation of the special use either exist or will be provided; and

f. that the planned development in all other respects conforms to the applicable zoning regulations and other application of Village ordinances and codes.

C. Plan Commission. The Plan Commission shall not recommend the approval of a planned development unless it finds that the proposed development, as a whole, is consistent with the goals and objectives of the Comprehensive Plan, *Winnetka 2020*. In making its findings and recommendations, the Plan Commission shall consider such goals and objectives of the Comprehensive Plan as it may determine are affected by or otherwise pertain to the proposed planned development, provided that, in each instance, the Plan Commission shall consider whether the proposed planned development is consistent with the following goals and objectives of the Comprehensive Plan:

1. to ensure that commercial, institutional, and residential development is appropriate to the character of and minimizes the adverse impact on its surrounding neighborhood;

2. to limit commercial, institutional and residential development within the Village to minimize potentially adverse impacts on adjacent residential neighborhoods and to prevent the need for significant increases in such infrastructure as streets, parking, utilities and sewers, and in other community resources such as schools, parks and recreational facilities;

3. to ensure that development proposals minimize the potential adverse impact they might have on residential neighborhoods, including the impact on pedestrian character, on site parking, traffic patterns, congestion, open space, storm water management and Village infrastructure;
4. to provide for a wide range of office/service and retail commercial land uses and development within the existing business districts in the Corridor;
5. to promote a strong community identity and opportunities to interact while building a healthy commercial tax base;
6. to provide a broad range of goods and services so that Winnetka residents can satisfy most of their ordinary shopping requirements in the Village and so that non-residents will come to the Village for specialty goods and services;
7. to maintain the essential quality, viability and attractiveness of Winnetka's business districts while encouraging new economic development consistent with the character of the Village and the individual business districts;
8. to encourage the provision of on-site parking at the rear of buildings, with access via alleys or private driveways, to reduce demand for on-street parking; and
9. to ensure that new development does not decrease public parking supply, particularly on street parking that supports retail use.

D. Design Review Board. The Design Review Board shall provide comment and recommendations to the Village Council as to whether the building design, landscape plan and other proposed exterior aspects of the planned development are in conformity with the Design Guidelines.

E. Village Council. The Village Council shall not grant a request for approval of a planned development unless it finds:

1. that the proposed development meets the special use standards for planned development, as set forth in subsection B of this Section;
2. that the proposed development, as a whole, is consistent with the Comprehensive Plan, *Winnetka 2020*;
3. that a certificate of appropriateness of design should issue for the buildings, landscaping and other exterior elements of the proposed development; and
4. that the proposed development is otherwise consistent with the intent and objectives of this Chapter.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.120 Amendments to planned developments

A. Recorded approved plans control development. The planned development shall be developed only according to the approved and recorded final plans. The recorded final plan, together with all recorded amendments, shall be binding on the applicants, their successors, grantees and assigns and shall limit and control the use of premises, including the internal use of buildings and structures, and the location of structures in the planned development as set forth therein.

B. Major changes.

1. Major changes defined. Changes that alter the concept or intent of the planned development; including changes in density, changes in the height of buildings, changes in use, changes of proposed open space, material changes to architectural design, material changes in the development schedule, changes in road standards, and changes in the final governing agreements, provisions, or covenants shall all be considered major changes to the approved plan.

2. Procedure for major changes. An applicant seeking a major change shall seek an amendment to the final plan by submitting a new preliminary plan and supporting data and following the procedures for preliminary approval, as established in Section 17.58.070 of this chapter. Major changes to an approved final plan may be granted only by the Village Council pursuant to an ordinance approving the amended plan.

C. Minor Changes.

1. Minor changes defined. Minor changes are defined as any change to an approved plan that is not defined as a major change and that does not change the concept or intent of the development.

2. Procedure for minor changes. A proposed minor change to an approved planned development may be presented directly to the Village Council for consideration. The Village Council may approve minor changes in the planned development without further proceedings, provided it finds that the proposed change does not change the concept or intent of the development.

(MC-8-2005, Added, 12/20/2005)

Section 17.58.130 Effect of failure to complete project according to plans

A. Failure to complete project. The Village Council shall consider revocation of the planned development if construction falls more than one year behind the construction schedule filed with the final plat. The developer shall be notified at least ninety days preceding any revocation proceeding. The Village Council may, upon request, modify the recorded construction schedule of a planned development.

B. Failure to comply with approved plans. Failure to maintain such conditions or restrictions as may have been imposed shall constitute grounds for revocation of the planned development pursuant to Section 17.72 of the Village Code.

(MC-8-2005, Added, 12/20/2005)

**MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION**

December 11, 2018

(Approved: January 8, 2019)

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, December 11, 2018, 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, Penny Lanphier, Scott Myers, John Swierk, and Anne Wedner. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant Village Manager Megan Pierce, Village Attorney Peter Friedman, Community Development Director David Schoon, and no persons in the audience.
- 2) Public Comment. None.
- 3) Planned Development Regulation Amendments. Mr. Schoon said Winnetka's Downtown Master Plan recommends consideration of amendments to the Village's Planned Development (PD) application process. He explained that the Planned Development Ordinance was enacted in 2005 for the purpose of promoting progressive development of parcels bigger than 10,000 square feet in the B-1, B-2, C-1 and C-2 zoning districts. He explained that the current process involves a pre-application meeting with Village staff; a preliminary plan review with the Zoning Board of Appeals (ZBA), Plan Commission (PC), Design Review Board (DRB) and Village Council; and a final plan review before the ZBA, PC, DRB and Council.

Mr. Schoon reviewed provisions of the PD Ordinance that could be amended by the Council:

- (a) Begin the PD the process with a Council conceptual review
- (b) Designate one advisory body to consider the PD application
- (c) Create a Planned Development Commission
- (d) Clarify the approval standards
- (e) Amend the neighbor protest provisions

Attorney Friedman explained that having many meetings on the same PD application can diminish each of the bodies' ability to influence the development. He noted that One Winnetka PD hearings before the ZBA and PC were virtually identical, and resulted in two different recommendations for the Council. He said there may be great benefit to requiring a preliminary conceptual review to identify any bright lines the developer might be crossing before a lot a time and money is spent developing the plans. It is not uncommon in other communities to have a designated Planned Development Commission, or to use only one advisory board to consider PD applications. He commented that Winnetka's PD approval standards are overlapping and ambiguous, and do not identify specifics for each board to consider. Lastly, he suggested clarifying the neighbor protest provisions, and he challenged the idea that the Village President should be excluded from voting on a PD application if a protest is filed.

President Rintz recalled that Winnetka's PD Ordinance was written with some urgency, as the owner of the Fell Store told then-Village President Ed Woodbury in 2005 that he would be closing and selling his building. He noted that the first PD application at that site, New

Trier Partners, was messy and time-consuming. He noted that the standards are too subjective and do not give developers a sense of whether their development may be approved. He recommended the Council look at the PD holistically and make amendments that will encourage good, thoughtful development.

Manager Bahan agreed that a conceptual review before the Council is a critical first step. The current PD ordinance provides for a pre-application conference with staff; however, this is not a transparent or effective communication vehicle with the developer.

Trustee Wedner favored a few guiding principles for PD ordinance amendments: (i) give residents a channel to voice their opinion on a proposed PD; (ii) give the process clarity and speed instead of taking years in the process and then feeling boxed into an approval because the developer has spent so much time and money on the application; and (iii) provide Village staff clear guidance with an eye towards limiting the amount of staff time used on the PD application process.

Trustee Myers added that advisory boards need relevant standards to evaluate a proposed development, and certain nebulous standards, especially “return on investment,” need to be revised or eliminated.

Trustee Lanphier agreed that the current PD Ordinance is a morass that does not help the community’s interests in a clear way. She suggested creating a statement of purpose that sets out the goals of the PD ordinance; and she added that the Council needs to be clear on which parts of the One Winnetka PD application were impeded by the developer, and which were hampered by the PD process.

Trustee Cripe commented that the purpose of a PD process is to help the Council determine if the community is better off with the proposed development or without it. He suggested taking expert commissioners from the ZBA, PC and DRB and forming an ad hoc PD Commission when the need arises. He agreed that a preliminary conceptual review is good for both the community and the developer, and he added that the applicant’s holding costs increase when the approval process drags on.

Trustee Dearborn said there is a natural conflict between developers and the community, and some proposals demand a very high level of scrutiny. He did not feel it a worthwhile goal to speed anything through and cautioned against taking the teeth out of the PD Ordinance.

President Rintz explained that speed is not the ultimate goal; rather, clarity and efficiency are needed.

After a thorough discussion, the Council was in general agreement to have staff gather feedback from the ZBA, PC and DRB regarding the following elements of the Village’s PD process and regulations: the purpose and goals for the PD regulations, the guiding principles to use when considering amendments to the PD regulations, the standards to use when considering a proposed planned development, and potential changes to the major PD process steps. Staff will gather the feedback from these advisory bodies and report back to the Council.

Outline – Winnetka Design Guidelines

FACTORS FOR CONSIDERATION BY THE DESIGN REVIEW BOARD

The procedures outlined under Section 17.58 require consideration by *three* advisory boards (Design Review Board, Plan Commission and Zoning Board of Appeals), with each board reporting their recommendations to the Village Council.

The Design Review Board shall provide comment and recommendations to the Village Council as to whether the building design, landscape plan and other proposed exterior aspects of the planned development are in conformity with the Design Guidelines.

The following summary outline of the Village Design Guidelines is intended to serve as a tool to assist applicants, the Design Review Board and the public in understanding the scope of review for commercial projects within the Village’s downtown area.

Buildings and Architecture

I. **CONTEXTUAL DESIGN** (p. 4)

- a. Projects should reflect an understanding of the immediate site surroundings and Village-wide character. Contextual design reflects existing features including massing, height, setbacks, proportions, scale, roof forms, materials, articulation, lighting, signs and awnings while creating appropriate architectural design.
- b. The prevalence of the English Tudor style throughout the Village dictates smaller structural bays and massing, limited building heights, variety in roof forms, mix of materials and special attention to detailing and fenestration proportions and patterns.

II. **USES** (p. 4)

- a. Traditional two-part mixed use structures with retail at grade should incorporate facades which clearly separate the two uses through changes in materials and wall plane as well as changes in fenestration, with large glass storefronts on the street level and punched windows above creating a hierarchy of public versus private spaces.
- b. In select locations, where large or awkward site geometry suggests, alternatives to the existing mixed-uses may encourage the use of first floor courtyards or pedestrian ways instead of uninterrupted commercial space.

III. **HISTORIC BUILDINGS & BUILDING ELEMENTS** (p.5)

- a. Future project designs should reinforce the established character, massing and scale. New developments and alterations are encouraged to incorporate historic building elements and forms from adjacent structures in order to maintain a cohesive district.

Outline – Winnetka Design Guidelines

V. **BUILDING MASS** (p.7-10)

a. **Setbacks**

- i. A continuous “streetwall” along primary commercial thoroughfares should be provided. New buildings should align with adjacent buildings along the property line.
- ii. Setbacks should be provided where appropriate to enhance landscaped areas and/or widen restricted sidewalks to provide appropriate widths.
- iii. The main facade should be orientated to the primary commercial thoroughfare.
- iv. Upper level setbacks, which create continuous open terraces, are not allowed on the primary facades. Small setbacks (such as 10'-0" maximum), no greater than one bay width (maximum 20'-0") with a continuous roof eave line, will be considered on upper floors only. The ratio of upper level setbacks must be considered with regard to the building's proportions and scale. No continuous upper level setbacks or corner setbacks will be considered.
- v. Roof gables should be in the same plane as the primary building facade except for the 6"-12" projections allowed “articulation” section. Roof eaves should meet and project beyond the primary facade to create horizontal rhythm.
- vi. Buildings located on corner sites should hold the property line or streetwall at the intersections of both thoroughfares. Slightly rounded or angled building corners at intersections are acceptable to enhance the pedestrian flow and visibility.

b. **Height** - Existing building heights are consistent at 2-3 stories within the heart of the commercial district. Buildings of this height are appropriately located within dense pedestrian districts and along Green Bay Road whereas buildings of 1 and 2 stories function well as transitions to single-family residential areas.

- i. Based on existing building heights, new buildings should have transitional elements or bays such that the new building height will not vary more than ½ story lower than the immediate adjacent buildings while complying with the requirements of the zoning ordinance.

c. **Roof form** - Roof forms contribute to the massing, scale and proportions of all buildings. Manipulation of the form can help distinguish between residential, commercial and institutional structures.

- i. Sloped roof systems, while containing the commercial ½ story defined by the zoning ordinance, should have eave lines that extend to the perimeter of the building eliminating upper story setbacks at the primary elevation.
- ii. The continuous length of any roof on a primary facade should be limited to 20'0", without a break in plane using dormers, gables or hip roofs.
- iii. The predominant roof form within the districts is a pitched shingle roof with cross gables, projecting eave line and brackets reflecting the structural bay rhythm of the building. Variations of the gable and roof pitch contribute to the general breakdown of the building

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mass and contribute to the steady streetwall rhythm. No roof pitch is to be greater than 60 degrees (21:12) or less than 35 degrees (8:12).

VI. **PROPORTION / SCALE** (p. 11-16)

- a. **Horizontal rhythm** - The breakdown of the building facade into horizontal bands provides human scale and proportion to the facade. The relationship of horizontal banding among buildings can unify the street elevation. The commercial district must convey the hierarchy of the pedestrian experience through the development of horizontal rhythms.
 - i. The height of the street level elevations (floor to floor) should be 20% greater than the upper floor to floor dimensions.
 - ii. A building base, middle and top should be strongly articulated through materials, details and changes in the plane of the wall.
 - iii. The retail storefront facade should be differentiated from the facade of the upper stories.
 - iv. The street and storefront facade should be horizontal, contiguous and harmonious with the adjacent and facing structures.
 - v. Storefront systems, awnings, and entrance doors should be selected to be harmonious and similar to the adjacent buildings' scale and proportion.
- b. **Vertical rhythm** - The breakdown of the building facades into vertical bays creates a sense of progression and scale to the streetwall as well as individual buildings. Vertical rhythms break down the length of a building while unifying the floors from grade to eave. Fenestration patterns will emphasize the vertical rhythms.
 - i. Facades are to be articulated to express a vertical rhythm that is directly related to the structural columns and bays. Structural bays should not exceed 20 feet in width.
 - ii. Structural elements and bays should be architecturally articulated on the facade to add interest, scale, proportion and detail.
 - iii. Structural bays should be recessed and/or projected approximately 6"– 12" to provide a variety of changes of plane, interest in light and shadow and to establish a hierarchy with the architectural elements. Some variation of facade materials from bay to bay is encouraged. No building facade that faces a street or pedestrian open space may have a blank uninterrupted length greater than 20 feet.
- c. **Facade articulation** - Articulation is achieved through the combination of materials, introduction of detailing and changes in plane of the facade.
 - i. Facade elements should be recessed and/or projected to provide a variety of changes of plane, interest in light and shadow and to establish a hierarchy with the architectural elements.
 - ii. Building facades are to be proportioned to respect human scale and the existing prevalent scale of the Village's architecture. No building facade that faces a street or pedestrian open space should have a blank uninterrupted length of wall greater than 20 feet.
 - iii. Ground floor /storefronts that face public streets, adjacent development or pedestrian open space should be subdivided using fenestration along no less than 60% of the facade.

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- d. **Fenestration** - The pattern of wall penetrations created by window and door openings.
 - i. Windows should be recessed back from the overall plane of the building facade at the window head and sill to create additional articulation and shadow.
 - ii. *Primary facades (facing streets or pedestrian ways)* - At least 60% of the first floor facade is to be windows/storefront or entrances. At least 25% but no more than 40% of the upper floors are to be windows or doors.
 - iii. *Secondary facades (facing alleys or parking areas)* - At least 25% of the first floor facade is to be windows/storefront or entrances. At least 25% of the upper floors are to be windows or doors.
- e. **Hierarchy** – prioritization of certain building masses, components or elements over others.
 - i. The hierarchy of public over private spaces should be conveyed by the facade. Public or retail spaces should be open and inviting through the introduction of storefronts with doors integral to the system.

VII. **ARTICULATION** (p 16-23)

a. **Entries**

- i. Hierarchy - The identity of the public entrance should be evident from the public way and differentiated from the semi-public and private entrances. Public entries should have a large-scale approach and be open and inviting whereas semi-public and private entries are integral to the adjacent building facade and more opaque.
- ii. Location - Public entrances should be located along the main thoroughfares and at corners. Private or semi-private entrances should be located either to the side of a single bay building or centrally for a multiple bay building.
- iii. Detail - Typically, private or semi-private entrances should have a predominately solid door and be set in a masonry opening nearly flush to the building facade whereas the public or storefront doorway should be recessed and have an awning so as to provide protection from the elements for shoppers. Building entrances can be further defined by using subtle streetscape improvements such as pavers. Residential entrances should be clearly identified and dignified.

b. **Window and door fenestration**

- i. Upper floors - Punched single or ganged windows are required at upper floors but not allowed at street level on primary facades in commercial buildings. A combination of ganged and single units within the punched opening is encouraged to provide hierarchy to the facade. It is encouraged that the sill height of upper level windows align with adjacent buildings but should not be higher than 30" above finish floor elevation. Mullion and muntin divisions are required to maintain the scale of the districts and reduce large expanses of glass at the upper floors. Strip windows are not allowed.
- ii. Storefront windows - required in commercial buildings on the primary facade at street level. Storefront window sill heights cannot exceed 18".

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- iii. Secondary facades are encouraged to provide punched display windows to define the hierarchy of the primary facade over the secondary.

c. Building lighting

- i. Exterior building lighting should be carefully designed, contextual with the building and adjacent building design. Building lighting should focus on providing light on building signs and enhancing architectural details on the facade.

d. Building signage

- i. Commercial signs should reflect the character of the building style, while expressing each store's individuality. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. The majority of the signs will be mounted within the building's sign band.

e. Awnings and banners

- i. Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see "Forms" below) and color in order to unify multiple storefronts within a single building.

f. Mechanical equipment

- i. Mechanical equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible. Mechanical equipment at grade should be screened with a fence or wall of the same materials as the building.

VIII. MATERIALS (p 23-26)

- a. Rough-faced limestone should be limited to accent or base pieces only.
- b. The brick color palette should be restricted to those present in the district but can vary in color from reds to yellows and have varying levels of iron spotting.
- c. English Tudor buildings obtain some of their character from the mix of materials used in the upper floors. Creative use of material combinations is encouraged to break up the massing.
- d. The number of facade colors should be minimized to maintain unified districts – white and cream stucco with reds and browns, emphasizing earth tones and eliminating saturated colors.
- e. Acceptable materials include modular brick, rough-faced or dressed limestone and exterior grade stucco with wood trim. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split face or smooth) and glass block are not acceptable materials.
- f. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.
- g. Roof materials may include clay tile, cement tile & shingles, ceramic tile that simulate natural materials, architectural grade asphalt shingles, wood shingles, slate, real copper.

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- h. Door Materials - Entry doors should be wood or aluminum stile and rail with varying degrees of glass. Public entry doors should be fully glazed whereas private and semiprivate entries should be primarily solid panel doors. Entry door hardware is to be exterior grade with weather-resistant finish. Hardware design and finish is to be appropriate with facade articulation, color palette and district character.
- i. Storefront window materials - should be either paneled aluminum or brass. Many original storefronts, some with transom windows, remain in the districts. Efforts should be taken to repair and renovate these systems where feasible. Glazing should be clear glass without tint or film.
- j. Window frames - should be wood, steel or aluminum (vinyl not acceptable). Muntin divisions should be real divided glass or simulated with spacer bars (snap-in muntins not acceptable). Color selection should be sympathetic with the overall building color palette and take into account the adjacent building materials within the structure, immediately adjacent structures. Glazing should be clear glass without tint or film.

IX. SERVICE, SECONDARY FACADES AND PARKING STRUCTURES (P. 26-27)

- a. Service areas - are to be located off secondary streets or alleys out of public view. If a service area is visible from the public view, the service area is to be treated with screening approximately 6'-8' tall to match adjacent building elevations.
- b. Secondary facades - When a secondary public entrance is located off a parking area or alley, the alley is to be treated as an extension of the public walkway, and the building entrance is to be articulated to differentiate it from private or semi-private entrances.
- c. Parking structures - should be located remotely from primary streets and not be visible from the public way. Structures should provide a safe and pleasant pedestrian entrance and exit. Structures should integrate into the surrounding architectural fabric. Integrated parking structures should provide a seamless and non-evident appearance of parking. Their scale and mass, building materials, details and articulation should be compatible with the standards set forth in these design guidelines. Adequate vehicular and pedestrian access into the structure, ADA compatibility, safety, lighting, and ventilation issues must be addressed.

Public spaces / streetscapes

X. PEDESTRIAN ZONES AND PEDESTRIAN CIRCULATION (pp. 27-42)

- a. Minimum Sidewalk Width - The paved pedestrian zone must be next to retail store frontages and away from street edges or curb lines. A minimum 6 foot wide unobstructed pedestrian clear zone must be maintained in all districts. When landscape elements are incorporated into pedestrian zones a paved 18-inch wide carriage walk must be provided.
- b. Sidewalk material – materials and patterns to comply with streetscape palette.
- c. Streetscape elements - The Village's streetscape elements should be placed in high traffic areas and grouped to provide the greatest public benefit. They should be coordinated and consistent along the street for a minimum of one block. All elements should be high quality.

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- d. Pedestrian zone landscaping – streetscapes should be designed to provide pedestrians with shade and visual interest. Adequate landscaping in pedestrian zones is an essential element to enhancing village character.
 - i. Plant palette – selection from approved plant palette; encourages a variety of species sizes and types of plants.
 - ii. Parkway widths - Width of parkway will determine type of streetscape enhancements that are feasible. New sidewalks should maintain clear zone of 6 feet.
 - iii. Street tree selection and spacing – should be selected from plant palette, and shall coordinate with existing planting patterns. Grouped and linear plantings may be considered as part of an overall site development plan concept. Minimum size of 4” caliper.
 - iv. Street tree planting standards – no closer than 3 feet from face of curb.
 - v. Visual clearance - landscaping should not block views or pedestrian sidewalks at mature size. Sight triangles should be not less than 12’.
 - vi. Structural soil & planting soil depth – must comply.
 - vii. Raised planters – encouraged where possible and space permits.
 - viii. Movable planters – encouraged where space does not permit raised planters.
- e. Special pedestrian zone /streetscape conditions (pp. 40-42)
 - i. Outdoor sidewalk cafes - encouraged, to help enliven streetscape, with attention providing pedestrian clear zone.
 - ii. Corner bump outs – encouraged, to slow traffic, highlight pedestrian crossings, encourage pedestrian gathering.
 - iii. Bus stops – where bus stops occur a coordinated sign system should be utilized. New shelter designs should be considered to maintain Village character.

XI. **VEHICULAR ZONE** (p42-58)

- a. Parking and Service Areas (pp. 43-48)
 - i. Location, Orientation and Access for **Parking Areas**
 - 1. New parking should be located behind, within or underneath structures and buildings. Off street surface parking lots in front of new buildings and along street frontages are prohibited.
 - 2. Access to parking and loading areas must be provided off secondary streets or existing alleys/service drives.
 - 3. If appropriate and feasible on street parking should be provided within the public right of way in front of new buildings.
 - 4. Curb cuts should be minimized and access points should be shared.
 - 5. Shared parking should be provided where possible.
 - ii. Location, Orientation and Access for **Loading Areas**
 - 1. Service areas should be located at side or rear of new developments, access should be provided by mid-block alleys/driveways or from secondary streets.

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2. Exterior mechanicals, loading/service trash storage should not be visible from public roads; to the extent possible they should be contained within the building.
 3. If located outside the building elements should be screened with permanent year round material.
 4. Service / trash areas should be clustered together and shared between businesses where possible.
- iii. **Parking Lot Signs**
1. All parking areas, public and private should contain appropriate directional and regulatory signs in an uncluttered, clear and concise manner.
 2. Village owned parking should be signed consistent with the Village's wayfinding program.
 3. Individual businesses should identify their property address and establishment name(s) with a clear concise sign program located adjacent to service/loading/delivery areas.
- iv. **Vehicular zone landscape** (pp 48-57)
1. Off Street parking perimeter screening should be provided as detailed in Guidelines in order to minimize impact on surrounding landscape.
 2. Off Street parking internal landscaping should be employed as detailed in Guidelines.
 3. On Street public parking should be softened by landscape islands or "bumpouts" where possible.
 4. Parking structures should incorporate a minimum 5-foot landscape setback at the base of structures adjacent to pedestrian areas in the public way, and appropriately planted & vines planted to soften walls. Integral planters should be incorporated into plans to allow for planting of cascading plant material.
 5. Service and loading areas should be screened from public view using architecturally treated walls or other approved means, blocking view from pedestrians, between 6-8 feet in height.
- v. **Lighting** in vehicular use/ parking areas (p 57-58)
1. Lighting should be provided in private and public parking lots, in an appropriate pedestrian scaled style and in accordance with standards outlined in the *Guidelines*.
- vi. **Special Conditions** (p.58)
1. Vehicular use areas such as parking and service areas may encounter or raise special conditions or concerns, including but not limited to, (a) noise abatement, (b) safety / security, (c) maintenance, (d) special adjacent land use. These concerns should be addressed as part of the development review process.