



**PLAN COMMISSION REGULAR MEETING  
WEDNESDAY, APRIL 27, 2022 - 7:00 PM  
WINNETKA VILLAGE HALL COUNCIL CHAMBERS – 510 GREEN BAY ROAD**

**AGENDA ITEMS**

1. Call to Order and Roll Call.
2. Public Comment.
3. Community Development Report.
4. **Case No. 22-16-SU: 906 Green Bay Road – Sarah Dippold Interior Design Studio:** An application for Special Use Permit submitted by Sarah Dippold, as the lessee of the property located at 906 Green Bay Road to allow the existing interior design office to remain in its current location, within the C-2 General Retail Commercial Overlay District. The property is currently owned by 906-908 Green Bay Road, LLC. The Village Council has final jurisdiction on this request.
5. **Comprehensive Plan Visioning Work:** The Commission will discuss goals and initiatives for the following community pillars: (a) Healthy & Engaging Lifestyles; and (b) Civic Engagement. The Commission will also review comments from the discussion of the Community Heritage & Placemaking pillar.
6. Other Business.
  - a. Next Regular Meeting Quorum Check – May 25, 2022, Meeting.
7. Adjournment.

Note: Public comment is permitted on all agenda items at the meeting. If you wish to provide testimony or comments prior to the meeting, you may provide them one of two ways: (1) by sending an email to [planning@winnetka.org](mailto:planning@winnetka.org); or by sending a letter to Community Development, Village of Winnetka, 510 Green Bay Rd, Winnetka, IL 60093. All agenda materials are available at [www.villageofwinnetka.org/agendacenter](http://www.villageofwinnetka.org/agendacenter).

**NOTICE**

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities contact the Village ADA Coordinator at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3543; T.D.D. (847) 501-6041).



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** PLAN COMMISSION  
**FROM:** ANN KLAASSEN, SENIOR PLANNER  
**DATE:** APRIL 19, 2022  
**SUBJECT:** 906 GREEN BAY ROAD - SARAH DIPPOLD INTERIOR DESIGN STUDIO -  
SPECIAL USE PERMIT (CASE NO. 22-16-SU)

### INTRODUCTION

On April 27, 2022, the Plan Commission is scheduled to hold a public hearing to consider an application submitted by Sarah Dippold (the "Applicant"), as lessee of the property located at 906 Green Bay Road, Winnetka, IL (the "Subject Property"), **to allow the existing interior design office to remain on the Subject Property.** The property is currently owned by 906-908 Green Bay Road, LLC.

The Applicant has filed an application seeking approval of a Special Use Permit in accordance with Chapter 17.56 [Special Uses] of the Winnetka Zoning Ordinance to permit an interior design office in the C-2 General Retail Commercial Overlay District at the Subject Property. The Applicant currently occupies the Subject Property and had previously operated a home goods store with incidental design services, which is allowed by right in the C-2 District.

A sign has been posted on the Subject Property and a website notice has been posted on the Village website indicating the time and date of the Plan Commission public meeting. A mailed notice has been sent to property owners within 500 feet of the Subject Property. As of the date of this memo, staff has received two written comments from the public regarding this application. The comments are provided in Attachment B of this report.

### PROPERTY DESCRIPTION

The Subject Property is one of the commercial spaces located in the building at 906-908 Green Bay Road, located on the west side of Green Bay Road between Tower Road and Gage Street. The Applicant has occupied the approximately 1,200 square foot space at 906 Green Bay Road since 2019. Neighboring businesses include *The Shade Store* and *balance in motion*, a Pilates studio located in the rear of the 906-908 Green Bay Road building. The adjacent building to the south is currently vacant and was most recently occupied by *Aaron Master Custom Tailor & Alterations* and *Omid Jewelry*. Figures 2 through 4 on the following pages identify the Subject Property and neighboring businesses.

The Subject Property is located within the Village's **Commercial Overlay District**, which allows non-retail uses, such as interior design offices and professional uses; however, the Zoning Ordinance requires that they be evaluated by the Plan Commission and Village Council as a special use.



Figure 1 – Subject Property – 906 Green Bay Road



Figure 2 – Subject Property – 906 Green Bay Road



**Figure 3 – Neighboring Business – The Shade Store**



**Figure 4 – Neighboring Vacant Building to South**

## COMMERCIAL OVERLAY DISTRICT BACKGROUND

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

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

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

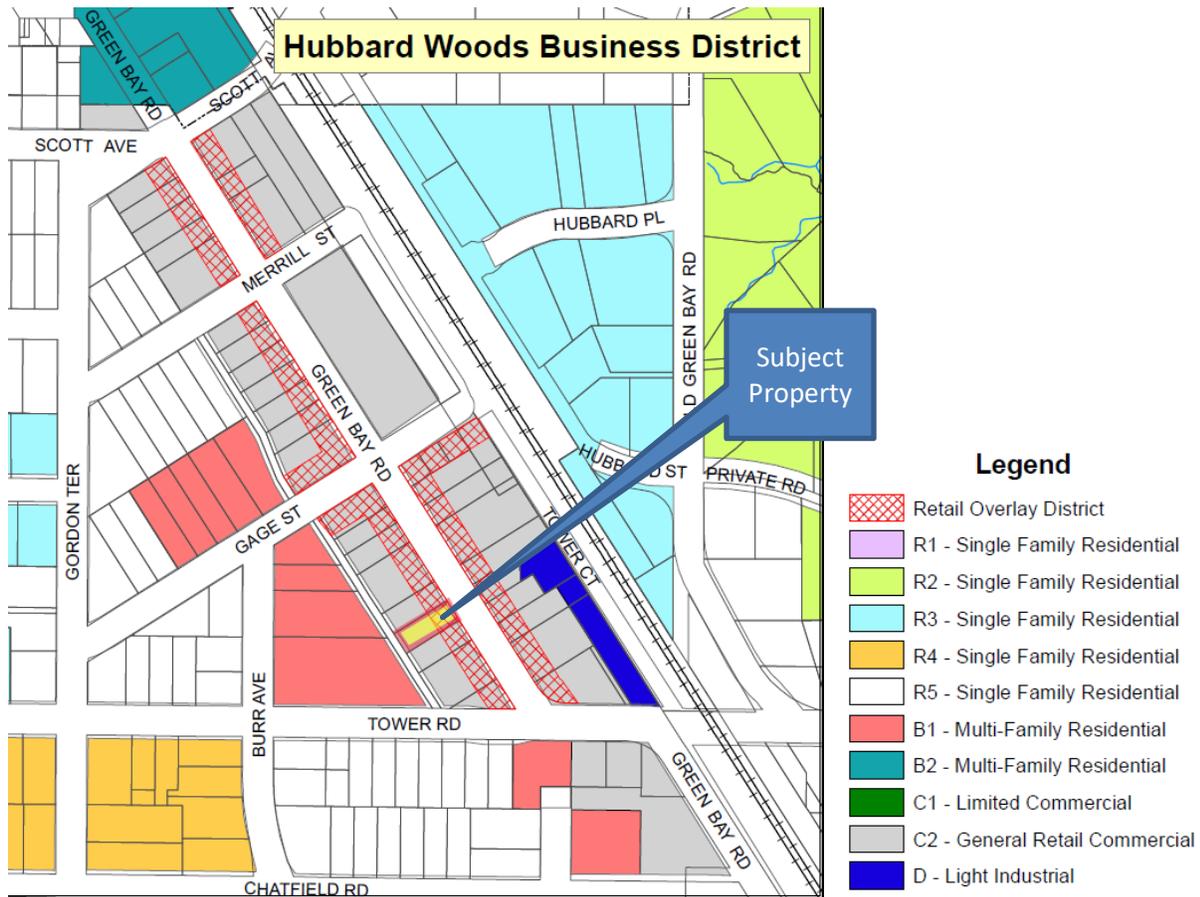
Since its adoption in 1987, the Overlay District has been revised on more than one occasion to alter district boundaries, or to modify the types of uses which are permitted within each district. The most recent amendment occurred on April 4, 2019 when the Village Council adopted MC-01-2019, amending the Zoning Ordinance regarding uses and regulations in the three commercial districts, including amendments to the Overlay District and the standards used to evaluate a special use. The amendments went into effect on July 4, 2019. This request to allow an interior design office would have required a special use permit under the former zoning regulations. As previously noted, when the Applicant opened in 2019, she operated a home goods store, with incidental design services, which is allowed by right in the C-2 District.

## HUBBARD WOODS BUSINESS DISTRICT OVERLAY BOUNDARIES

A map depicting the zoning classifications of the Hubbard Woods Business District is included on the following page as Figure 5. The Subject Property is highlighted yellow.

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

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



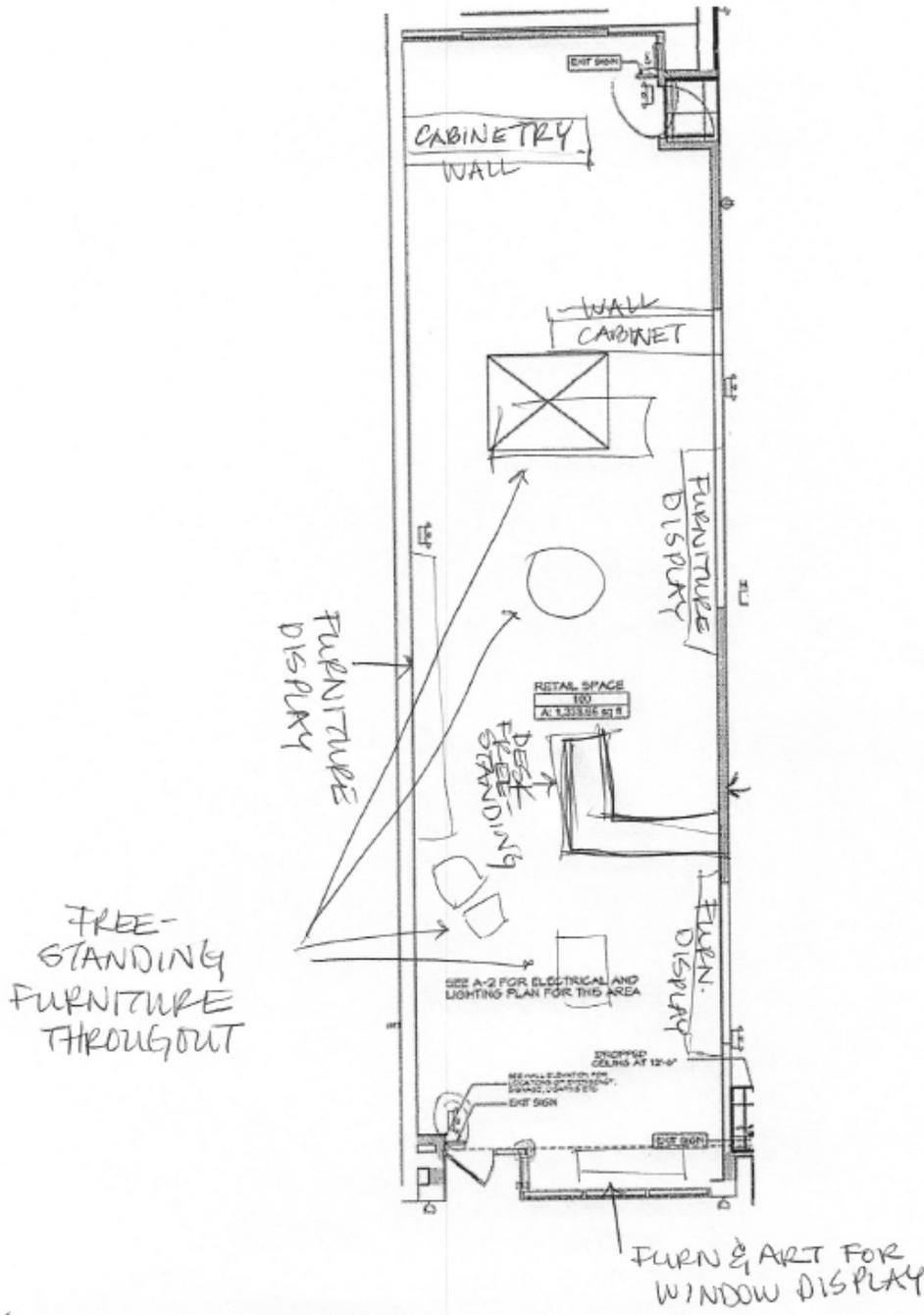
**Figure 5 – Hubbard Woods Business District**

**DESCRIPTION OF REQUEST**

As previously stated, the Applicant is proposing to maintain her current interior design office at the Subject Property, an approximately 1,200 square foot space with approximately 16.5 feet of street frontage. The Applicant anticipates one full-time employee and 1-2 independent contract employees that would work from the space one or two days a week. As described by the Applicant in the attached application materials (Attachment A), they have 1-2 client meetings a day in the studio, which last 1-2 hours. Meetings typically consist of 1-2 people, but there are times when there may be 3-4 attending a meeting. The meetings typically occur between 8:30am and 4:00pm. The Applicant will still be open by appointment for those who wish to shop the gallery of furniture and accessories.

The Applicant has provided a floor plan representing the layout of the space (Figure 6 on the following page). According to the Applicant, the window display will remain the same with only minor changes to the interior. Adding desks to the space is the primary change described by the Applicant, with the front of the space remaining the same with furniture and accessories on display.

In regard to parking, the Applicant is in the process of securing 1-2 parking spaces at the rear of the building, on the Subject Property. Employees would obtain and use the necessary Zone A Business Employee Parking Permit. Due to the fact the use is existing as well as the low amount of client and employee parking demand generated by the use, it was determined by staff that a parking study would not be necessary.



FREE-STANDING FURNITURE THROUGHOUT

\* FLOOR PLAN TO REMAIN THE SAME (FREE-STANDING FURNITURE MAY BE UPDATED FOR NEW PIECES)

Figure 6 – Floor Plan

**DESIGN REVIEW BOARD REVIEW**

Any future changes to the exterior of the commercial space or the addition of signs or awnings to the front of the space will require approval of a certificate of appropriateness by the Design Review Board.

## STANDARDS FOR REVIEW / FINDINGS

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

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

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

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

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

I make the motion that:

The Plan Commission recommends **approval [denial]** of the requested special use to allow the Applicant, Sarah Dippold, of Sarah Dippold Interior Design Studio, to continue to operate the existing interior design office at 906 Green Bay Road within the C-2 Commercial Overlay District, based on the following findings of fact:

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

1. The establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. The Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. The establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. Adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. Adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;
6. The Special Use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;

8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;
9. The proposed special use at the proposed location will provide for display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;
11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintain typical and customary hours of operation; and
12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses."

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

1. [Insert conditions...]

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

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

#### **ATTACHMENTS**

Attachment A: Application Materials

Attachment B: Public Correspondence

ATTACHMENT A

Village of Winnetka  
SPECIAL USE PERMIT - C2 COMMERCIAL OVERLAY APPLICATION

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION  
C-2 COMMERCIAL OVERLAY

Case No. 22-16-SU

Property Information

Site Address: 906 Green Bay Rd Winnetka, IL 60093  
Proposed type of occupancy: Interior Design Studio

Applicant Information

Name: SARAH DIPPOLD  
Address: [REDACTED]  
City, State, ZIP: [REDACTED] IL 60022  
Applicant Signature: [REDACTED]

Primary Contact: SARAH DIPPOLD  
Phone No. 847-867-6446  
Email: SARAH@SARAHDIPPOLD.COM  
Date: 1/17/22

Attorney Information

Name: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_

Architect Information

Name: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_

Property Owner Acknowledgment

I hereby certify that I am the owner of the property located at 906 Green Bay Rd and have provided the attached proof of ownership.  
(address)

I consent to the filing of an application for a Special Use Permit by Sarah Dippold  
(Applicant name)

Property Owner Signature: [REDACTED]

Date: 1/21/22

Printed Name: Dan Boris

## Special Use Permit Summary

To whom it may concern,

I am seeking approval for a special use permit for my tenancy at 906 Green Bay Rd in Winnetka. I have recently discussed this with David Schoon. I intend to focus my business on interior design solely without a retail gallery component. Throughout the Covid pandemic, the gallery was closed and I was in communication with David and my landlord about this decision as well as my decision to focus solely on my interior design business. I also conveyed that I didn't see transitioning back to a retail gallery in the future. Although my primary business is interior design, I source beautiful ethnographic art as well as mineral and fossil specimens from around the world. The gallery is set up quite nicely and my window is an attractive display of furniture, accessories and art. My window display will remain the same, with the occasional updating of items on display in the window. I also do not plan to alter the interior much. We will be adding desks to the space, but the front of the space will remain the way it is with furniture, accessories art set up in a gallery style setting. My landlord, Hoffman and I would like to finalize a new long term lease. However, since I do not wish to have retail hours moving forward, I wanted to make sure that I could finalize this with the village before doing so. I will still be open by appointment if the public wishes to purchase décor. In fact, throughout covid, I accommodated several meetings with members of the public who wished to purchase items that they viewed through my windows!

David expressed in an email to me that additional information would be helpful for the Village to review along with my application materials.

He asked that I address some specific questions in an attempt to provide information regarding my business' demand for parking. I would like to note that I am working on securing 1-2 permanent parking spaces in the rear of the building with my landlord, Hoffman in my lease. This would be adequate parking for me and for my client. Any employees would be utilizing the paid lots, I believe lot A being the closest.

- 1) What will be the demand for parking, such as a description of how many clients I expect coming to the business on a daily basis  
On a daily basis, I have 1-2 clients meeting in the studio.
- 2) How long is their visit  
Meetings last between 1-2 hours
- 3) What would be the largest number of client's you would have in the space at one time  
3-4 people as sometimes we will have the architect and or builder sit in on meetings  
This is infrequent  
Most often it is 1-2 people per meeting
- 4) Is there a particular time of day or week that you would have more clients visiting the business  
This varies a great deal week to week.  
Typically I will have 4-8 meetings a week in the studio any time between 8:30 am-4pm

When David and I spoke, he clarified that. I will not need to provide the village with a formal traffic study or parking study.

Thank you for your time reviewing my notes.

Best  
Sarah

Special use permit standards C-2 commercial overlay application questions:

- 1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare;**  
I can assure you that my business, Sarah Dippold Design, operating as a luxury interior design firm, will not endanger the public health, safety, comfort, morals or general welfare of the residents of Winnetka or surrounding communities. We love servicing our community and helping families elevate their living environments! Our process and daily activities as a design firm, is quiet and professional and does not interrupt those around us
- 2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;**  
Our goal is to help our clients elevate their living environments, which in turn elevates their property value, and should hopefully elevate surrounding property values as well! Our clients come to meet with us in our studio, and shop with other local businesses in the area , which is not injurious but a great added value! They grab a coffee at towne & oak, shop with me at bedside manor, and love material possessions, vivid art gallery and many new shops and salons within the hubbard woods district!
- 3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;**  
We will not be impacting the growth of any business in the immediate vicinity. Having our business located in Hubbard woods will hopefully play a small part in improving the area for other properties and businesses in the area!
- 4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;**  
The ingress and egress will not be changing from how I have been using the space for over 2 years, or how it been used by businesses before me. Our use will not be impacting pedestrian or vehicular traffic congestion.
- 5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided;**  
We will have private parking in the rear of our building. Any additional parking needed for employees beyond the spaces we have in the rear of the building will be handled with purchased city stickers for the nearby parking lots. We will not be impacting utilities, access roads, drainage or other facilities in any way.
- 6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;**  
Sarah Dippold Design has been operating out of this space for over 2 years and we have conformed to all applicable regulations and other village ordinances and codes. Now that we have decided to request a special use permit, we are working hard to submit everything needed, and conform to all regulations.

- 7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;**

Our clients are excited about the other businesses in Hubbard woods and they patronize so many of them on a regular basis! A visit to our studio for a meeting is almost always followed with lunch at Towne & Oak or Spirit Elephant, manicures or blow outs at local salons and visits to Bedside Manor and Material Possessions to name a few! Our 'out of state' clients, or clients coming to us from Chicago, Lake Forest and other suburbs, who don't get the chance to visit regularly, typically will make a day of exploring the many wonderful shops and dining in our Hubbard Woods District!

- 8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;**

We will not be adding anything to the front sidewalks or walkways in front of our studio. Therefore we will not impede on our block's frontage.

- 9. The proposed special use at the proposed location will provide for active display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;**

Yes! And, we have already been doing so for over 2 years! It is beneficial to us to keep our façade looking great, as we often sell things from calls looking in through our front windows!

- 10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;**

We will maintain the beautiful gallery style layout that we have created in the front of our space, viewable through our windows. Although we do not wish to maintain retail hours, we have accepted appointments throughout the pandemic for the public to shop with us. We will maintain this gallery style environment, and continue to offer shopping by appointment.

- 11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation; and**

We will no longer have a retail component to our business.

- 12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.**

As noted in my summary provided, I am securing 1-2 permanent parking spaces in the rear of my building with my landlord, Hoffmann RE. This would be adequate parking for me and for my client. Employees would be utilizing the paid lots. Our meetings last 1-2 hours, so if my client's park on the street, they are usually out within the allowable timeframe to occupy a parking space on the street.

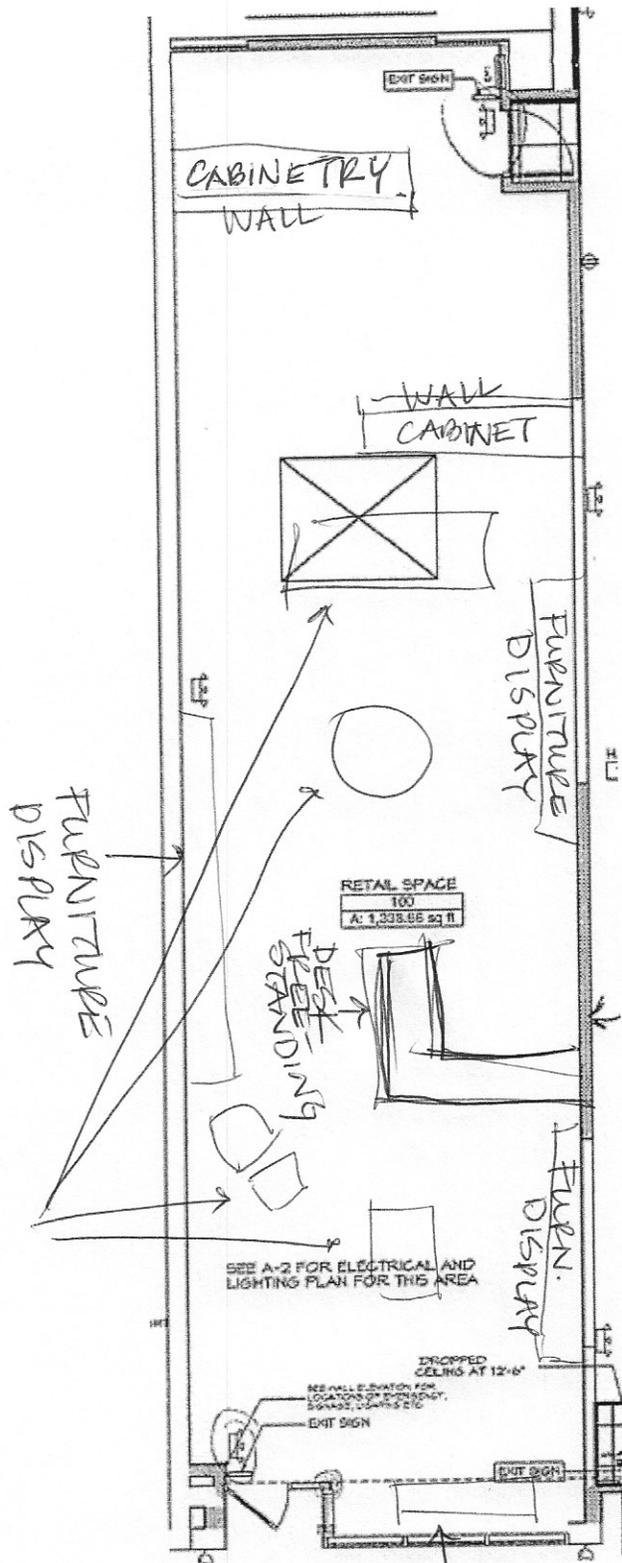
Additional notes per Ann Klaassen's request:

- 1. How many employees do you anticipate working in the space? It would be helpful to include this information in your written explanation and/or your responses to the standards.**

We anticipate one full time employee and 1-2 'independent contractor' individuals that will work from our space a few days a week.

- 2. Can you please verify the square footage of the space? The figure on the attached floor plan isn't legible**

IT is approximately 1200 square ft



FREE-STANDING FURNITURE THROUGHOUT

FURN & ART FOR WINDOW DISPLAY

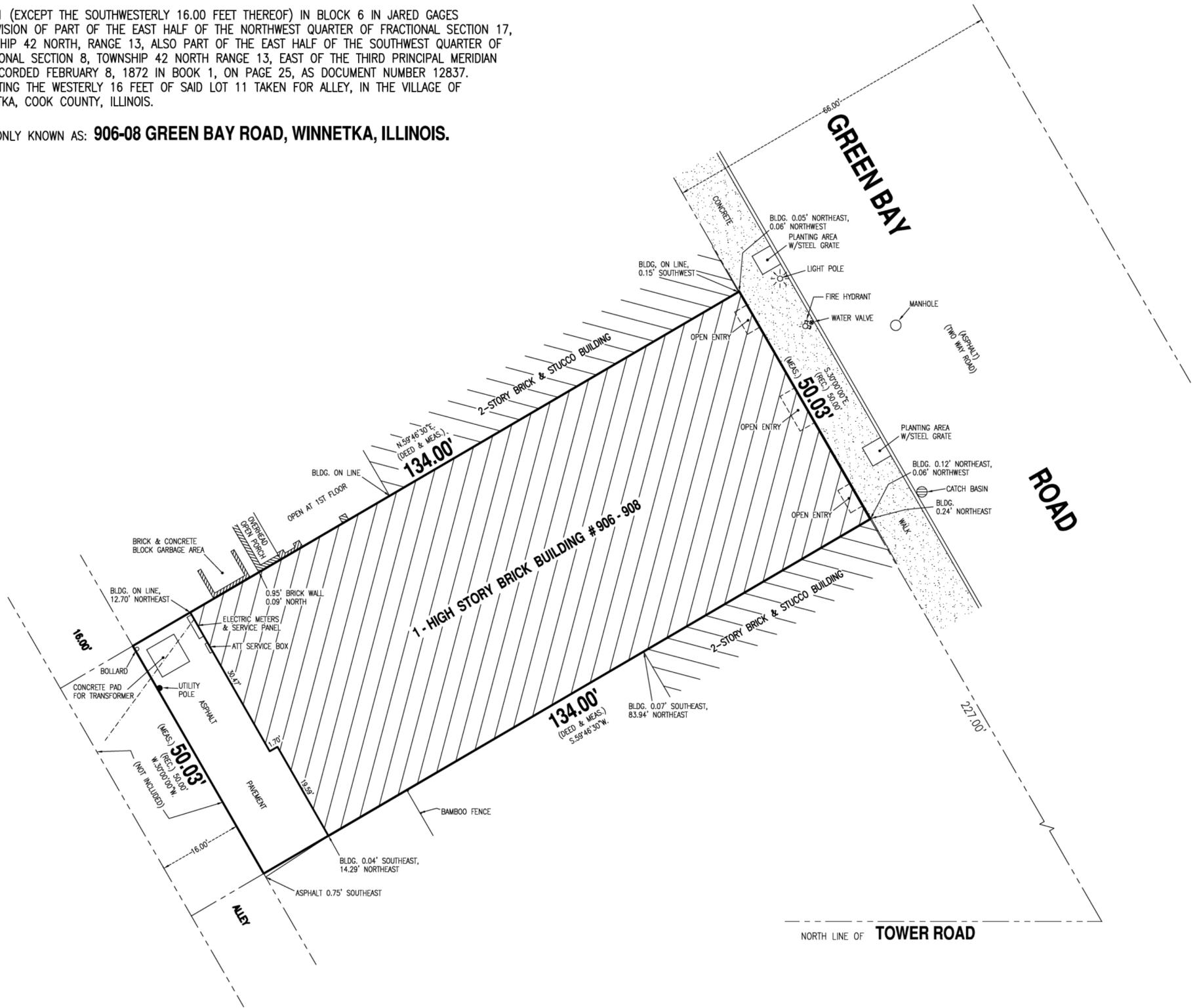
\* FLOOR PLAN TO REMAIN THE SAME (FREE-STANDING FURNITURE MAY BE UPDATED FOR NEW PIECES)

# ALTA/NSPS LAND TITLE SURVEY

**LEGAL DESCRIPTION:**

LOT 11 (EXCEPT THE SOUTHWESTERLY 16.00 FEET THEREOF) IN BLOCK 6 IN JARED GAGES SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF FRACTIONAL SECTION 17, TOWNSHIP 42 NORTH, RANGE 13, ALSO PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF FRACTIONAL SECTION 8, TOWNSHIP 42 NORTH RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN AS RECORDED FEBRUARY 8, 1872 IN BOOK 1, ON PAGE 25, AS DOCUMENT NUMBER 12837. EXCEPTING THE WESTERLY 16 FEET OF SAID LOT 11 TAKEN FOR ALLEY, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS: **906-08 GREEN BAY ROAD, WINNETKA, ILLINOIS.**



**SITE NOTES:**  
 Area = 6,704 sq. ft.  
 Building Footprint = 6,041 sq. ft.

Bearings are assumed, based on the Westerly line of Green Bay Road being S.30°00'00"E.

Flood Zone Designation:  
 Per Flood Insurance Rate Map No.17031C0251 J,  
 Effective date August 19, 2008.  
 The Surveyed Property is located in Zone "X", Area determined to be outside of the 0.2% annual chance floodplain.

Reference:  
 For matters of title we have relied on North American Title Company's Commitment for Title Insurance, File No. 15826-17-265144-IL, Effective Date September 21, 2017, for all recorded documents affecting the described parcels.

**GENERAL NOTES:**  
 All information provided to the surveyor is shown or noted hereon.

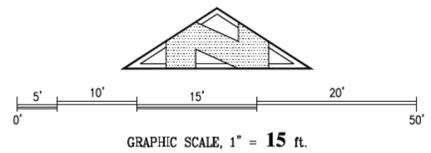
Prior to excavation call toll free  
 J.U.L.I.E. 1-800-892-0123 (for suburban)

The description on this plat was provided to us by the client, and does not guarantee ownership, and should be compared to your Deed, Abstract or Certificate of Title.

All building restrictions, building lines and easements may or may not be shown, check your Deed, Abstract, Title Report, and local ordinances, no responsibility is assumed by Surveyor.

Compare all points before building by same and report any discrepancy at once.

Dimensions are shown in feet and decimal parts thereof, no dimension is to be assumed by scaling.



<b>B.H. SUHR &amp; COMPANY, INC.</b>	
<b>R. R. HANSEN</b> MEMBER: I.P.L.S.A. N.S.P.S.	SURVEYORS ESTABLISHED 1911 <b>840 CUSTER AVENUE, EVANSTON, ILLINOIS 60202</b> TEL. (847) 864-6315 / FAX (847) 864-9341 E-MAIL: SURVEYOR@BHSUHR.COM
LOCATION <b>906-08 GREEN BAY ROAD</b> EVANSTON, JULY 15, 20 <b>17</b>	Professional Design Firm License No. 184-002871
ORDER No. <b>17-170</b>	ORDERED BY: <b>BRAUN INVESTMENT GROUP</b>
RRI139 ©2017 B. H. Suhr & Company, Inc. All rights reserved.	

**ALTA Table A Items not plotted:**

- Item 16 - At the time of completion of field work, there was no observed evidence of current earth moving work, building construction or building additions.
- Item 17 - At the time of completion of field work, there were no proposed changes in street right of way lines or evidence of recent street or sidewalk construction.
- Item 18 - At the time of completion of field work, there were no wetland areas delineated by appropriate authorities.

STATE OF ILLINOIS }  
 COUNTY OF COOK } ss.

To

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 2, 3, 4, 7(a), 7(b)(1), 8, 14, 16, 17 and 18 of Table A thereof. The field work was completed on July 15, 2017.

Dated at Evanston, Ill., this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

**PRELIMINARY COPY**

By: \_\_\_\_\_  
 Raymond R. Hansen  
 Illinois Professional Land Surveyor  
 License Number 035-002542, Expiration Date 11/30/18

## ATTACHMENT B

**From:** [Michael Kreuser](#)  
**To:** [Planning](#)  
**Subject:** Support for Sarah Dippold Design  
**Date:** Monday, April 11, 2022 1:17:07 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Ann & the planning team,

I hope this email finds you well! I just learned from Sarah Dippold that she is applying for a special use permit similar to Rebel House and wanted to take a moment to express RHID's support for the initiative.

We have absolutely loved being a member of the community these past two years and Sarah's presence was a big motivator in pursuing the opportunity. Between Sarah, Alex Kaehler's studio, Celeste Robbins' architecture firm, and, now our new design neighbor to the south - Robin Thomas; the design community is truly vibrant.

We believe by allowing businesses like ours to operate in the best possible state - as a design studio vs a retailer - we are better able to bring high net-worth individuals into the neighborhood for meetings and presentations, benefit the village with our sales as resellers, and support our neighboring restaurants and businesses with both our team's and clients' business.

I hope the planning commission will look kindly on Sarah's application. It feels as though we have great momentum as a community and her firm is an important piece in maintaining that positive energy.

Thank you for the opportunity to express our support!  
Michael Kreuser

**From:** [Celeste Robbins](#)  
**To:** [Planning](#); [Ann Klaassen](#)  
**Subject:** 906 Green Bay Rd, Winnetka  
**Date:** Thursday, April 14, 2022 7:15:24 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

I just want to express my support for the special use permit Sarah Dippold is filing for. Design businesses create a lot of vibrancy to the fabric of Hubbard Woods and I believe it will attract foot traffic to the neighboring businesses.

Thank you,

Celeste



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** PLAN COMMISSION  
**FROM:** DAVID SCHOON, DIRECTOR  
**DATE:** APRIL 21, 2022  
**SUBJECT:** COMPREHENSIVE PLAN - GOALS & INITIATIVES  
PILLAR 6 - HEALTHY & ENGAGING LIFESTYLES  
PILLAR 9 - CIVIC ENGAGEMENT  
PILLAR 3 - COMMUNITY HERITAGE & PLACEMAKING

At the April 27, 2022, Plan Commission regular meeting, The Lakota Group and staff will continue to work with the Commission on developing vision statements, goals, and initiatives for each of the community pillars. **Attachment A** contains the agenda The Lakota Group plans to use to guide the discussion during this item on your meeting agenda.

At the **April 27** meeting, the Commission will discuss the following pillars:

- **Initial Discussion** (Items continued from March meeting)
  - Pillar 6 - Healthy and Engaging Lifestyles
  - Pillar 9 - Civic Engagement
- **Review Commission Comments from March Meeting Incorporated into Pillar**
  - Pillar 3 - Community Heritage and Placemaking

**Attachment B** contains the draft vision statements, goals, and initiatives for each of these pillars. It is a working document, and we look forward to receiving your comments and thoughts.

At future meetings, the Commission is currently scheduled to further consider the community pillars:

- **May Meeting**
  - **Initial Discussion**
    - Pillar 5 - Educational Excellence
    - Pillar 8 - Mobility and Accessibility
    - Pillar 4 - Sustainability and Climate Change (Item continued from February meeting)
  - **Review Comments from April Meetings**
    - Pillar 1 – Quality Livable Neighborhoods
    - Pillar 2 – Vibrant Business Districts
    - Pillar 6 - Healthy and Engaging Lifestyles
    - Pillar 9 - Civic Engagement
- **June Special Meeting** (Tentatively June 8)
  - **Review Pillar Statements, Goals, and Initiatives for each of the 10 Pillars**  
Prepare for presentation to Council

**ATTACHMENTS**

Attachment A: Agenda for the Comprehensive Plan Visioning Work Agenda Items

Attachment B: Draft Vision Statements, Goals, and Initiatives for the following Pillars: Healthy and Engaging Lifestyles; Civic Engagement, and Community Heritage and Placemaking.

# Attachment A



116 West Illinois Street  
Floor 7  
Chicago, Illinois 60654  
p 312.467.5445  
f 312.467.5484  
thelakotagroup.com

## WINNETKA FUTURES 2040 PLAN

AGENDA: Visioning Working Session – Pillars 6,9, and 3

**DATE:** April 27, 2022  
**LOCATION:** Winnetka Village Hall

1. Pillar Six: Healthy and Engaging Lifestyles
  - a. Vision Statement
  - b. Goals
  - c. Initiatives for each Goal
  
2. Pillar Nine: Civic Engagement
  - a. Vision Statement
  - b. Goals
  - c. Draft Initiatives
  
3. Pillar 3 – Community Heritage and Placemaking
  - a. Discuss revisions following March 21, 2022 Plan Commission discussion
  
4. Discussion of Next Steps & Schedule for Upcoming Discussions

April 27, 2022

To: Winnetka Team

Fr: Lakota Team

RE: Pillar 6 – Healthy & Engaging Lifestyles  
Winnetka Comp Plan – *Winnetka Futures 2040 – Our Heritage Forward*

116 West Illinois Street  
Floor 7  
Chicago, Illinois 60654  
p 312.467.5445  
f 312.467.5484  
thelakotagroup.com

**NOTES: This information is the same as presented at the March 21, 2022 Plan Commission Meeting**

---

### **Pillar 6: Healthy and Engaging Lifestyles**

**“A unique lakefront community that values a variety of carefully-managed and well-connected parks and open spaces and that treasures unlimited access to recreational opportunities and cultural pursuits to help residents achieve a balanced and fulfilled lifestyle.”**

---

#### **GOAL 1:**

**The Village will promote and encourage partnerships with other units of government and agencies to conserve, restore and enhance natural features and ecosystems and to ensure accessibility to and among natural areas, parks, and other open or public spaces.**

#### Initiatives

1. Collaborate with the Park District, local school districts, Forest Preserves of Cook County, and others to create programs that enhance accessibility to the open spaces of Winnetka.

#### **GOAL 2:**

**The Village will work with other agencies or units of government to support recreational facilities and programs that support the health of residents of all ages and abilities.**

#### Initiatives

1. Collaborate with the Park District, School District, Library District, Community House of Winnetka, and other community institutions to create programs that maintain active and thriving Village recreation programs offering a variety of sports, exercise, arts and crafts, cultural, life skills, educational, social, and leisure programs for residents of all ages and abilities.
2. Coordinate with the Park District, non-profit service providers, private leagues, and the school districts the sharing of information so that the public is made aware of the full range of available recreational opportunities.
1. Ensure that local regulations do not discourage businesses and not-for profits from providing private recreational and physical fitness training facilities in the community.

**GOAL 3:**

**The Village will support and promote community institutions and other units of government in the advancement of programs and facilities that provide life-long educational opportunities that broaden all Winnetka residents' understanding of the world in which we live.**

Initiatives

1. Support the efforts of community institutions such as the Winnetka-Northfield Public Library, Oakton Community College, and the Winnetka Youth Organization to create programs that provide life-long learning opportunities about Winnetka and the world.
2. Ensure that local regulations and processes do not discourage businesses and not-for-profits from providing supplemental educational opportunities for Winnetka parents and their children.

**GOAL 4:**

**The Village will support community-wide arts and cultural efforts that provide cultural enrichment to community members through active participation, promotion and programming efforts with other businesses, community institutions and arts entities.**

Initiatives

1. Collaborate with businesses and community organizations, such as the North Shore Art League, to create programs that encourage participation in arts and culture programs.
1. Create and appoint residents to a Cultural Arts Advisory Board or Commission to collaborate with local organizations and facilitate the installation of public art around the Village.

**GOAL 5:**

**The Village will support health and wellness through innovative and diversified recreation and cultural opportunities in its public parks, plazas, trails, and open spaces.**

Initiatives

1. Support and promote health and wellness for all its residents through a safe, connected, and accessible pedestrian and bicycle network, and resources for recreation.
2. Initiate regular, scheduled meetings and information sharing with local bodies of government and other public and non-profit organizations regarding open space and recreation. Sharing resources, ideas, and concerns may lead to new solutions or efficiencies.
3. Improve existing or create new non-motorized linkages between recreation and open space facilities for Village residents, businesses, and schools, and between the facilities themselves. Ensure adequate linkages to regional trail systems are also in place.
4. Support the efforts of the Park District and other community organizations to expand and/or modify Winnetka's recreational programming to fill gaps in services from existing recreation service providers.

April 27, 2022

To: Winnetka Team

Fr: Lakota Team

RE: Pillar 9 – Civic Engagement

Winnetka Comp Plan – *Winnetka Futures 2040 – Our Heritage Forward*

116 West Illinois Street  
Floor 7  
Chicago, Illinois 60654  
p 312.467.5445  
f 312.467.5484  
[thelakotagroup.com](http://thelakotagroup.com)

**NOTES: This information is the same as presented at the March 21, 2022 Plan Commission Meeting**

---

### Pillar 9: Civic Engagement

**“A community heritage founded on the fundamental principle of fostering beneficial public dialogue through active community engagement and volunteerism.”**

---

#### GOAL 1:

**The Village will nurture a culture among community residents that is welcoming, inclusive, and equitable, and that promotes diverse perspectives and cultivates community engagement.**

#### Initiatives

1. Orientation for new Council, board, or commission members, will include training on how the Village provides a welcoming and inclusive way in which all members of the public may participate in Village public processes.
2. Utilize active businesses and business groups to cultivate engagement among their customers and connect with different segments of the population.

#### GOAL 2:

**The Village will foster, promote, and provide ample and structured opportunities for robust community dialogue to support and enhance community in Winnetka.**

#### Initiatives

1. Support the effective use of digital civic engagement and traditional tools, including social media, for use of how residents of all ages and abilities interact with the Village.
2. Create a community open-source software program to engage the public on discussion of agenda items and Village sponsored projects before they become final.
3. Continue to make a high priority of posting online user-friendly information on Village finances, fiscal transparency, and projects.

**GOAL 3:**

**The Village will continue to develop and improve strategies for active recruitment, engagement, and retention of a diverse and multigenerational cohort of volunteers.**

Initiatives

1. Create a volunteer committee to work with the support of one staff person to focus on growing the field of volunteers and future leaders for the community and Village.
2. Pursue a variety of methods to attract volunteers such as holding open houses, creating a citizen's academy, collaborating with groups such as the Community House Winnetka, and reaching out to younger generations.
3. Use the Village's website to advertise the satisfactions and benefits volunteers receive from civic engagement.
4. Provide training to volunteers and employees to improve their data and information literacy and how they interact with the Village.
5. Identify obstacles and factors deterring residents from serving on Village boards and commissions. Provide comprehensive and detailed training to Village Board members and all commissioners.

**GOAL 4:**

**Continue to cooperate with those organizations utilized by its Village residents to enhance civic involvement including various clubs, organizations, leagues, and the caucus system.**

Initiatives

1. Inform Winnetka residents of community organizations that provide services to residents and include engagement of Village sponsored projects.

April 25, 2022

To: Winnetka Team

Fr: Lakota Team

RE: Pillar 3 – Community Heritage and Placemaking  
Winnetka Comp Plan – *Winnetka Futures 2040 – Our Heritage Forward*

116 West Illinois Street  
Floor 7  
Chicago, Illinois 60654  
p 312.467.5445  
f 312.467.5484

thelakotagroup.com

**NOTES:**

- *Text changes in red identify revisions made following the March 21, 2022 Plan Commission discussion*
- *Initiatives relating directly to single-family housing and historic preservation have been relocated to Pillar 1 – Quality Livable Neighborhoods*

---

**Pillar 3: Community Heritage and Placemaking**

"Winnetka's authentic heritage can be found in its walkable streets, its rich tapestry of commercial and residential architecture, and in its cultural activities."

---

**GOAL 1:**

The Village will adopt and utilize tools that support Winnetka's rich **physical** heritage, which is reflected in its history, architecture, neighborhood character, open space, and natural resources.

Initiatives

1. Engage in initiatives identified in Pillar 1, Quality Livable Neighborhoods, that will encourage renovation of existing homes and construction of new homes that strengthen and maintain the rich and diverse character of the Village's residential neighborhoods.
2. Continue efforts to maintain and enhance the tree canopy on public and private lands throughout the community.
3. Build upon Winnetka's history of major public works initiatives which have reshaped the community in the past, including lowering the railroad grade, enhancement of the Skokie Lagoons, and the purchase and conversion of the former *Chicago North Shore and Milwaukee* railroad to establish the *Green Bay Trail*.
4. Consider allowing the use of open space and parkway lands for pollinator gardens, community gardens and native plants.

**GOAL 2:**

The Village will create and maintain new educational tools, publications, and programs that inform residents, developers, **and** commercial property owners about the benefits of **contributing** to the community's heritage.

Initiatives

1. Provide summary information and links to federal and state financial incentives, such as the State of Illinois Property Tax Assessment Freeze or federal and state historic tax credits, so that Winnetka property owners are aware of programs to offset costs to restore qualifying historic structures.
2. Provide to Winnetka property owners information concerning non-financial tools and resources available to assist with preservation of historic and architecturally significant structures.
3. **Publish information regarding potentially historic and architecturally significant buildings so as to educate property owners and developers of the Village’s potentially significant buildings and structures.**

**GOAL 3:**

**The Village will identify policies, code amendments, and regulatory mechanisms that encourage context-sensitive design and building conservation solutions to maintain Winnetka’s authentic commercial, institutional, and multi-family residential community character and sense of place.**

Initiatives

1. Update existing commercial design guidelines to address current design issues, concerns, and contexts more adequately.
2. Review sign regulations to ensure they adequately address current sign technology and the needs of Winnetka institutions and the business community while maintaining the pedestrian-focused community character of these areas that residents have come to expect.

**GOAL 4:**

**The Village will encourage the enhancement of its public spaces, streetscapes, plazas, alleys, and corridors through creative, cost-effective placemaking and public art initiatives to enhance social gathering, events, and recreation for residents of all ages and abilities.**

Initiatives

1. Continue to implement the Village’s Downtown Master Plan and Downtown Master Streetscape and Signage Plan by constructing streetscape improvements, similar to those in the Elm Street Business District, in the Hubbard Woods and Indian Hill business districts so that these commercial streets are for both mobility and public spaces for gathering, events and socializing.
2. Pursue Green Bay Road improvements that increase and contribute to placemaking through the Village.
3. In cooperation with the Park District, pursue Green Bay Trail improvements that enhance its usability, through improved access and signage, and that enhances the landscaping through upgrades to the natural systems.
4. **To maintain a vibrant dining experience throughout the Village’s commercial areas,** encourage more outdoor dining opportunities in Winnetka by establishing a Village-wide policy for such temporary uses on public sidewalks, public streets, parking lots, and in public parks.

5. Activate streets and open spaces with temporary and permanent uses that can be catalysts for future investment and growth. Strategies include pop-up businesses, art fairs, recreational activities, cultural celebrations, and civic functions.
6. Create gateways at Village entrances that integrate elements such as signage, wayfinding, landscaping, and building forms unique to Winnetka.
7. Benchmark and measure the outcomes of public investment in placemaking initiatives. **Examples include the visibility of cultural groups or businesses in the community, the activation of underutilized public spaces around the Village, or a reduction in vacant storefronts over a period of time as visitors and foot traffic increase in the commercial districts.**

**GOAL 5:**

**The Village will be prudent in its investment and management of public placemaking initiatives seeking a sustainable, long-term view in the selection of high-quality materials, product durability, product lifecycle, and maintenance responsibility.**

Initiatives

1. Use decorative streetlights and other outdoor lighting as effective placemaking tools used along Green Bay Road, the Green Bay Trail and other high traffic commercial areas.

**GOAL 6:**

**The Village will **continue to** support community-wide arts and cultural efforts by providing welcoming spaces to support active participation, promotion, and programming efforts.**

Initiatives

1. Identify and create additional gathering spaces in the community, whether public, non-profit, or private, for cultural and entertainment events such as live performances and concerts.
2. Partner with Winnetka institutions and businesses to integrate public art and art spaces throughout the Village and continue to support Winnetka as an arts and cultural destination.