STAFF REPORT 2019-51P: Site Plan Approval
Community Development Department
Council Chambers, 7:30 PM, January 16, 2020

To: Paul Luke, Plan Commission Chairperson
From: Mike Voitik, Associate Planner
Re: 2019-51P: Site Plan Approval
5255 Main Street and 8341 Lockwood Avenue

General Information

<table>
<thead>
<tr>
<th>Location</th>
<th>5255 Lincoln Avenue and 8341 Lockwood Avenue</th>
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</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To amend an existing site plan approval for 2 existing buildings on a lot over 1 acre in size in order to construct an addition to the food pantry at 8341 Lockwood Avenue, plus relief from §118-218 to provide 31 parking spaces rather than the required 33, and any relief discovered during the review of this case.</td>
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<tr>
<td>Petitioner</td>
<td>Niles Township Board of Auditors</td>
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<td>Size of Site</td>
<td>68,686 square feet (1.57 acres) with frontage on Lincoln Avenue, Lockwood Avenue, and Washington Street</td>
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<tr>
<td>Existing Zoning &amp; Land Use</td>
<td>NX Neighborhood Mixed-Use – legislative and executive functions, community food services</td>
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<td>Adjacent Zoning &amp; Land Use</td>
<td></td>
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<tr>
<td>North</td>
<td>B1 Service Commercial – grocery store, dental laboratory, parking lot for tenants at 5214 Main Street</td>
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<td></td>
<td>B2 Commercial – consulting service</td>
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<tr>
<td>South</td>
<td>R2 Single-Family – detached residences</td>
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<tr>
<td>East</td>
<td>NX Neighborhood Mixed-Use – parking, as a principal use; vacant office building, clinic, multitenant office building</td>
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<tr>
<td>West</td>
<td>B2 Commercial – multitenant office building</td>
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<tr>
<td></td>
<td>R2 Single-Family – detached residences</td>
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<tr>
<td>Comprehensive Plan</td>
<td>The site is designated as retail/service employment</td>
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SITE INFORMATION

- The site contains 2 buildings. Niles Township Government offices operate from the 5255 Lincoln Avenue building. The building at 8341 Lockwood Avenue houses the Niles Township Food Pantry.
• Existing parking lots are located to the north of the 5255 Lincoln Avenue building and between the 5255 Lincoln Avenue and 8341 Lockwood Avenue buildings.

• Overhead utilities are present on the east side of Lockwood Avenue as well as running in an east-west direction within the eastern portion of the subject site.

• The site is accessible from driveways at Lincoln Avenue and Lockwood Avenue.

Complete Streets

- Public sidewalks are present along Lockwood Avenue, Lincoln Avenue, and Main Street.

- Bike routes are present along Lincoln Avenue and Gross Point Road west of the subject property, and bike lanes are available on Main Street east of the subject site.

- Pace Bus Route 210 currently serves the subject property. This route may be realigned and/or eliminated in the future, potentially impacting future destinations. Other nearby routes include Pace Bus Routes 226 and 250, and CTA Bus Route 97.

- The Oakton-Skokie CTA Station is 0.6-miles away.

- Shops, restaurants, parks, employment, religious institutions, and schools are within walking distance of the subject site.

PETITIONER’S SUBMITTAL

The petitioner is requesting to amend an existing site plan approval for 2 existing buildings on a lot over 1 acre in size in order to construct an addition to the food pantry at 8341 Lockwood Avenue in an NX Neighborhood Mixed-Use zoning district. Relief is also being requested from §118-218 to provide 31 parking spaces rather than the required 33.

With regards to the request, the petitioner explains that:

The Township would like to add space to the food pantry’s storage/staging area to better accommodate the great quantity of materials they are handling in the current space. Both storage and safe circulation are [presently] compromised. The Township would also like to include an alternate for a new staff toilet room.

The addition would allow the food pantry to better serve the community by offering a wider variety of product. They currently turn-away some donations due to lack of space. The addition will also allow for designated circulation to safely accommodate pantry materials handling processes.
The addition replicates and extends the existing finishes, scale and form of the existing building and complies with currently established setbacks. Landscaping and planting are to be extended across the south, residential facing, elevation. Landscaping will also screen the relocated freezer generator and condensing unit. Access and on-site activities will remain concentrated on the north side of the pantry building.

We are requesting relief regarding zoning ordinance Sec 118-213 and 118-218. Per preliminary plan review, the addition will require providing an additional two parking spaces. Because the purpose of the addition is to increase storage and circulation within the storage area, the Township does not intend to increase the number of staff or anticipate an increase in visitors due to the addition. Per preliminary plan review notes, we will remove striping from the two parking spaces in the south (food pantry parking lot) to bring the total number of parking spaces to 31.

Additional items from preliminary plan review comments which may be pertinent to planning: We do not anticipate any trees being affected by this project and thus no tree protection plan is provided. The community garden will be made smaller and not relocated. The Township is also discussing making this area a community garden.

**STAFF ANALYSIS**

All pertinent departments and divisions were offered an opportunity to comment on this case. All departments had no comments, other than the Water & Sewer Division, Forestry Division, Environmental Health Division, and Planning Division comments below.

**Water & Sewer Division**

The pipe for the subject site’s detention pond is currently connected to a private drainage system for the adjacent property located at 5231 Lincoln Avenue. Water & Sewer Division staff recommends that an agreement between the petitioner and the owner of the adjacent property be established and recorded relating to drainage and maintenance.

**Forestry Division**

If any trees having a diameter of 8” or greater measured at 4.5’ above the ground line are being removed as part of the project, a tree removal permit is required. Four-foot tree protection fencing must be installed at the drip line for all the parkway trees on Washington Street and for the private trees on the south and east side of the project.

**Environmental Health Division**

The petitioner must provide the Environmental Health Division with details on the new food service storage areas and freezer and provide the manufacturer’s make and model number for the freezer. Finish schedules must also be provided for walls, floors, ceilings, and counter surfaces for the addition.

**Planning Division**

The Planning Division is supportive of the petitioner’s request. The Niles Township Food Pantry currently has inadequate storage space within its building for pallets.
that arrive with food donations. As a result, the pallets are being stored outside of
the building in violation of §118-186 of the Village Code, which requires that all
business, servicing, storing, or processing shall be conducted within completely
enclosed principal buildings in the Mixed-Use zoning districts. The building addition
will enable the food pantry to keep all of its pallets indoors.

The petitioner had also originally request relief from §118-213 of the Village Code.
This section of the code states that any additional parking spaces which are required
as a result of an expansion of gross floor area of a nonresidential development
conform to all requirements for a new lot. No new parking lot is being constructed
in conjunction with the request; thus, this relief is not required.

Two former parking spaces within the southeast part of the parking lot to the north
of the food pantry were converted to a no parking zone in 2019. These parking
spaces will be restored with the construction of the addition, bringing the subject
site closer to compliance with parking requirement for the subject site. The request
for relief from §118-216 of the Village Code is justifiable because the petitioner
does not expect an increase in the number of staff or visitors as a result of the
expansion of the food pantry.

The proposed leatherleaf mahonia shrubs are not an appropriate variety within the
plant hardiness zone for Chicagoland and must be replaced with a hardier type of
shrub. The landscape plan must be revised to indicate the replacement shrubs.

The petitioner must install a R7-I101 $250 fine sign below the existing R7-8
handicapped parking sign at the parking space in the lot to the north of the food
pantry.

Staff requests that existing site plan ordinance 18-10-Z-4415 be repealed and all
relevant conditions from that ordinance be carried forward in the new ordinance.

APPEARANCE COMMISSION

The elevations for the addition to the food pantry will be reviewed at the February 12th
Appearance Commission hearing.

STAFF RECOMMENDATIONS

Staff recommends that the petitioner’s request to amend an existing site plan approval
for 2 existing buildings on a lot over 1 acre in size in order to construct an addition to
the food pantry at 8341 Lockwood Avenue in an NX Neighborhood Mixed-Use zoning
district be APPROVED, based upon the Proposed Positive Findings of Fact and subject
to the recommended and standard site plan approval conditions below.

Staff also recommends that relief be granted from §118-218 to provide 31 parking
spaces rather than the required 33 spaces, and ordinance 18-10-Z-4415 be repealed
and replaced with the conditions set forth below.
RECOMMENDED SITE PLAN APPROVAL CONDITIONS

1. Prior to the hearing of the subject case before the Board of Trustees, the petitioner must:
   a. Revise the site and landscape plan to show the full extent of the subject site.
   b. Revise the landscape plan to replace the proposed leatherleaf mahonia shrubs with a hardier type of shrub.
   c. Have the elevations for the addition heard and approved by the Appearance Commission.

2. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plan, dated <insert date of final approved plan>; Niles Township Food Pantry Addition floor, demolition, and ceiling plans <insert date of final approved plan>; landscape plan, dated <insert date of final approved plan>; and Niles Township Food Pantry south, north, and east elevations, dated December 13, 2019.

3. Any new parking lot and exterior lighting shall meet Illuminating Engineering Society of North America (IES) standards, be full cut-off design, and be directed away from adjacent properties, subject to the approval of the Engineering Division.

4. Any outdoor sound systems shall at all times maintain audio levels that are compliant with the Skokie Village Code.

5. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced.

6. No objects are allowed within a 10' sight distance triangle in R1, R2, R3, and R4 districts, or within a 15' sight distance triangle in all other districts, between 30" and 84" in height from grade except traffic control devices listed in the Manual on Uniform Traffic Control Devices.

7. Prior to the issuance of building permits, the petitioner shall submit a temporary pedestrian and bicycle circulation plan, including routing, signage, and barriers, to be in place prior to the commencement of construction, subject to the approval of the Engineering Division.

8. All fencing, walls, sidewalks, driveways, curbs, wheel stops, parking areas, signage, landscaping, structures, and any other facilities or infrastructure on the Subject Property shall be maintained in a good state of repair, and when needed, be repaired or replaced in a timely manner. (Standard)

9. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel.

10. Trash shall only be allowed within a designated trash enclosure and shall be screened from public view in an enclosure approved by the Appearance Commission. All trash shall be contained in such a way as to remain out of sight at all times, except for waste receptacles referenced in Condition Number 14 below.
11. Waste receptacles shall be placed on the Subject Property for use by patrons, and the Health Department shall determine the size, type, and location of these units.

12. All off-street parking spaces shall be legibly striped and maintained.

13. Any plan to modify parking lot striping must be approved by the Director of Engineering.

14. The proposed development shall have a minimum of 31 off-street vehicle parking spaces including 3 handicapped parking spaces, as indicated on the Subject Property plan dated December 13, 2019.

15. The handicapped parking spaces shall be installed and maintained in compliance with State of Illinois Accessibility Standards and the Skokie Village Code, including required signage.

16. Vehicles shall not be allowed to be parked in or otherwise block common driveways, sidewalks, aisles, or other points of access at any time, shall only be parked in designated parking spaces, and shall not overlap the striped lines of designated parking spaces.

17. The owner of the Subject Property [and its tenant] shall ensure that employees park on the Subject Property.

18. No required parking space on the site may be for the exclusive use of any tenant.

19. All new utilities on the Subject Property or in adjacent right-of-way shall be placed or relocated underground. The petitioner shall bear the full cost of any utility relocation and/or conflicts.

20. The owner of the Subject Property shall cooperate with any public utility project.

21. The petitioner shall sign an "Agreement for Installation and Maintenance of Landscaping" to assure that the Subject Property and parkway landscaping is completed and maintained, including trimming, watering, and replacing of dead plant materials in a timely manner in accordance with the final approved landscape plan. A copy of said Agreement is attached hereto, marked Exhibit "A" and hereby made part of this Ordinance. This "Agreement for Installation and Maintenance of Landscaping" shall be recorded at the petitioner’s expense.

22. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended.

23. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction.

24. The Subject Property must conform to the Village's storm water control requirements as contained in the Skokie Village Code, including the disconnection of any downspouts.

25. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. Any legal nonconforming sign on the Subject Property that shall conform with the Village Code when it is damaged >50%, modified, or replaced in the future.
26. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission.

27. The petitioner shall submit to the Planning Division electronic files of the plat of survey, site plan, and landscape plan in their approved and finalized form. The files shall be scaled 2-dimensional drawing files on non-compressed, non-read only CD-ROM *.dwg AutoCAD format.

28. Prior to the issuance of building permits, the petitioner shall submit to the Planning Division of the Community Development Department the name, property address, email address, and telephone number of the company and contact person responsible for site maintenance in compliance with this site plan approval.

29. If work is to be performed on public property or if public property is utilized or impacted during construction and/or development, the owner shall provide, or shall cause the developer and/or contractor to provide, the Village of Skokie with a certificate of insurance naming the Village of Skokie as additionally insured for any and all claims related to any and all work. The owner shall hold, and shall cause the developer and/or contractor to hold, the Village of Skokie harmless and indemnify the Village for any and all claims for property damage or personal injury related to work on or use of public property.

30. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations.

31. Failure to abide by any and all terms of this Ordinance shall be cause for the Village to initiate hearings to determine whether the subject Ordinance, as well as any applicable business licenses, should be revised or revoked. The petitioner shall pay all costs related to any hearings conducted as a result of non-compliance with any of the provisions of the enabling ordinance. The costs shall include but not be limited to court reporter fees, attorney fees, and staff time required researching and conducting said hearing.

32. A screened garbage corral with an impermeable surface shall be provided to contain all dumpsters.

33. No tables or eating counters shall be allowed at food establishments. The addition of tables or eating counters shall constitute the addition of a food service use at that location, and all additional regulations for that food service use shall apply.

34. At least once during every 4 hours of operation and before opening and closing of the business, employees shall patrol the Subject Property and clear it of debris.

**ATTACHMENTS**

1. Proposed Positive Findings of Fact
2. Plat of Survey, dated July 30, 2019
3. Site Plan, dated December 13, 2019
4. Niles Township Food Pantry Addition Floor Plan, Demolition Plan, and Ceiling Plans, dated December 13, 2019
5. Landscape Plan, dated December 13, 2019
6. South Elevation and North Elevation, dated December 13, 2019
7. East Elevation, dated December 13, 2019
8. Zoning and Land Use Map
**Proposed Positive Findings of Fact**  
*2019-51P: Site Plan Approval*

**Community Development Department**  
**Council Chambers, 7:30 PM, January 16, 2020**

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<tr>
<th>Consideration</th>
<th>Finding</th>
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<tr>
<td>The request is harmonious with and does not adversely affect adjacent properties.</td>
<td>The request will not adversely affect adjacent properties.</td>
</tr>
<tr>
<td>The request can demonstrate that adequate public facilities, including roads, drainage, utilities, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.</td>
<td>Adequate public facilities, including roads, drainage, utilities, and police and fire protection exist or will exist to serve this request.</td>
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<td>The request demonstrates adequate provision for maintenance of the associated structures.</td>
<td>The request demonstrates adequate provision for maintenance of the associated structures, and measures will be taken to ensure maintenance of public utilities will be accommodated.</td>
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<td>The request has considered and, to the degree possible, addressed the adverse effects on the natural environment.</td>
<td>No adverse effects of the natural environment are expected.</td>
</tr>
<tr>
<td>The request will not create undue traffic congestion.</td>
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</tr>
<tr>
<td>The request will not adversely affect public health, safety, and welfare.</td>
<td>The public health, safety, morals and general welfare will not be unduly burdened by this request.</td>
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<td>The request conforms to all applicable provisions of this code, except where relief is granted with the request.</td>
<td>The request conforms to all applicable provisions of this code, except where relief is granted with this request. The request for relief is justifiable because the petitioner does not expect an increase in the number of staff or visitors as a result of the expansion of the food pantry.</td>
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2020 FOOD PANTRY ADDITION
NILES TOWNSHIP GOVERNMENT
0515-201960
13 DEC 2019
SOUTH ELEVATION AND NORTH ELEVATION
2019-51P - Site Plan Approval: 5255 Lincoln Avenue and 8341 Lockwood Avenue