General Information

<table>
<thead>
<tr>
<th>Location</th>
<th>3451 Church Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To obtain a special use permit for religious assembly in a B1 Service Commercial zoning district and any relief that may be discovered during the review of this case.</td>
</tr>
<tr>
<td>Petitioner</td>
<td>Elmwood, LLC, on behalf of Skokie Central Traditional Congregation</td>
</tr>
<tr>
<td>Size of Site</td>
<td>Approximately 7,488 ft² with frontage on Church Street &amp; Lincolnwood Avenue</td>
</tr>
<tr>
<td>Existing Zoning &amp; Land Use</td>
<td>B1 Service Commercial</td>
</tr>
<tr>
<td>Adjacent Zoning &amp; Land Use</td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>R4 Multifamily – 3- or more unit multifamily residences</td>
</tr>
<tr>
<td>South</td>
<td>R1 Single-family – detached residences</td>
</tr>
<tr>
<td>East</td>
<td>B1 Service Commercial – convenience store and small strip shopping center</td>
</tr>
<tr>
<td>West</td>
<td>R4 Multifamily – 3- or more unit multifamily residences</td>
</tr>
<tr>
<td>Comprehensive Plan</td>
<td>The site is designated as retail/service employment in Sector F – Northeast of the Comprehensive Plan.</td>
</tr>
</tbody>
</table>

SITE INFORMATION

- The site contains a one-story building that is approximately 3,400 ft², which most recently occupied a sleep clinic.
- There is an existing parking lot on the south portion of the site with 11 parking spaces.
- There are 5 parkway trees on the west side of the building and sidewalks along both the Church and Lincolnwood parkways.
- Overhead utilities run along the north, west, and south sides of the site.
Complete Streets

- Existing sidewalks are available in the Church Street, Lincolnwood Drive, and East Prairie Road public rights-of-way.
- Bike lanes are planned for Church Street, with a 2020 estimated completion date.
- The site is no longer served by the CTA or Pace. The nearest routes are Pace Bus Route 208, 4 blocks to the north; Pace Bus Route 250, 4 blocks to the south; and Pace Bus Route 215, 5 blocks to the west.
- The site is within walking distance of residential neighborhoods, services, shopping, and schools.
- Access is available from Church Street, Lincolnwood Drive, and the alley to the south of the building.

STAFF ANALYSIS

Petitioner’s Submittal

Elmwood, LLC, on behalf of Skokie Central Traditional Congregation, is requesting a special use permit for religious assembly at 3451 Church Street in a B1 Service Commercial zoning district and any relief that may be discovered during the review of this case.

The applicant submitted the following statement, Effects of the Proposed Use:

Skokie Central Traditional Congregation, a very small Orthodox Jewish congregation, seeks to use the property to conduct its religious services for its membership, which currently is approximately 50 people. We believe the traffic and parking impact on the surrounding area will be negligible, especially during regular business hours for the following reasons:

A. The Congregation has no full time employees and thus there will not be significant activity at the property during regular business hours.
B. The majority of the use of the property will be Saturday and Sunday mornings and weekday evenings (after business hours).
C. At peak usage times (during the Sabbath and other major holidays), a significant portion of the membership (those who live in the neighborhood of the property) will, for religious reasons, not drive to and from the property.
D. Even on the rare occasions where the on-site parking might not be sufficient to serve the membership who do not live within walking distance, there is ample street parking on Church and on the side streets in the vicinity to accommodate the congregation, especially because these times will be only on Saturday mornings and other major Jewish holidays. Additionally, the Congregation has obtained verbal permission from the owner of the convenience store immediately to the east of the property to use 8 to 10 parking spaces on its lot and the Congregation is seeking permission from the Evanston School District to use the parking lot at Walker Elementary School located one block west of the property (3601 Church Street on weekends and the major Jewish holidays (Rosh Hashanah and Yom Kippur) when school is closed. These arrangements will more than adequately accommodate the rare occasions when the Congregation needs overflow parking. 
parking notwithstanding the religious stricture against traveling by vehicle on the Jewish Sabbath and other major holidays.

The Congregation is seeking relief from Section 118-218(2) of the Village Code, which requires one on site parking space for every four seats in the sanctuary to accommodate the long-term growth of the membership up to 100 attendees (see the floor plan for Phase Three). Phase Three of the remodeling will occur only if the membership grows to a point where attendance at Rosh Hashanah and Yom Kippur services approaches 100 people. Such growth in the membership likely will occur, if at all, from within the immediate neighborhood of the property; principally from the condominium buildings across the street, which we believe have a fair number of Jewish senior citizens predisposed to a traditional level of observance. New members living in these buildings will not burden the property’s parking lot, as they simply would cross the street and walk a block or so to the property.

We also are seeking relief from Section 118-222 of the Village Code, which requires the installation of a bicycle rack/space. We seek a waiver of this section of the code because (a) the average age of the membership is well past 65 years old, (b) none of the membership uses a bicycle as a means of transportation, and (c) bicycles are considered vehicles and thus their use is enjoined during the Sabbath and other holidays. Additionally, the Congregation is concerned that providing a bicycle rack is a security and safety risk, as there is little to prevent someone from attaching an explosive device (perhaps hidden in a backpack) to a bike, securing it to the rack and walking away.

Please note, Skokie Central plans on remodeling the interior of the building to create a main sanctuary space. We believe that the overwhelming amount of the necessary work will be demolition of non-structural elements of the existing improvements. The Congregation will, of course, comply with the Village permitting requirements concerning modifications to the exterior of the structure and site, but has no plans to otherwise modify the same. By way of example, the Congregation does not intend to request any exterior signage, relying on in-window signage in compliance with code requirements, but would install new fabric on the existing awning frame if required. Similarly, the Congregation has no plans to alter the landscaping, but would comply with the Village’s request to plant a tree.

After the formal application was submitted, the Petitioner decided to withdraw its request for relief for the bicycle parking, as the fee to make such a request, and possibly not be granted the request due to the Village’s Complete Streets Policy and the forthcoming bike lanes on Church Street, has the potential to cost more than the purchase and installation of a standard hoop bike rack.

Comments

Staff Comment and Review sheets were sent to all pertinent departments. Staff comments on the subject case were received from the Fire Department and the Engineering, Environmental, Forestry, and Planning Divisions. All other departments returned the requests with no comments regarding the subject case.
Fire Department

The building must have a(n):

1. Fire alarm
2. Wireless, direct connect/monitoring of alarm to Skokie Dispatch
3. Addressable annunciator panel at main entrance
4. Knox box with keys allowing access to building and fire alarm controls
5. Illuminated exits
6. Panic hardware on exit doors
7. Strobes in restrooms
8. Portable extinguishers mounted
9. Emergency lighting

If grease laden vapors will be created during the cooking process in the kitchen, a full kitchen suppression system, including hood and duct system, monitored by Skokie Dispatch, will also be required.

Engineering Division

Engineering is recommending 11 off-street parking spaces on-site for religious assembly on Shabbat and High Holidays for a maximum of 32 seats. However, 12 parking spaces are required to use the building for other gatherings that may occur on days when the congregants may use vehicles. There are 11 off-street parking spaces provided. See parking determination case for further information on parking. The Phase 3 expansion is not supported by Engineering due to parking demand and will refer to the Fire Department for further comment on capacity maximums.

The site plan does not provide dimensioned spaces. The accessible parking spaces should be 8' wide with an 8' access aisle. Provide R7-8 and R7-I101 signs in front of the accessible parking space. The access aisle width should be verified that a minimum of 8' clear path is provided. The wheel stop should be re-anchored in front of the ADA space so that a clear path is provided from the access aisle to the sidewalk. All other standard 90° parking spaces should be 9' wide. Any parking spaces abutting a wall must be one additional foot wider in width (10' for standard spaces). Please verify that parking spaces meet design standards by providing a dimensioned site plan.

The bicycle parking space indicated must comply with the standards of §118-222 and be 2' x 6' with a bike rack that can enable the user to lock a bike to the rack at 2 locations on the bike frame. Bicycle parking is required to be located near the building entrance and designed in compliance with §118-221.

The parking lot should be improved by also re-anchoring wheel stops at appropriate locations.

The provided survey does not indicate the southeast area in the parking lot as a parking space. According to aerial photos it is used as a parking space. Improvements should
be made by adding a wheel stop to the last parking space and adding a striped line. Please provide a site plan with parking spaces and drive aisles dimensioned.

Please provide a formal response letter addressing all Civil/Traffic comments in the next submission.

*Environmental Health*

If kitchen facility is used to prepare food for the public then a commercial kitchen meeting all food code requirements must be constructed.

*Forestry Division*

Tree protection fencing is required for the 5 parkway trees on Lincolnwood.

*Planning Division*

The religious assembly use requires a special use in the B1 Service Commercial district due to its potential impact on the surrounding neighborhood. The Plan Commission reviews proposals and presents recommendations to the Village Board to ensure each request:

... is consistent with the intent of the Comprehensive Plan.

... will not adversely affect adjacent properties.

... is compatible with the existing or allowable uses of adjacent properties.

... demonstrates 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.

... demonstrates adequate provision for maintenance and the use of the associated structures.

... has considered and, to the degree possible, addressed the adverse effects on the natural environment.

... will not create undue traffic congestion.

... will not adversely affect public health, safety, and welfare.

... conforms to all applicable provisions of this code, except where relief is granted with this request.

The Skokie Central Traditional Congregation is requesting a special use permit for religious assembly at 3451 Church Street. The proposed phasing includes 32 seats for Phases 1 and 2, and 100 seats for Phase 3. Per the Parking Determination (case 2018-49P) heard earlier this evening, the proposed number of seats for Phase 1 and Phase 2 may be accommodated by the 11 on-site parking spaces, and the banquet space could be accommodated if a parking agreement and covenant with a neighbor is established.
and the Village is made a party to that covenant. No additional seats for religious services may be accommodated. If 1 off-site space cannot be provided the room used for gather for other events may not exceed 1,149 ft².

Improvements to the building exterior and signage are encouraged. If any changes are planned in the future, an Appearance Commission review and approval will be required.

The bike parking requirement is 5% of the motor vehicle parking requirement, or a minimum of 1 bike parking space. The 2’ x 6’ covered bike parking space will be located near the main building entrance, partially protected by the awning.

The busiest time of the week is Saturday mornings, followed by Sunday mornings and major holidays.

Although, the Village motor vehicle parking requirements are based on the number of seats or linear inches of seating (bench) space in the main auditorium or assembly area, due to different parking needs for different religious assembly uses and their potential negative impact on surrounding neighborhood, parking determinations for all religious assembly uses will be required from this point forward, per the recommendation in case 2018-46P. As a special use, it is the Plan Commission responsibility to consider how this use may impact other permitted or special uses in the area. As was shown in the petitioner’s parking study, there is strong potential for overflow parking to occur that would affect the surrounding streets and neighboring parking lots, which is why the number of seats for religious services is being limited to 32 and the additional parking is needed for other events. This parking demand at full usage of the facility in Phase 3 is a concern, and it is very likely that it would negatively impact the surrounding neighborhood. For this reason Staff cannot support Phase 3 of the plan, even with the religious practice that many members will walk to services on some days of the week. Religious buildings are used for purposes other than religious services, such as for education, for parties and other celebrations, as polling places or to provide social services. This site and building are not adequate for that level of activity proposed beyond Phase 2, and even then more parking is needed for events that may occur in the space provided in Phases 1 and 2. Staff does not support any relief from the parking requirements.

In addition to seeking off-site parking locations to support popular assembly times, Staff encourages walking, bicycling, mass transit, and carpooling to further minimize the motor vehicle parking impacts on the surrounding neighborhood. It should be noted that neighboring uses may change over time, and nearby off-site parking may not be available in the future.

**APPEARANCE COMMISSION**

No changes to the building exterior are planned. Exterior modifications to the building, the installation of signage, and/or the creation of a landscaped area will require Appearance Commission review and approval.

**STAFF RECOMMENDATIONS**
Staff recommends that the petitioner's request for a special use permit for religious assembly at 3451 Church Street be **PARTIAL APPROVED** only for implementation of Phase 1 and Phase 2 of the floor plans and only if 1 additional off-site parking space is secured in accordance with §118-707 of the Village Code, based upon the Proposed Positive Findings of Fact and the recommended conditions below.

**RECOMMENDED SPECIAL USE PERMIT CONDITIONS**

1. Prior to the hearing of this case before the Board of Trustees, the petitioner must revise the petition to reflect the current ownership of the property.

2. Prior to the hearing of this case before the Board of Trustees, the petitioner must resubmit to the Planning Division all affected plans with the following changes:
   a. Revise the Site Plan to show the dimensions of 11 vehicle parking spaces with widths that meet the standards of the Village Code.
   b. Revise the all phases of the floor plans to either reduce the size of the room that accommodates the gathering of people on days when driving is permissible to no more than 1,149 ft² or secure the number of off-site parking spaces to accommodate the parking ratio for that space to be 1 parking space per 100 ft² of area.
   c. Indicate R7-8 and R7-I101 signs in front of the accessible parking space on the proposed site plan.
   d. Indicate the specific dimensioned location of the bike rack and its parking space.

3. Prior to the hearing of this case before the Board of Trustees, the petitioner must submit a revised petition to reflect the current ownership of the property.

4. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plan dated <insert date of final approved plan>, landscape plan dated <insert date of final approved plan>, and Phase 1 and Phase 2 floor plan dated <insert date of final approved plan>. (Standard)

5. The maximum number of seats in the sanctuary must not exceed 32. However, the number of seats may be adjusted if a new parking determination is granted by the Plan Commission, subject to a new parking study reflecting the parking behaviors of the congregation at this location and demographics of the congregation at that time. Any other modifications to the approved floor plans changing the amount of area that may be used for the gathering of people on days when driving is permissible will require full public hearings before the Plan Commission and Village Board.

6. The proposed development shall have a minimum of 11 off-street vehicle parking spaces including 1 handicapped parking space, as indicated on the approved site plan. (Standard)

7. 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. (Standard)
8. No required parking space on the site may be for the exclusive use of any user. (Standard)

9. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)

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

11. All signage shall conform to the Skokie Village Code. Any sign on the Subject Property that is in violation of that Code must be removed or modified to conform with the Village Code prior to the issuance of an occupancy permit. (Standard)

12. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission. (Standard)

13. The petitioner shall submit to the Planning Division electronic files of the site plan in their approved and finalized form. (Standard)

14. 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 special use permit. (Standard)

15. 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. (Standard)

16. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)

17. 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. (Standard)

ATTACHMENTS

1. ALTA/NSPS Land Title Survey, dated November 9, 2018
2. Site Plan with Bike Rack, dated November 12, 2018
3. Floor Plans, uploaded December 17, 2018
4. Photos, uploaded December 19, 2018
5. Land Use and Zoning Map
<table>
<thead>
<tr>
<th>Consideration</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>The request is consistent with the intent of the Comprehensive Plan.</td>
<td>The request is not consistent with the Comprehensive Plan in so far that it is not a retail/service employment use as, few if any will be employed. However, what is being provided is a community service.</td>
</tr>
<tr>
<td>The request will not adversely affect adjacent properties.</td>
<td>The proposed use does not adversely affect the current uses on adjacent properties as long as the congregation remains small use of the building does not regularly impact adjacent on- and off-street parking.</td>
</tr>
<tr>
<td>The request is compatible with the existing or allowable uses of adjacent properties.</td>
<td>The proposed use is currently compatible with the existing uses of adjacent properties as long as adjacent properties are not used for required off-street parking. The establishment of this lower-intensity use is favorable to adjacent residential uses but less beneficial to generate much adjacent business activity.</td>
</tr>
<tr>
<td>The request demonstrates 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>The proposed request does demonstrate that all existing public facilities are adequate.</td>
</tr>
<tr>
<td>The request demonstrates adequate provision for maintenance and use of the associated structures.</td>
<td>The request demonstrates adequate provision for maintenance and use of the associated structures.</td>
</tr>
<tr>
<td>The request has considered and, to the degree possible, addressed the adverse effects on the natural environment.</td>
<td>There will little to no adverse effect on the natural environment.</td>
</tr>
<tr>
<td>The request will not create undue traffic congestion.</td>
<td>The proposed use is not expected to create undue traffic congestion as long as the congregation remains small.</td>
</tr>
<tr>
<td>The request will not adversely affect public health, safety, and welfare.</td>
<td>The proposed use will not adversely affect the public health, safety, or general welfare.</td>
</tr>
<tr>
<td>The request conforms to all applicable provisions of this code, except where relief is granted with the request.</td>
<td>The request as amended by Staff conforms to all applicable provisions of this code.</td>
</tr>
</tbody>
</table>
1810.3041
ALTA/NSPS LAND TITLE SURVEY
COOK COUNTY

LOT 589 IN SWENSON BROS., FIFTH ADDITION TO
COLLEGE HILL, BEING A SUBDIVISION OF LOTS 1, 2, 4
AND 5 AND THAT PART OF LOT 3 LYING SOUTH AND
EAST OF THE CENTER LINE OF EAST PRAIRIE ROAD IN
THE SUBDIVISION OF THE NORTH 1/2 OF THE
NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION
14, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

TO: SKOKIE CENTRAL TRADITIONAL CONGREGATION,
AN ILLINOIS NOT FOR PROFIT CORPORATION;
NEAR NORTH NATIONAL TITLE;
CHICAGO TITLE INSURANCE COMPANY.

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 1, 2, 4, 7, 8, 9 AND 11
OF TABLE A THEREOF; THE FIELD WORK WAS COMPLETED
ON NOVEMBER 6TH, 2018, DATED THIS 9TH DAY OF
NOVEMBER, 2018.

ILINOIS PROFESSIONAL LAND SURVEYOR No. 3993
LICENSE EXPIRES 10/30/2020
EXACTA LAND SURVEYORS LDM # 57G3

NOTE: THIS SURVEY WAS PREPARED USING
INFORMATION PROVIDED ON NEAR NORTH NATIONAL
TITLES COMMITMENT NUMBERS AP 15001-45 DATED
SEPTEMBER 27, 2016.

THE ABOVE SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE
MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS
SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER
ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. COPYRIGHT
BY EXACTA ILLINOIS SURVEYORS. THIS DOCUMENT MAY ONLY BE USED BY
THE PARTIES TO WHICH IT IS CERTIFIED. PLEASE DIRECT QUESTIONS OR
COMMENTS TO EXACTA ILLINOIS SURVEYORS, INC. AT THE NUMBER IN THE
BOTTOM RIGHT CORNER.

CLIENT NUMBER: AP1808148 DATE: 11/09/18
BUYER: SKOKIE CENTRAL TRADITIONAL CONGREGATION, AN ILLINOIS NOT FOR PROFIT
CORPORATION
SELLER: ELMAWOOD, LLC, AN ILLINOIS LIMITED LIABILITY COMPANY
CERTIFIED TO: SKOKIE CENTRAL TRADITIONAL CONGREGATION, AN
ILLINOIS NOT FOR PROFIT CORPORATION; NEAR NORTH
NATIONAL TITLE; CHICAGO TITLE INSURANCE COMPANY

This page is 1 of 2 and is not valid without all pages.
LOT 559 IN SWENSON BK 029, FIFTH ADDITION TO COLLEGE HILL, BEING A SUBDIVISION OF LOTS 1, 2, 4 AND 5 AND THAT PART OF LOT 3 LYING SOUTH AND EAST OF THE CENTER LINE OF EAST PRARIE ROAD IN THE SUBDIVISION OF THE NORTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 14, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

TO: SCAIJE CENTRAL TRADITIONAL CORPORATION, AN ILLINOIS NOT FOR PROFIT CORPORATION, NEAR NORTH NATIONAL TITLE, CHICAGO TITLE INSURANCE COMPANY.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARDS DETAIL REQUIREMENTS FOR ALTA NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 4, 7(a), 8, 9 AND 11 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON NOVEMBER 24, 2016, DATED THIS 1ST DAY OF NOVEMBER, 2016.


NOTE: THIS SURVEY WAS PREPARED USING INFORMATION PROVIDED ON NEAR NORTH NATIONAL TITLE COMMITMENT NUMBER AP 006148 DATED SEPTEMBER 27, 2016.

CLIENT NUMBER: AP 006148
DATE: 11/12/16
BUYER: SCAIJEE CENTRAL TRADITIONAL CORPORATION, AN ILLINOIS NOT FOR PROFIT CORPORATION
SELLER: ELMWOOD, LLC, AN ILLINOIS LIMITED LIABILITY COMPANY

CERTIFIED TO: SCAIJEE CENTRAL TRADITIONAL CORPORATION, AN ILLINOIS NOT FOR PROFIT CORPORATION; NEAR NORTH NATIONAL TITLE; CHICAGO TITLE INSURANCE COMPANY.

This is page 1 of 2 and is not valid without all pages.
East bound on Church St.
3451 Parking Lot