To: Paul Luke, Chairman, Skokie Plan Commission  
From: Mike Voitik, Associate Planner  
Re: 2023-11P: Special Use Permit  
4400 Oakton Street #200  

Related Case – 2023-10P: Parking Determination

### General Information

<table>
<thead>
<tr>
<th>Location</th>
<th>4400 Oakton Street #200</th>
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<tbody>
<tr>
<td>Purpose</td>
<td>To obtain approval for a special use permit for a meeting hall</td>
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<td>Petitioner</td>
<td>Chicago Land Title Trust Company, a corporation of Illinois as trustee under the provisions of a certain trust agreement dated March 7, 2022, and known as Trust Number 8002379462</td>
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<td>Size of Site</td>
<td>35,264 square feet (0.809 acres) with frontage on Oakton Street, Kostner Avenue, and Kenneth Avenue</td>
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<tr>
<td>Existing Zoning &amp; Land Use</td>
<td>B2 Commercial – bank, drive-through ATM,</td>
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<td>Adjacent Zoning &amp; Land Use</td>
<td>North</td>
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<td>East</td>
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<td>West</td>
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<td>Comprehensive Plan</td>
<td>The site is designated as retail/service employment.</td>
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</table>

### SITE INFORMATION

- The site contains a 2-story building that is occupied by Fifth Third Bank on the first floor and vacant office space on the second floor.
- The bank’s ATM is located near the southwest corner of the main parking lot.
- Nine additional parking spaces are present in a small parking lot (addressed internally as 8015 Kenneth) located to the north of the east-west alley that runs north of the building and the main parking lot.
• The property at 4401 Oakton Street, owned by Fifth Third Bank, is not included in the petitioner’s request. It will continue to be used for the bank’s drive-through teller operations.

• The site is accessible from driveways at Oakton Street and Kenneth Avenue as well as from the alleys to the north of the bank building and main parking lot.

• Overhead utilities run along the south side of the east-west alley north of the subject site and along the east side of the north-south alley to the east of the 9-space parking lot.

Complete Streets

• Public sidewalks are present along Oakton Street, Kostner Avenue, and Kenneth Avenue. A portion of the public sidewalk on Oakton Street is located on the subject site.

• A bike route is located on Kostner Avenue adjacent to the subject site. An additional route is proposed to be located on Oakton Street.

• The site is served by the CTA 97 Skokie bus. The CTA Yellow Line Oakton – Skokie station is located a half mile to the west of the subject site. The site is within walking distance of residential neighborhoods, services, and schools.

• Access to the building is available from Oakton Street and from the parking lot.

PETITIONER’S SUBMITTAL

The petitioner is requesting a special use permit for a meeting hall in a B2 Commercial district. Per the petitioner, the proposed facility will function as a banquet/community hall that will be able to accommodate birthday parties, weddings, seminars, business meetings, and family reunions.

The petitioner intends to renovate the existing office space on the second floor and create an open floor plan that will include a stage, dance floor, and seating area. The main entrance to the space will be via the staircase at the southwest corner of the building. The existing bathrooms will remain.

The south end of the second-floor space will contain a coat check and a kitchen where catering services will stage their food service operations. No food will be cooked on site nor will any alcohol be served at the meeting hall.

The operating hours for the meeting hall will be Mondays through Saturdays from 7:00 pm to midnight and Sundays from noon to 11:00 pm. It is anticipated that a maximum of 10 employees will be working at the site at any given time. The petitioner has
indicated in its business plan for the meeting hall that security guards would be hired by parties renting the space, if needed. A maximum of 200 guests will be at the meeting hall, however the petitioner anticipates that the average occupancy will be 108 guests. Fifth Third Bank’s current hours of operation are Mondays through Thursdays from 9:00 am to 5:30 pm, Fridays from 9:00 am to 6:00 pm, and Saturdays from 9:00 am to 2:00 pm. The bank is closed on Sundays.

Exterior modifications that the petitioner is proposing at the site include the construction of an elevator addition with a stone façade on the west side of the building, to the north of the existing bank entrance vestibule. The new elevator will provide ADA accessibility to the second-floor space. Elevator passengers will enter the elevator from within the vestibule.

A new trash enclosure will be constructed between the north side of the building and the public alley. The remainder of the existing paved area to the north of the building will serve as a loading area for deliveries and catering operations.

Three bicycle parking spaces are proposed be installed to the north of the elevator addition.

**STAFF ANALYSIS**

*Comments*

Staff comment and review sheets were sent to all pertinent departments. Staff comments on the subject case were received from the Traffic Engineering, Forestry, and Planning Divisions. All other departments returned the sheets with no comments.

**Traffic Engineering Division**

Engineering staff determined in companion case 2023-10P that a total of 18 parking spaces are required for the bank and 48 spaces are required for the meeting hall. Fifty-one parking spaces will be provided at the subject site. The overall parking requirement for the site is not met if both uses are operating at the same time. The proposed meeting hall will not be permitted to operate during the bank’s business hours.

The owner of the subject site shall ensure that visitors and employees park on the subject site. Excess parking resulting in congestion of on-street parking may result in the number of occupants to be reduced or other off-street parking facilities to be used. Any changes to the use of the site shall result in the total parking requirement to be reassessed by staff.

Staff also requests that the petitioner resurface and restripe the parking lot. Within the row of 15 parking spaces shown on the site plan, the second parking space from the east is currently diagonally striped as a no parking zone, despite no handicapped parking spaces being located adjacent to it. This striping is to be removed from the pavement and utilized as a regular parking space.
Forestry Division

Forestry staff requires that the petitioner install protection fencing around the trees within the parking lot. The fencing must remain in place for the duration of the construction project.

Planning Division

The Planning Division recommends approval of the special use permit request. The proposed meeting hall is a good repurposing of vacant office space at a site that has been underutilized for many years.

The site plan must be revised to show the correct size and location of the exterior elevator addition on the west side of the building. The current depiction of the addition is much smaller than what is shown on the 2nd Floor Plans drawing.

The site plan also must be revised to add a third handicapped parking space and loading area to the south of the 2 handicapped spaces on the west side of the building. Three accessible spaces are required when 51 to 75 parking spaces are provided on-site. Additionally, the total number of parking spaces indicated for the southern east-west row of parking is incorrectly listed as being 8; and needs to be corrected to 10.

The existing paved area between the public sidewalk on Oakton Street and the southernmost parking space on the west side of the building is to be striped as a no parking area. The loading area between the north side of the building and the public alley must be signed as a no parking area.

The proposed bicycle parking area will need to be relocated into the existing brick-paved area to the northwest of the building. The proposed location is already occupied by a UPS drop box and the location that Planning staff recommends will place the bike parking in an area that is better protected from vehicular traffic. With three bicycle parking spaces required, staff requests that two bike racks be installed, each of which is to be placed in compliance with Section 118-221 of the Village Code.

Staff also requires that additional landscaping be planted within the existing areas that are covered with sod along Oakton Street and Kenneth Avenue. Section 118-233(c) of the Village Code states that maximum feasible landscaping shall be provided at parking lots between the property line and the continuous curbing adjacent to street frontages. Additional landscaping must also be planted within the island located at the east end of the row of 9 parking spaces to the north of the east-west alley.

The petitioner shall dedicate the north 7.00 feet of the west 105.86 feet of the subject site in order to place the public sidewalk entirely within the Oakton Street right-of-way. The dedication will also place the property into compliance with Section 94-6(a)(2) of the Village Code, which requires that the width of Oakton Street be a minimum of 40 feet from platted centerline.
APPEARANCE COMMISSION
Appearance Commission review is not required.

STAFF RECOMMENDATIONS
Staff recommends that the petitioner’s request for a special use permit for a meeting hall at 4400 Oakton Street #200 in a B2 Commercial district be APPROVED, based upon the Proposed Positive Findings of Fact for the special use permit and subject to the recommended special use permit conditions listed below.

RECOMMENDED SPECIAL USE CONDITIONS
1. Prior to the hearing of the subject case before the Board of Trustees, the petitioner must:
   a. Revise the site plan to show the correct size and location of the exterior elevator addition.
   b. Revise the site plan to add a third handicapped parking space and loading area to the south of the 2 handicapped spaces on the west side of the building.
   c. Revise the total count of parking spaces indicated for the southern east-west row of parking from 8 to 10.
   d. Revise the site plan to stripe the existing paved area between the public sidewalk on Oakton Street and the southernmost parking space on the west side of the building as a no parking area.
   e. Revise the site plan to indicate that signs will be posted stating that parking is prohibited within the loading area between the north side of the building and the public alley.
   f. Revise the site plan to show the relocation of the proposed bicycle parking area into the existing brick-paved area to the northwest of the building.
   g. Revise the landscape plan to show the planting of additional landscaping within the existing areas that are covered with sod along Oakton Street and Kenneth Avenue.
   h. Revise the landscape plan to show the planting of additional landscaping within the island located at the east end of the row of 9 parking spaces to the north of the east-west alley.
2. The meeting hall shall only be permitted to operate during the non-business hours of the bank located on the first floor.
3. Occupancy of the meeting hall shall not exceed 200 persons.
4. The owner of the Subject Property shall ensure that patrons and employees park
on the Subject Property. Excess parking resulting in congestion of on-street parking may result in the number of occupants to be reduced or other off-street parking facilities to be used.

5. Any changes to the use of the site shall result in the total parking requirement to be reassessed by staff.

6. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plan dated <insert date of final approved plan>, 1st floor plan & notes dated <insert date of final approved plan>, 2nd floor plan & notes dated <insert date of final approved plan>, enlarged floor plan & notes dated <insert date of final approved plan>, landscape plan dated <insert date of final approved plan>, and new elevations dated <insert date of final approved plan>. (Standard)

7. Upon the passage of the ordinance by the Board of Trustees, the Mylar of the dedication must be submitted to the Village with all signatures other than Village staff or officials. (Standard)

8. 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. (Standard)

9. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)

10. No objects are allowed within a 15-foot sight distance triangle between 30” and 84” from grade except traffic control devices listed in the Manual on Uniform Traffic Control Devices. (Standard)

11. 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)

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

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

14. All off-street parking spaces shall be legibly striped and maintained. (Standard)

15. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)

16. The proposed development shall have a minimum of 51 off-street vehicle parking spaces including 3 handicapped parking spaces, and a minimum of 3 bicycle parking spaces, as indicated on the site plan. (Standard)

17. 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. (Standard)

18. 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)

19. No required parking space on the site may be for the exclusive use of any tenant. (Standard)

20. All overhead new utilities on the Subject Property shall be placed or relocated underground. The petitioner shall bear the full cost of any utility relocation and/or conflicts. (Standard)

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. (Standard)

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

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

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. (Standard)

25. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. (Standard)

26. 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. (Standard)

27. 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 or site plan approval>. (Standard)

28. 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)

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

30. 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. Proposed Positive Findings of Fact
2. Site Plan, dated May 23, 2023
3. 1st Floor Plan & Notes, dated May 23, 2023
4. 2nd Floor Plans & Notes, dated May 23, 2023
5. Enlarged Floor Plan & Notes, dated May 23, 2023
6. Landscape Plan, dated March 16, 2023
7. New Elevations, dated May 23, 2023
8. Land Use and Zoning Map
<table>
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<th>Consideration</th>
<th>Finding</th>
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<tr>
<td>The request is consistent with the intent of the Comprehensive Plan.</td>
<td>The request for a special use permit for a meeting hall, is consistent with the intent of the retail/service employment land use identified in the Comprehensive Plan.</td>
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| The request will not adversely affect adjacent properties.                    | The proposed use should be able to function within the subject site without adversely impacting the surrounding area, provided that the petitioner ensures that patrons of the meeting hall park on-site or at a Village-approved off-site location for larger events and enter and exit the building.

Guests will be expected to be respectful of the adjacent residential neighborhood while in the parking lot of the subject site. |
<p>| The request is compatible with the existing or allowable uses of adjacent properties. | The request is compatible with the existing or allowable uses of adjacent properties.                                                                                                                   |
| 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. | Adequate public facilities will exist to serve the requested use.                                                                                                                                 |
| The request demonstrates adequate provision for maintenance and use of the associated structures. | Adequate provision for maintenance and use of the associated structures is demonstrated by the request. The petitioner will be adding ADA accessibility to the second floor of the building as no such access currently exists. |
| The request has considered and, to the degree possible, addressed the adverse effects on the natural environment. | There should be no adverse effects on the natural environment as a result of the request. The petitioner will be providing additional on-site landscaping.                           |</p>
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<tr>
<th>The request will not create undue traffic congestion.</th>
<th>There should be no undue traffic congestion caused by the proposed use. The subject site is located adjacent to the signalized intersection at Oakton Street and Kostner Avenue, which will facilitate access to and from the site.</th>
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<td>The request will not adversely affect public health, safety, and welfare.</td>
<td>There should be no adverse effect upon public health, safety, and welfare.</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.</td>
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THE PROPERTY OWNER SHALL DEDICATE THE SOUTH 7'-0" OF THE PROPERTY LINE TO THE VILLAGE OF SKOKIE IN ORDER TO REPLACE THE EXISTING PUBLIC SIDEWALK WITHIN THE RIGHT-OF-WAY AND INCREASE THE DEDICATED RIGHT-OF-WAY WIDTH OF OAKTON STREET TO THE REQUIRED 40'-0".

REMOVE (1) LOADING. CONVERT TO STANDARD PARKING SPACES.

REMOVE (1) ADA PARKING & (1) LOADING. CONVERT TO (2) STANDARD PARKING SPACES.

LOADING AREA FOR CATERING OPERATIONS (NO PARKING PERMITTED).

NEW EXTERIOR ELEVATOR ADDITION.

NEW ENCLOSED 16'-0" x 8'-0" MASONRY TRASH ENCLOSURE W/GATE (ACCESS FROM ALLEY)
NOT TO BE LOCATED WITHIN 15 FOOT RANGE OF SIDEWALK.

PROVIDE (3) BICYCLE PARKING SPACES.

NEW EXTERIOR ELEVATOR ADDITION.

LOADING AREA FOR CATERING OPERATIONS (NO PARKING PERMITTED).

EX SITE PLAN
NEW PASSENGER ELEVATOR TO 2ND FLOOR ONLY
(MIN 7'-8" x 5'-6" CAB SIZE
DIMENSION PER FSAE REQUIREMENTS)

MIN 42" OPENING PER FSAE REQUIREMENTS
GENERAL DEMO NOTES

- VERIFY THE EX CONDITIONS SHOWN ON DRAWINGS.
- NOTIFY ARCHITECT OF RECORD OF ANY DISCREPANCIES BETWEEN THE PLANS & FIELD CONDITIONS.
- REMOVE ALL EXISTING ELECTRICAL DEVICES AND ALL RELATING WIRING.
- REMOVE ALL EXISTING NON-LOAD BEARING INTERIOR WALLS AS NEEDED TO ACCOMPLISH NEW CONSTRUCTION.
- REMOVE ALL EXISTING CARPET & PADDING.
- REMOVE ALL EXISTING PLUMBING FIXTURES AND FITTINGS.
- DEMO EX NON-LOAD BEARING PARTITION WALLS (TYP)
- REPLACE EX PLUMBING FIXTURES & STALLS

DEMO 2ND FLOOR PLAN

NEW 2ND FLOOR PLAN
GENERAL LANDSCAPE NOTES

1. Contractor shall verify underground utility lines and is responsible for any damage.
2. Contractor shall verify all existing conditions in the field prior to construction and shall notify landscape architect of any variance.
3. Property owner shall notify architect of any changes in needs or site conditions.
4. The landscape architect reserves the right to reject trees and shrubs when in place of growth in an area before planting. The acceptance with requirements of variety, size and quality.
6. Contractor shall secure and pay for all permits, fees, and inspections necessary for the proper execution of this work and supply such in time as advisable to the work.
7. See General Conditions and Specifications for landscape work for additional requirements.

PLANT LIST

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SITE VICINITY MAP

SCALE: 1"=300'
NEW WEST ELEVATION (SIDE)

NEW SOUTH ELEVATION (OAKTON)
Legend
Zoning and Development
- B2: Commercial
- R2: Single Family Residential

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.