



**TUESDAY, JUNE 20, 2023 – 7:30 P.M.**

1. Pledge of Allegiance led by Village Clerk Pramod Shah.
2. Call meeting to order and roll call.
3. Approve Consent Agenda.
- \* 4. Approve, as submitted, minutes of regular meeting held Monday, June 5, 2023.
- \* 5. Approve Voucher List #3-FY24 of June 20, 2023.
6. Proclamations and Resolutions.
7. Recognition, Awards and Honorary Presentations.
8. Appointments, Reappointments and Resignations.
  - A. Swearing in of the following personnel by Commissioner Nicole Potthast of the Board of Fire and Police:

<u>Name</u>	<u>Old Position</u>	<u>New Position</u>
Demosthenes (Damon) Nikolopoulos	Police Officer	Police Sergeant
  - \* B. Resignation  
*Beautification & Improvement Commission: Mr. Bahram Khazeni*
9. Presentations and Reports.
10. Report of the Village Manager.
  - A. Recommendation of Code Updates to Chapter 25, Article XVIII.
  - \* B. CentralSquare Public Safety Software Maintenance Contract – CentralSquare, Lake Mary, Florida - \$155,923.75.
  - \* C. Proprietary Purchase of ECG Monitor/Defibrillator/Pacer – Zoll Medical Corporation, Chelmsford, Massachusetts - \$32,497.32.
11. Report of the Corporation Counsel.

FIRST READING:

  - A. An ordinance amending various sections of Chapter 10 and Chapter 46 of the Skokie Village Code pertaining to the retail sale of alcoholic liquor and related fees. Item A is on the agenda for first reading and will be on the July 3, 2023 agenda for second reading and adoption.
12. Unfinished Business.
13. New Business.
14. Plan Commission.
  - A. Plan Commission Case 2021-30P – Zoning Chapter Amendment: Vape Shops and Massage Parlors.
  - B. Plan Commission Case 2023-03P – Site Plan Approval: 3301 & 3321 Howard Street.
  - C. Plan Commission Case 2023-04P – Special Use Permit: 3301 Howard Street.
  - D. Plan Commission Case 2023-05P – Special Use Permit: 3321 Howard Street.

15. Public Comment.

16. Adjournment.

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Items marked with an asterisk (\*) indicate they are part of the Consent Agenda that contains routine items or items which have already been discussed by the Mayor and Board at a previous public meeting and require a second reading. Items on the Consent Agenda are passed in one vote at the beginning of the Board Meeting. Prior to the vote on the Consent Agenda, the Mayor will inquire if there is any matter which anyone wishes to remove from the Consent Agenda. If there is an item on the Consent Agenda which you wish to address, please inform the Mayor at that time you wish to remove it from the Consent Agenda.

MINUTES of a regular meeting of the Mayor and the Board of Trustees of the Village of Skokie, Cook County, Illinois held in the Council Chambers at 5127 Oakton Street at 7:30 p.m. on Monday, June 5, 2023



**DRAFT**

Pledge of Allegiance led by Village Clerk Pramod Shah.

Mayor Van Dusen called the meeting to order.

Motion to permit Trustee Pure Slovin to participate remotely for this meeting.

**Moved: Trustee Sutker**

**Seconded: Trustee Khoeun**

**Ayes: Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

The Clerk call the Roll. Those present were Trustees Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein and Mayor Van Dusen.

Motion to approve the Consent Agenda.

**Moved: Trustee Johnson**

**Seconded: Trustee Klein**

**Ayes: Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

\* Approve, as submitted, minutes of regular meeting held Monday, May 15, 2023.

**Omnibus vote.**

\* Approve Voucher List #2-FY24 of June 5, 2023.

**Omnibus vote.**

Proclamations and Resolutions.

A. Proclamations

Juneteenth – June 19, 2023

Trustee Robinson read a Proclamation urging all residents in the Village of Skokie to recognize the significance of this celebration in African American history and in the heritage of our nation and Village.

Pride Month – June 2023

Trustee Johnson read a Proclamation supporting the young people of Skokie, regardless of sexual orientation or gender identity, feel valued, safe, empowered and supported by their peers, educators and community leaders.

\* Immigrant Heritage Month – June 2023

**Omnibus vote.**

Appointments, Reappointments and Resignations.

\* A. Appointments

*Skokie Police Use of Force Review Board:* Dennis Rizo as Vice Chair and James Specker as Chair

\* B. Reappointments

*Beautification and Improvement Commission:* Sherwin Ditlove, Vernell Ellison-Smith, Joseph Hasten, Dalya Horowitz, George Hubchak, Chuck Levine, Frederick Lisiewicz, Edward Potash, Rachel Rosenberg, Mitchell Sandler, Valerie Shuman, Brook Sprague and Bob Quane as Chair

*Consumer Affairs Commission:* Regina Kinyui, Jerry Kirkpatrick, Theodore Lavine, George Mathew, Gary Merrill, Howard Meyer, Anil Kumar Pillai, Pratap Sampat and Biju Krishnan as Vice Chair

*Public Safety Commission:* Marcie Claus, Cornell Collins, Paul Kruszynski, Mitchell Kushner, Linda Perlin, Leslie Post-Weissinger, Dennis Rizo, Howard Rosenberg, Bryant Smith, Melissa Villegas, Mark Penning as Vice Chair and Paul Pitalis as Chair

\* C. Resignation

*Skokie Police Use of Force Review Board: Will Evans as Chair*

Mayor Van Dusen thanked Will Evans for chairing the Skokie Police use of force review board.

**Omnibus Vote.**

Report of the Village Manager.

A. Adoption of FY2024 Budget.

The FY2024 General Fund Budget equates to \$67,259,671. All funds, including Water, Pension, Economic Development, Motor Fuel and Local Fuel Tax, Self-Insurance, General Obligation Bonded Debt, Tax Increment Financing, Federal Aid, Performing Arts Center, Convention and Visitors Bureau, Special Service Areas, Wireless Alarms and Capital Improvement Program total \$154,600,571.

Motion to approve the FY2024 Budget is requested.

Lauren Grodnicki thanked the Board for the hiring of a Sustainability Coordinator.

**Moved: Trustee Khoehn**

**Seconded: Trustee Sutker**

**Ayes: Sutker, Robinson, Khoehn, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

B. Election and Districting Legal Services.

Motion to concur with staff's recommendation and request Mayor and Board approve a contract for Election and Districting Legal Services be awarded to Klein, Thorpe & Jenkins (KTJ) in an amount not to exceed \$36,750.

Manager Lockerby answered questions from the residents and Board. Questions of the timeline, how the Village will combine staggered terms, districting, hybrid representation, implementation issues, updates, public input. Information will be on the Village of Skokie website.

**Moved: Trustee Johnson**

**Seconded: Trustee Sutker**

**Ayes: Sutker, Robinson, Khoehn, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

C. Recommendation for Adoption of Building Code Amendments.

Motion concur with staff's recommendation and approve the proposed recommendations for Adoption of Building Code Amendments.

Recommended changes include: define new construction, add email as a method of service, clarify and eliminate duplicate penalty fees associated with work done without permits, reduce submission requirement for permit applications and addition of Property Maintenance Codes language that clarifies some elements to be inspected.

Question on how residents can contact the Village when a neighbor is working without permits and whether a new construction is permitted.

**Moved: Trustee Klein**

**Seconded: Trustee Johnson**

**Ayes: Sutker, Robinson, Khoehn, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

\*D. Skokie Valley Trail (Dempster Street to Golf Road) – Joint Funding Agreement – Right of Way.

Resolution 23-6-R-1554

Motion to approve a Resolution authorizing the Mayor to execute the subject Local Public Agency Joint Funding Agreement for State-Let Construction projects with the State of Illinois.

**Omnibus vote.**

E. 2023 Non-Arterial Street Resurfacing Program – D'Land Construction LLC, Algonquin, Illinois – \$4,478,470.92.

Motion to award a contract to D'Land Construction LLC, Algonquin, IL in the amount of \$4,478,470.92 for 2023 non-arterial street resurfacing program.

**Omnibus vote.**

**Meeting of the Mayor and Board of Trustees**  
**Monday, June 5, 2023 Page Three**

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\*F. 2023 Thermoplastic Pavement Marking Maintenance Contract – Superior Road Striping, Melrose Park, Illinois - \$90,000.

Motion to award a contract to Superior Road Striping , Melrose Park in the amount for \$90,000 for thermoplastic pavement marking maintenance contract.

**Omnibus vote.**

\*G. Purchase of Two Public Works Administration Ford Explorer Hybrid Vehicles – Community Ford of Bloomington Indiana – \$92,259.50.

Motion to award a contract to Community Ford of Bloomington Indiana in the amount of \$92,259.50 for purchase of two public works administration Ford Explorer Hybrid vehicles.

**Omnibus vote.**

H. Request for Executive Session.

Motion to approve the request of the Village Manager for an Executive Session pursuant to Section 2, Paragraph C.11 of the State of Illinois Open Meetings Act at the end of the regular meeting and to adjourn therefrom.

**Moved: Trustee Sutker**

**Seconded: Trustee Robinson**

**Ayes: Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

Report of the Corporation Counsel.

CONSENT:

\*A. Ordinance 23-6-Z-4644

Motion to adopt an ordinance amending the zoning map with regard to the property located at 8000 East Prairie Road, Skokie, Illinois from an R2 Single-Family district to a B2 Commercial district. Item A is on the consent agenda for second reading and adoption. The first reading was on April 20, 2023.

**Omnibus vote.**

\*B. Ordinance 23-6-Z-4645

Motion to adopt an ordinance approving a Plat of Subdivision for property located at 8000 East Prairie Road, Skokie, Illinois in a B2 Commercial district. Item B is on the consent agenda for second reading and adoption. The first reading was on April 20, 2023.

**Omnibus vote.**

\*C. Ordinance 23-6-Z-4646

Motion to adopt an ordinance granting site plan approval for the construction of a one story building at 8000 East Prairie Road, Skokie, Illinois, in a B2 Commercial district. Item C is on the consent agenda for second reading and adoption. The first reading was on April 20, 2023.

**Omnibus vote.**

Plan Commission.

A. Plan Commission Case 2023-02P – Special Use Permit (drive-through): 5252 Dempster Street.

Motion to concur with the Plan Commission that the petitioner's request for a Special use permit for a Drive-through facility be approve for 5252 Dempster subject to all conditions. Questions regarding- more trees, very busy corner-congestion , parking, lighting, noise, garbage, traffic safety.

Community Development Director Nyden answered questions from the Board and residents. Also Ms. Reena Panjwani Khowaja representing the family answered concerns from the residents.

**Moved: Trustee Klein**

**Seconded: Trustee Robinson**

**Ayes: Sutker, Robinson, Khoeun, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: Johnson.**

**Absent: None.**

**MOTION CARRIED**

B. Plan Commission Case 2023-06P – Zoning Chapter Amendment: Solar Energy Systems.  
Motion to concur with the Plan Commission that the Chapter 118-72 Solar Energy Systems be amended subject to all conditions.

**Moved: Trustee Johnson** **Seconded: Trustee Robinson**

**Ayès: Sutker, Robinson, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

Public Comments.

Michael Kroll spoke about the North Shore Channel Trail from a cyclist point of view. regarding the intersections, walk signals and dangerous situations of drivers ignoring signals and signs.

Jerry Brozek spoke about the Ethics Commission and allegations of Trustee Johnson.

Joanne Haberlin had questions about the Lead Pipe Project. Manager Lockerby and Mayor Van Dusen answered her concerns.

Meg, a resident from Skokie was concerned about the homeless situation on Oakton by the Walgreens on Oakton and LaCrosse and the walking bike trail.

Danny Cohn and Jason, Dave Lipshutz spoke about the Refuse Collection-overflowing containers, holes in the garbage containers, smells, squirrels, rats and possibility of extra toters. Public Works Director Slankard spoke about the issues.

Dave Lipshutz also questioned vehicles purchased in Indiana.

Emi Yamauchi commented on the status of the construction development of Homewood Suites, 5400 Old Orchard development, and the subcommittee of the Plan Commission.

Lauren Grodnicki spoke about herbicides and vegetables.

Public Comments sent by email

Kathy Janessa commented on the Village Seal.

Reuben Dadon-Request for extension of meeting date due to religious obligations.

Brian Clarke- attach a legal opinion provided by outside counsel to the Illinois City/County Management Association regarding the proposed change in the ordinance dealing with the appointment of the Corporation Counsel.

Adjournment.

Motion to adjourn at 9:04 p.m.

**Moved: Trustee Sutker** **Seconded: Trustee Klein**

**Ayes: Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein and Mayor Van Dusen**

**Nays: None.**

**Absent: None.**

**MOTION CARRIED**

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Pramod Shah Village Clerk

Approved:

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Mayor Van Dusen

A Closed Session was held at 9:05 p.m. Those present were Mayor Van Dusen, Clerk Shah, Trustees Sutker, Robinson, Khoeun, Johnson, Pure Slovin, Klein. Also present were Manager Lockerby, Assistant Manager Wyatt, Corporation Counsel Lorge and Risk Manager Prottzman. The meeting ended at 9:20 p.m.

Items marked with an asterisk (\*) indicate they are part of the Consent Agenda that contains routine items or items which have already been discussed by the Mayor and Board at a previous public meeting and require a second reading. Items on the Consent Agenda are passed in one vote at the beginning of the Board Meeting. Prior to the vote on the Consent Agenda, the Mayor will inquire if there is any matter which anyone wishes to remove from the Consent Agenda. If there is an item on the Consent Agenda which you wish to address, please inform the Mayor at that time you wish to remove it from the Consent Agenda.

**VILLAGE OF SKOKIE  
VOUCHER REPORT #3  
June 20, 2023**

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<u>FUND</u>	<u>AMOUNT</u>
001 - GENERAL FUND	\$ 830,009
002 - WATER FUND	328,637
003 - MOTOR FUEL TAX FUND	3,342
007 - VISITOR'S BUREAU FUND	20,788
008 - COMMUNITY DEVELOPMENT BLOCK	44,633
013 - CASH ESCROW FUND	25,900
017 - CTA PARKING LOT FUND	70
020 - CAPITAL PROJECTS FUND	175,893
022 - CASUALTY SELF INSURANCE	820,359
025 - ECONOMIC DEVELOPMENT FUND	6,541
144 - OLD ORCHARD BUSINESS DISTRICT	\$ 387,289
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ALL FUNDS TOTAL	<u><u>\$ 2,643,460</u></u>

**VILLAGE OF SKOKIE  
VOUCHER REPORT # 3  
JUNE 20, 2023**

Invoice Ref#	FY Date	Vendor	Invoice Description	Amount
199061	04/30/2023	4IMPRINT INC	CRIME PREVENTION SUPPLIES FOR EVENTS	\$ 702.06
198952	05/31/2023	A HARDY	BALLOON ARTIST FOR VARIOUS DATES AT FARMERS MARKET - 2023 SEASON	1,250.00
199380	06/12/2023	A+ SOLUTIONS, INC	EMERGENCY FINANCIAL ASSISTANCE	1,500.00
198974	05/31/2023	A-B WINDOW CLEANING COMPANY	PW & VH WINDOW CLEANING	680.50
199068	05/27/2023	ACTION TARGET INC	REDLINE -TCT DEFLECTOR -JAWORSKI	509.40
199229	05/30/2023	ADP SCREENING & SELECTION SERVICES	PRE-PLACEMENT BACKGROUND CHECKS	61.04
199098	05/31/2023	ADVANCE AUTO PARTS	BELTS FOR REFUSE TRUCKS-STOCK	109.54
199367	06/09/2023	ADVANCE AUTO PARTS	FILTERS-STOCK	82.58
199257	06/08/2023	ADVANCE AUTO PARTS	REAR BRAKE ROTORS CAR 56	127.38
199266	06/08/2023	ADVANCE AUTO PARTS	STOCK-PARTS	83.82
199275	06/08/2023	ADVANCE AUTO PARTS	FILTERS FOR POLICE INTERCEPTORS-STOCK	88.77
199278	06/08/2023	ADVANCE AUTO PARTS	BATTERIES	294.78
199279	06/08/2023	ADVANCE AUTO PARTS	PARTS FOR 111T	41.35
199280	06/08/2023	ADVANCE AUTO PARTS	WATER PUMP AND REQUIRED PARTS FOR POLICE CAR 316	192.06
199291	06/08/2023	ADVANCE AUTO PARTS	STOCK BELT AND BULB	23.25
199300	06/01/2023	ADVANCED CLEANING SYSTEMS INC	MONTHLY CLEANING SERVICES -JUNE INVOICE 2023	7,577.72
199023	06/05/2023	ADVANCED CLEANING SYSTEMS INC	ST16 CLEANING	176.19
198960	05/31/2023	ADVANCED CLEANING SYSTEMS INC	MONTHLY CLEANING & CARPETS FOR VH & PW	5,682.24
199500	06/06/2023	AIR ONE EQUIPMENT INC	AIR ONE HELMETS AND GLOVES	240.00
199236	05/18/2023	ALAN F FRIEDMAN PH.D., INC	PRE-PLACEMENT EVALUATIONS - EL FIREFIGHTERS	2,078.75
199418	06/05/2023	ALEX FRANZ	STIPEND TO ATTEND PERFORMING ARTS CENTER BOARD MTG ON JUNE 12, 2023	10.00
199086	06/06/2023	ALLISON A RICKETT	NEWSKOKIE PRINT, SORT & DELIVER FEES - SUMMER 2023	9,940.00
199065	05/31/2023	AMAZON CAPITAL SERVICES	TONER	33.99
199066	05/31/2023	AMAZON CAPITAL SERVICES	TONER	544.75
199043	06/05/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES -MALTESE	32.50
199044	06/05/2023	AMAZON CAPITAL SERVICES	DATA HUB/SOUND BAR -BARKHOO	167.96
199022	06/02/2023	AMAZON CAPITAL SERVICES	UNIFORM ITEMS -ROE	227.94
199031	06/05/2023	AMAZON CAPITAL SERVICES	UNIFORM ITEMS -MONTES DE OCA	14.99
199032	06/05/2023	AMAZON CAPITAL SERVICES	UNIFORM ITEMS -MONTES DE OCA	282.49
199028	06/05/2023	AMAZON CAPITAL SERVICES	PORTABLE DATA HUB/TV MOUNTS -MALTESE	339.60
199029	06/05/2023	AMAZON CAPITAL SERVICES	DELL DOCKS -BARKHOO	179.00
199046	06/05/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES -MIURA	6.99
198856	05/25/2023	AMAZON CAPITAL SERVICES	ACRYLIC NAME PLATES	24.99
198858	05/25/2023	AMAZON CAPITAL SERVICES	ACRYLIC NAME PLATES	24.99
198980	05/15/2023	AMAZON CAPITAL SERVICES	TONER	306.77
198981	05/07/2023	AMAZON CAPITAL SERVICES	PHONE CHARGER	11.99
198988	06/01/2023	AMAZON CAPITAL SERVICES	TONOR CONFERENCE USB MICROPHONE	28.59



**VILLAGE OF SKOKIE  
VOUCHER REPORT # 3  
JUNE 20, 2023**

Invoice Ref#	FY Date	Vendor	Invoice Description	Amount
198989	06/01/2023	AMAZON CAPITAL SERVICES	LENOVO SHOULDER BAG	37.82
199099	06/06/2023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES FOR COMM -BARKHOO	42.80
199102	06/06/2023	AMAZON CAPITAL SERVICES	ANTENNA W/CONNECTOR FOR GATE RECEIVER -MALTESE	11.20
199104	06/06/2023	AMAZON CAPITAL SERVICES	BIKE HELMET FOR CP EVENT -WILKEN	29.99
199119	06/06/2023	AMAZON CAPITAL SERVICES	UPHOLESTRY CLEANER, WAGON	264.23
199140	06/07/2023	AMAZON CAPITAL SERVICES	DOG COLLARS & LEASHES -ODESHOO	128.91
199141	06/07/2023	AMAZON CAPITAL SERVICES	DOG COLLAR --ODESHOO	7.00
199142	06/07/2023	AMAZON CAPITAL SERVICES	DOG LEASHES -ODESHOO	41.98
199143	06/07/2023	AMAZON CAPITAL SERVICES	WASTE BAGS FOR JINN -GIBSON	18.99
199147	06/07/2023	AMAZON CAPITAL SERVICES	PRESENTATION BINDING COVERS	19.32
199148	06/07/2023	AMAZON CAPITAL SERVICES	CREDIT FOR PRESENTATION BINDING COVERS	(19.32)
199149	06/07/2023	AMAZON CAPITAL SERVICES	REPLACEMENT TAPE FOR P-TOUCH -MALTESE	81.81
199163	06/07/2023	AMAZON CAPITAL SERVICES	PRESENTATION COVERS	31.67
199408	05/21/2023	AMAZON CAPITAL SERVICES	UNIFORM BOOTS -ORTIZ	100.00
199435	05/23/2023	AMAZON CAPITAL SERVICES	DESK GROMMETS -MALTESE	7.99
199439	05/24/2023	AMAZON CAPITAL SERVICES	CELL PHONE BATTERIES -BARKHOO	149.84
199451	05/26/2023	AMAZON CAPITAL SERVICES	STREAMLIGHT STRION FLASHLIGHT -KLAMERUS	174.99
199459	05/27/2023	AMAZON CAPITAL SERVICES	TOUGH SYSTEM MOBILE STORAGE -MALTESE	95.00
199462	06/13/2023	AMAZON CAPITAL SERVICES	RED CONTRACTOR TOOL BAG	33.46
199484	06/01/2023	AMAZON CAPITAL SERVICES	FLUORESCENT LINEAR TUBE LAMP -MALTESE	6.87
199485	06/02/2023	AMAZON CAPITAL SERVICES	RJ11 TO RJ9 ADAPTER -BARKHOO	7.99
199486	06/01/2023	AMAZON CAPITAL SERVICES	RJ11 TO RJ45 ADAPTER -BARKHOO	9.99
199504	06/13/2023	AMAZON CAPITAL SERVICES	DELL LATITUDE 3520	1,239.00
199283	06/08/2023	AMAZON CAPITAL SERVICES	TAMPER-TORQUE DETECTION MARKERS	19.96
199284	06/08/2023	AMAZON CAPITAL SERVICES	K9-FAN FOR POLICE CAR 340	25.58
199285	06/08/2023	AMAZON CAPITAL SERVICES	AIR UNLOADING KIT FOR ENGINE 18	95.00
199290	06/08/2023	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	453.91
199296	05/18/2023	AMAZON CAPITAL SERVICES	MOUSE DEVICES, POWER STRIPS, USB HUBS, CORDS, WALL PLATES	311.81
199331	06/09/2023	AMAZON CAPITAL SERVICES	LAMP HOLDER	8.71
199378	06/11/2023	AMAZON CAPITAL SERVICES	TORQUE AND TAMPER MARKING COMPOUND- SHOP	13.99
199393	05/16/2023	AMAZON CAPITAL SERVICES	STTREAMLIGHT STRION FLASHLIGHT -MALTESE	137.99
199394	05/17/2023	AMAZON CAPITAL SERVICES	UNIFORM SOCKS, FLASHLIGHT -CHANG	168.99
199395	05/17/2023	AMAZON CAPITAL SERVICES	UNIFORM BOOTS, FLASHLIGHT -ORTIZ	267.99
199396	05/17/2023	AMAZON CAPITAL SERVICES	UNIFORM L/S UA TACTICAL TSHIRTS -CHANG	139.95
199390	05/14/2023	AMAZON CAPITAL SERVICES	UNIFORM BOOTS -KLAMERUS	264.95
199399	05/18/2023	AMAZON CAPITAL SERVICES	UNIFORM BOOTS -RIGGS	98.00
199400	05/18/2023	AMAZON CAPITAL SERVICES	UNIFORM DRESS SHOES -RIGGS	79.95

**VILLAGE OF SKOKIE  
VOUCHER REPORT # 3  
JUNE 20, 2023**

Invoice Ref#	FY Date	Vendor	Invoice Description	Amount
199401	05/15/2023	AMAZON CAPITAL SERVICES	BIKE LOCKS AND RACK	214.33
199402	05/19/2023	AMAZON CAPITAL SERVICES	UNIFORM ITEMS -HARTNETT	460.94
199403	05/20/2023	AMAZON CAPITAL SERVICES	HOME GYM STORAGE RACK -RUSSELL	79.99
199219	06/08/2023	AMERIBEN SOLUTIONS INC	REFUND FOR RAMI ELDAM	1,377.00
199100	06/06/2023	AMERICAN BAR ASSOCIATION	AMERICAN BAR ASSOC. MML MEMBERSHIP	210.00
199321	06/09/2023	ANDERSON ELEVATOR CO	JUNE MONTHLY MAINT	227.00
199483	05/31/2023	ANIMAL MEDICAL CENTER	ANIMAL CONTROL FEES -MAY 2023	323.12
199062	04/30/2023	ANIMAL MEDICAL CENTER	ANIMAL CONTROL FEES -APRIL 2023	597.94
199166	06/07/2023	ARTHUR J GALLAGHER RMS INC	FY24 COMMERCIAL PROPERTY 2023-2024 RENEWAL	106,500.00
199167	06/07/2023	ARTHUR J GALLAGHER RMS INC	FY24 PUBLIC OFFICAL BOND - RENEWAL PREMIUM	5,000.00
199168	06/07/2023	ARTHUR J GALLAGHER RMS INC	FY24 RISK MANAGEMENT FEE	7,313.00
199169	06/07/2023	ARTHUR J GALLAGHER RMS INC	FY24 CYBER LIABILITY	34,775.00
199170	06/07/2023	ARTHUR J GALLAGHER RMS INC	FY24 CRIME POLICY	3,559.33
199081	05/19/2023	AT&T	PHONE SERVICE	2,471.19
199082	05/19/2023	AT&T	PHONE SERVICE	1,071.11
199091	05/25/2023	AT&T MOBILITY	MONTHLY CHARGES	507.71
199154	05/03/2023	AVALON PETROLEUM CO INC	REGULAR UNLEADED	20,321.40
199426	06/13/2023	AVERUS INC	FIRE STATION @ GROSS POINT	458.60
199251	06/08/2023	B & H PHOTO VIDEO	CAMERA SUPPLIES -JAWORSKI	134.76
199012	06/02/2023	BATTERIES PLUS LLC	1.5V ALKALINE	104.40
199205	06/08/2023	BAXTER AND WOODMAN	MS4 SERVICES	1,402.50
199295	06/08/2023	BEAR CONSTRUCTION CO	BD BOND REFUND-4999 OLD ORCAHRD CENTER	500.00
199083	04/30/2023	BEST TECHNOLOGY SYSTEMS INC	DISPOSAL OF HAZARDOUS WASTE -GAYLORD BOX	1,075.00
199063	04/30/2023	BEST TECHNOLOGY SYSTEMS INC	RANGE CLEANING & MAINTENANCE FOR APRIL 2023 PER CONTRACT BTL-21056	3,950.00
199230	07/01/2023	BESTCO HARTFORD	RETIREE INSURANCE PREMIUMS - JULY 2023	19,727.97
199428	06/13/2023	BILL'S PLUMBING AND SEWER INC.	LEAD SERVICE LINE REPLACEMENT	5,000.00
199429	06/13/2023	BILL'S PLUMBING AND SEWER INC.	LEAD SERVICE LINE REPLACEMENT	5,000.00
199224	06/08/2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	REFUND FOR ED ESHO	101.93
199225	06/08/2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	REFUND FOR DANNY AWISHA	1,383.75
199220	06/08/2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	REFUND FOR JUDITH LECOMTE	1,564.50
199221	06/08/2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	REFUND FOR GREGG CARMICKLE	1,451.00
199106	06/06/2023	BOBBY DE LEON	BD BOND REFUND-9227 LINDER AVE	500.00
199107	06/06/2023	BOBBY DE LEON	BD BOND REFUND-9227 LINDER AVE	500.00
199108	06/06/2023	BOBBY DE LEON	BD BOND REFUND-9227 LINDER AVE	250.00
199482	06/13/2023	BRIGID FINUCANE	COMPOST BIN REBATE 3911 WHITE CLOUD	25.00
199467	06/13/2023	BUILDERS ASPHALT	HOT PATCH	1,858.50
199469	06/13/2023	BUILDERS ASPHALT	HOT PATCH	444.74

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199470	06/13/2023	BUILDERS ASPHALT	HOT PATCH	1,566.00
199471	06/13/2023	BUILDERS ASPHALT	HOT PATCH	1,920.30
199255	06/08/2023	BUILDERS ASPHALT	HOT PATCH	1,774.52
199256	06/08/2023	BUILDERS ASPHALT	HOT PATCH	2,037.70
199016	06/02/2023	BUILDERS ASPHALT	HOT PATCH	1,442.00
199017	06/02/2023	BUILDERS ASPHALT	HOT PATCH	1,567.68
199389	06/12/2023	CATALIN DEDIU	BD BOND REFUND-7612 CRAWFORD AVE 302B	500.00
198948	04/30/2023	CENTRAL SURVEY LLC	PLAT OF SUBDIVISION AT DEMPSTER & LAWNSDALE	1,800.00
199294	06/08/2023	CERTASUN LLC	BD BOND REFUND-8504 LAWNSDALE AVE	300.00
199171	06/07/2023	CHICAGO METROPOLITAN FIRE PREVENTN	CONNECTION FEE OF BURGLAR ALARM SYSTEM FOR MONITORING	30.00
199172	06/07/2023	CHICAGO METROPOLITAN FIRE PREVENTN	INSTALLATION OF AUTOMATIC BURGLAR ALARM SYSTEM	2,686.00
199173	06/07/2023	CHICAGO METROPOLITAN FIRE PREVENTN	MONITORING OF BURGLAR ALARM SYSTEM MAY-JUNE 2023	65.42
199506	05/31/2023	CHICAGO TRIBUNE MEDIA GROUP	ADVERTISING	56.88
198941	04/29/2023	CHICAGO'S NORTH SHORE CVB	ANNUAL CONTRIBUTION FY2023 - 4TH QUARTER INSTALLMENT	20,787.75
199000	04/30/2023	CHRISTOPHER B BURKE ENGINEERING LTD	SKOKIE CRAWFORD AVENUE RECONSTRUCTION PHASE 1	22,676.66
199001	06/01/2023	CHRISTOPHER B BURKE ENGINEERING LTD	SKOKIE CRAWFORD AVENUE RECONSTRUCTION PHASE 1	8,118.56
199002	04/30/2023	CHRISTOPHER B BURKE ENGINEERING LTD	SKOKIE CRAWFORD AVENUE RECONSTRUCTION PHASE 1	18,700.20
199003	04/30/2023	CHRISTOPHER B BURKE ENGINEERING LTD	SKOKIE CRAWFORD AVENUE RECONSTRUCTION PHASE 1	9,055.76
198999	06/01/2023	CHRISTY WEBBER & COMPANY	DOWNTOWN FLOWERS 1/2 INSTALL & MAY MAINTENANCE	5,122.03
198982	05/15/2023	CHRISTY WEBBER & COMPANY	DOWNTOWN FLOWERS 1/2 INSTALL & MAY MAINTENANCE	30,677.59
199011	06/02/2023	CINTAS CORPORATION #22	AUTO UNIFORMS	115.68
199051	06/05/2023	CINTAS CORPORATION #22	UNIFORM SERVICE	115.68
199117	06/06/2023	CINTAS CORPORATION #22	UNIFORM SERVICE	117.50
199365	06/09/2023	CINTAS CORPORATION #22	UNIFORM SERVICE	115.68
199060	05/31/2023	CITY OF EVANSTON	WATER PURCHASES FROM EVANSTON	293,489.48
199440	06/13/2023	CITY WELDING SALES & SERVICE INC	ACETYLENE	156.24
199410	06/07/2023	CIVICPLUS	ELECTRONIC CODE UPDATES FY2024 - PDF SUPPLEMENT 188	898.00
199348	06/01/2023	CLAIM MANAGEMENT CONSULTANTS LLC	REPLENISHMENT OF CLAIMS ACCT THRU 5/31/23	69,469.70
198953	05/31/2023	CLAIM MANAGEMENT CONSULTANTS LLC	PREFUNDING WC SETTLEMENT 5 26 23	18,742.20
199128	06/07/2023	CLAIM MANAGEMENT CONSULTANTS LLC	FOR MONTHLY SERVICING OF CLAIMS ACCOUNT - WC/LIABILITY FOR APRIL 2023	2,335.00
199233	04/30/2023	CLARK HILL PLC	FOR LEGAL FEES THROUGH APRIL 30, 2023	1,755.50
199345	06/12/2023	CLASSIC GENERAL CONTRACTORS	BD BOND REFUND-9053 TAMAROA	250.00
199346	06/12/2023	CLASSIC GENERAL CONTRACTORS	BD BOND REFUND-9053 TAMAROA TER	500.00
199347	06/12/2023	CLASSIC GENERAL CONTRACTORS	BD BOND REFUND-9053 TAMAROA TER	500.00
199178	06/07/2023	COLLECTIVE RESOURCE INC	TWICE WEEKLY COMPOST PICKUP	3,454.00
199162	06/07/2023	COLLEGE OF DUPAGE	EPM FOR LE EXECUTIVES -GRAMINS	149.00
199479	05/19/2023	COLLEGE OF DUPAGE	SPRING CLASSES FOR 2 OFFICERS	449.00

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199489	06/05/2023	COLLEGE OF DUPAGE	MEDIA RELATIONS FOR LE CLASS -SHELTON	225.00
199398	06/13/2023	COMCAST BUSINESS	MONTHLY CHARGES PW	214.33
198965	05/31/2023	COMCAST BUSINESS	PW MONTHLY CHARGE	31.59
199093	06/06/2023	COMED	EMERGENCY FINANCIAL ASSISTANCE	854.00
199371	06/12/2023	COMED	O NE CLEVELAND ST, FLORAL	9.31
199372	06/12/2023	COMED	TRAFFIC SIGNALS 4630 GOLF RD	71.49
199373	06/12/2023	COMED	COMPTR CABINET 4002-1/2 JARVIS	31.34
199374	06/12/2023	COMED	LIGHT 8200 SKOKIE BLVD	287.75
199375	06/12/2023	COMED	8651 SKOKIE BLVD	124.37
199366	06/12/2023	COMED	EMERGENCY FINANCIAL ASSISTANCE	1,362.00
199359	06/12/2023	COMED	8350 LINCOLN AVE	6.23
199360	06/12/2023	COMED	O OLD ORCHARD LITE RT/25 WOODS DR	81.10
199361	06/12/2023	COMED	LITE CONTR 4031 OAKTON	327.06
199362	06/12/2023	COMED	PARKING LOT LITES 8200 SKOKIE BLVD	250.70
199363	06/12/2023	COMED	O CLEVELAND ST LITE RT/25 & LINCOLN	178.86
199519	06/02/2023	COMED	ELECTRICITY-5001 DEMPSTER STREET PK LOT	70.46
199038	06/05/2023	COMMERCIAL TIRE SERVICES INC	12R TIRES FOR ENGINE 18	917.68
199041	06/05/2023	COMMERCIAL TIRE SERVICES INC	LOADER TIRE FOR 226- OLD TIRE NOT REPAIRABLE	2,565.10
199033	06/05/2023	COMMERCIAL TIRE SERVICES INC	TIRE REPAIR FOR LOADER TIRE 225	167.50
198993	05/18/2023	COMPSYCH CORPORATION	CRITICAL INCIDENT MANAGEMENT	900.00
199234	05/31/2023	CONRAD POLYGRAPH INC	PRE-PLACEMENT EVALUATIONS - LATERAL PO	180.00
198961	05/31/2023	CONTOUR LANDSCAPING INC	CRAWFORD MEDIAN MAINT	1,824.00
198957	05/31/2023	CONTOUR LANDSCAPING INC	SE INDUSTRIAL MAINT	1,276.00
198958	05/31/2023	CONTOUR LANDSCAPING INC	LANDSCAPE MAINT FOR FIRE STATIONS & LOUISE/LAMON PARK	1,488.19
199174	06/07/2023	CONTOUR LANDSCAPING INC	SPRING TURF REPAIRS	945.00
199211	05/10/2023	CRAIG BAKER	2ND FAE OSFM EXAM, BAKER	59.00
199116	06/06/2023	CUMBERLAND SERVICENTER INC	CABIN FILTERS FOR REFUSE TRUCK	172.85
199431	06/13/2023	CUMMINS NPOWER LLC	DOSER PUMP	1,616.31
199124	06/07/2023	DAMAGE RECOVERY	VA INCIDENT 1/27/2023 CLAIM #19279203	459.09
199332	04/30/2023	DBR HOME BUILDERS LLC	CDBG FUNDED REPAIRS	21,400.00
199085	06/06/2023	DEBRA PROTTSMAN	REFRESHMENTS FOR PAM'S RETIREMENT	167.79
199481	05/03/2023	DEFENSE TECHNOLOGY LLC	LESS LETHAL ICP INSTRUCTOR -PELLEGRINO	995.00
199356	06/12/2023	DIANE ARDEMIS HARDY	FACE PAINTING/BALLOON ARTIST FOR NNO -SHELTON	796.00
199235	06/08/2023	DOUGLAS TRUCK PARTS	BATTERIES/MIRRORS FOR REFUSE TRUCKS	520.34
199212	06/08/2023	DOUGLAS TRUCK PARTS	CORE RETURNS	(160.00)
199210	06/08/2023	DOUGLAS TRUCK PARTS	BATTERIES	401.72
199496	06/13/2023	EMERGENCY MEDICAL PRODUCTS INC	AIRWAY EQUIPMENT	171.60

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199497	06/13/2023	EMERGENCY MEDICAL PRODUCTS INC	AIRWAY EQUIPMENT	76.40
199498	06/13/2023	EMERGENCY MEDICAL PRODUCTS INC	AIRWAY EQUIPMENT	818.97
199089	04/30/2023	ENTERPRISE LEASING	COVERT LEASE RENTAL BILLING FOR APRIL 2023	4,309.30
199349	05/17/2023	ENTERPRISE LEASING CO OF CHICAGO	VA INCIDENT 1/18/2023 CLAIM #19240056	3,611.78
199434	05/23/2023	EQUIFAX INFORMATION SVCS LLC	LOCAL CREDIT REPORT & ANCILLIARY SERVICES -MAY 2023	25.64
199058	04/30/2023	EVIDENT INC	ET SUPPLIES -MIURA	278.32
199123	06/07/2023	FAYE SANDER	BOOTS, SOCKS, SUN SLEEVES	256.97
199024	06/05/2023	FIRE INVESTIGATORS STRIKEFORCE	MEMBERSHIP DUES	75.00
199164	04/30/2023	FIREBRAND GLOBAL MARKETING INC	CRIME PREVENTION SUPPLIES FOR EVENTS	1,155.27
199456	04/30/2023	FRONTLINE PUBLIC SAFETY SOLUTIONS	FTO TRACKER -KANE	2,700.00
199478	06/13/2023	G & M TRUCKING INC	DIRT REMOVED	1,500.00
199474	06/13/2023	G & M TRUCKING INC	DIRT REMOVAL	5,700.00
199208	06/08/2023	G & M TRUCKING INC	CA-7 STONE	2,471.28
199015	05/24/2023	G & M TRUCKING INC	SPOILS HAULING	2,400.00
198977	04/29/2023	GABRIEL MILLARD	CELL PHONE STIPEND	195.00
199336	05/24/2023	GABRIEL NUNEZ	REIMBURSEMENT FOR SUREFIRE SCOUT LIGHT -NUNEZ	368.40
199262	06/08/2023	GALLS LLC	REPLACEMENT SGT. BADGE	101.20
199252	06/08/2023	GALLS LLC	REPLACEMENT DUTY BADGE #226	91.16
199292	06/08/2023	GALLS LLC	LAW ENFORCEMENT EXPLORER PATCHES	25.25
199282	06/08/2023	GALLS LLC	REPLACEMENT SGT/COMMANDER BADGES	430.28
199289	06/08/2023	GALLS LLC	MICRO SOUND LISTEN ONLY EAR PIECES	194.75
199276	06/08/2023	GALLS LLC	REPLACEMENT CSO #103/CSO HAT SHIELD	132.24
199298	05/05/2023	GALLS LLC	UNIFORM BOOTS -GRACIA	177.17
199036	06/05/2023	GALLS LLC	UNIFORM ITEMS -ROE	60.72
199040	06/05/2023	GALLS LLC	UNIFORM ITEMS -MIURA	76.27
199341	06/12/2023	GARY MAASSEN	BD BOND REFUND-7927 LINCOLN AVE	500.00
199476	01/01/2023	GASAWAY DISTRIBUTORS INC	LIQUID SALT BRINE SOLUTION	2,097.90
199466	06/13/2023	GB SPRINKLER SYSTEMS INC	REPAIR WORK @ POLICE STATION	597.00
199376	06/12/2023	GB SPRINKLER SYSTEMS INC	CHECK SYSTEM @ POLICE STATION	318.40
199377	06/12/2023	GB SPRINKLER SYSTEMS INC	REPAIR AT PUBLIC WORKS	318.40
199293	06/08/2023	GENUINE PARTS COMPANY	WIPER BLADES	72.84
199209	06/08/2023	GENUINE PARTS COMPANY	FILTERS FOR 230	174.93
199206	06/08/2023	GENUINE PARTS COMPANY	CORE RETURN CREDIT	(79.18)
199207	06/08/2023	GENUINE PARTS COMPANY	CORE RETURN	(9.00)
199182	06/07/2023	GENUINE PARTS COMPANY	5W30 OIL	54.00
199183	06/07/2023	GENUINE PARTS COMPANY	WIPER BLADES CAR 91	31.90
199184	06/07/2023	GENUINE PARTS COMPANY	HOSE CLAMPS	15.70

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199185	06/07/2023	GENUINE PARTS COMPANY	BATTERY FOR LAWNMOWER 365	43.68
199186	06/07/2023	GENUINE PARTS COMPANY	WIPER BLADES	23.44
199187	06/07/2023	GENUINE PARTS COMPANY	WIPERBLADES	23.44
199188	06/07/2023	GENUINE PARTS COMPANY	CABIN FILTER FOR STREET SWEEPER	33.03
199189	06/07/2023	GENUINE PARTS COMPANY	FUEL FILTER FOR TRACTOR	30.37
199190	06/07/2023	GENUINE PARTS COMPANY	HVAC DOOR ACTUATOR CAR 8T	27.44
199191	06/07/2023	GENUINE PARTS COMPANY	FILTERS-STOCK	92.83
199192	06/07/2023	GENUINE PARTS COMPANY	OIL FILTER	7.89
199193	06/08/2023	GENUINE PARTS COMPANY	A/C OIL FOR HD TRUCKS	45.88
199194	06/08/2023	GENUINE PARTS COMPANY	BACK UP ALARM FOR 179	39.77
199195	06/08/2023	GENUINE PARTS COMPANY	HOSE COUPLERS FOR FIRE TRUCK 109	9.50
199196	06/08/2023	GENUINE PARTS COMPANY	NOX SENSOR FOR REFUSE TRUCK 176	426.64
199197	06/08/2023	GENUINE PARTS COMPANY	HYD FILTER FOR 230	49.13
199198	06/08/2023	GENUINE PARTS COMPANY	HYD FILTER FOR 230	49.13
199150	05/23/2023	GENUINE PARTS COMPANY	HOSE CLAMPS FOR AMBULANCE A18	3.63
199151	06/07/2023	GENUINE PARTS COMPANY	PARTS FOR POLICE CAR 319	144.81
199155	05/22/2023	GENUINE PARTS COMPANY	PLUGS AND IGNITION COIL CAR 139T	74.63
199156	06/07/2023	GENUINE PARTS COMPANY	HOSE CLAMPS	31.40
199145	05/23/2023	GENUINE PARTS COMPANY	5W30 OIL	41.88
199153	06/07/2023	GENUINE PARTS COMPANY	OIL FITER FOR FIRE TRUCK 100	35.18
199238	05/11/2023	GO LAW ENFORCEMENT LLC	JOB POSTING - EL AND LE POLICE OFFICER	400.00
199101	05/25/2023	GOLF MILL FORD	SHIFT INDICATOR-FOR TRUCK 123	24.54
199113	06/06/2023	GOLF MILL FORD	A/C EXPANSION VALVE FOR POLICE CAR 317	49.60
199050	06/05/2023	GOLF MILL FORD	EXHAUST Y PIPE POLICE CAR 311	321.24
199064	06/05/2023	GOLF MILL FORD	COOLANT PIPE O-RINGS FOR POLICE CAR 316	50.10
199039	06/05/2023	GOLF MILL FORD	DOOR LATCH FOR POLICE CAR 328	81.44
199047	06/05/2023	GOLF MILL FORD	RADIATOR HOSE-POLICE CAR 317	118.93
199048	06/05/2023	GOLF MILL FORD	UPPER HOSE FOR POLICE CAR 317	66.66
199008	06/02/2023	GOLF MILL FORD	REPAIRS FOR 09 FORD ESCAPE	1,022.84
198992	06/01/2023	GRAINGER	LINEAR FLUOR BULBS	23.38
198996	06/01/2023	GRAINGER	MISCELLANEOUS ITEMS FOR SIGN SHOP	13.82
198983	06/01/2023	GRAINGER	PAPER CARTRIDGE FILTER	86.37
199054	06/05/2023	GRAINGER	HARDWARE SUPPLIES -MALTESE	29.58
199055	06/05/2023	GRAINGER	RANGE SUPPLIES -JAWORSKI	49.08
199056	06/05/2023	GRAINGER	RANGE SUPPLIES -JAWORSKI	25.17
199309	06/09/2023	GRAINGER	FORK TERMINAL	32.96
199310	06/09/2023	GRAINGER	FLUOR BALLAST	184.02

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199312	06/09/2023	GRAINGER	CORDLESS COMBO TOOL KIT	229.00
199463	06/13/2023	GRAINGER	FUSE	81.66
199464	06/13/2023	GRAINGER	REGULATOR KIT	50.92
199177	04/30/2023	HEALTH INSPECTION PROFESSIONALS INC	HEALTH INSPECTIONS FOR APRIL 2023	3,750.00
199218	06/08/2023	HEALTHCARE & FAMILY SERVICES	REFUND FOR GERALDINE WOLFMAN	90.76
199508	06/09/2023	HIGH PSI LTD	PRESSURE WASHER REPAIR FOR WASH BAY AT PW	272.00
199388	06/12/2023	Ho Enterprise LLC ( Ka Yan, Ho)	BD BOND REFUND-5314 LINCOLN AVE	3,500.00
198971	04/19/2023	HOME DEPOT CREDIT SERVICES	MISC. TOOLS AND SUPPLIES	1,621.25
199445	06/13/2023	IEMA-OHS	HOLIDAY INN HOTEL TX REIMB SEP 2022-DECEMBER 2022	104,561.63
199240	05/01/2023	ILCMA	JOB POSTING - ADMIN ASST MGRS OFFICE	50.00
199241	05/05/2023	ILCMA	JOB POSTING - SUSTAINABILITY COORD	50.00
199242	05/08/2023	ILCMA	JOB POSTING - EL POLICE OFFICER	50.00
199243	05/12/2023	ILCMA	JOB POSTING - RISK MANAGER	50.00
199516	06/14/2023	ILLINOIS DEPT OF AGRICULTURE	STAERZL PEST CONTROL APPLICATION	60.00
198907	05/26/2023	ILLINOIS FIRE SERVICE INSTITUTE	INSPECTOR II CLASS FOR FRIEDMAN	450.00
199392	06/12/2023	ILLINOIS STATE POLICE	LIQUOR LICENCE BACKGROUND CHECK	141.25
199020	04/30/2023	ILLINOIS TOLLWAY	OUTSTANDING TOLL INVOICES DUE FOR PD	125.07
199025	06/05/2023	INTERSTATE BILLING SERVICE INC	GASKETS FOR AMBULANCE 18	43.55
199030	06/05/2023	INTERSTATE BILLING SERVICE INC	TURBO DRAIN TUBE FOR AMBULANCE 18	143.55
199364	06/12/2023	INTERSTATE BILLING SERVICE INC	THROTTLE VALVE FOR AMBULANCE 111T	615.40
199381	06/09/2023	INTERSTATE POWER SYSTEMS INC	FIRE STATION 18 GENERATOR SERVICE	575.00
199509	06/09/2023	INTERSTATE POWER SYSTEMS INC	POLICE GENERATOR SERVICE	1,514.00
199510	06/09/2023	INTERSTATE POWER SYSTEMS INC	PW GENERATOR SERVICE	575.00
199511	06/09/2023	INTERSTATE POWER SYSTEMS INC	CELL TOWER GENERATOR SERVICE	575.00
199512	06/09/2023	INTERSTATE POWER SYSTEMS INC	VILLAGE HALL GENERATOR SERVICE	638.00
199513	06/09/2023	INTERSTATE POWER SYSTEMS INC	FIRE STATION 16 GENERATOR SERVICE	578.00
199514	06/09/2023	INTERSTATE POWER SYSTEMS INC	FIRE STATION 17 GENERATOR SERVICE	600.00
199228	06/08/2023	INTERSTATE POWER SYSTEMS INC	CORE RETURN CREDIT	(908.34)
199213	06/08/2023	INTERSTATE POWER SYSTEMS INC	EGR SERVO MOTOR FOR TOWER 16	1,055.56
199523	06/14/2023	INVOLTA, LLC	NETWORK VULNERABILITY SCANNING	607.00
199067	05/26/2023	ISBS	COPIER MAINTENANCE	469.58
199314	12/13/2022	IT SOLUTIONS GROUP INC	DISK DRIVE AND FANS	950.00
199386	06/07/2023	ITSA SOLUTIONS LLC	BARNACLE PARKING ENFORCEMENT DEVICE/SUBSCRIPTION 2023	2,000.00
199384	04/30/2023	J G UNIFORMS INC	NEW CSO UNIFORM ITEMS	157.60
199385	04/30/2023	J G UNIFORMS INC	ELBECO UNIFORM SHIRTS -PANIZO	158.40
199382	04/30/2023	J G UNIFORMS INC	#310 ELBECO MENS LS WHITE POLYESTER SHIRT -VODICKA	52.80
199507	06/07/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	117.00

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199505	05/24/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	162.00
199465	05/25/2023	J G UNIFORMS INC	UNIFORM SHIRTS & PANTS -ROE	341.38
199473	05/25/2023	J G UNIFORMS INC	UNIFORM SHIRTS & PANTS -GRACIA	236.35
199468	04/30/2023	J G UNIFORMS INC	CSO UNIFORM ITEMS -TONG	235.50
199475	04/30/2023	J G UNIFORMS INC	ELBECO UNIFORM SHIRTS -PANIZO	144.90
199503	06/02/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	459.00
198985	04/30/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	42.00
198987	04/30/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	270.00
198990	04/30/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	162.00
199125	05/24/2023	J G UNIFORMS INC	NEW HIRE UNIFORMS	35.00
199126	05/26/2023	J G UNIFORMS INC	BODY ARMOR AND CARRIERS	145.00
199127	05/26/2023	J G UNIFORMS INC	BODY ARMOR AND CARRIERS	35.00
199130	06/07/2023	JEFFREY GREENSPAN	RED LIGHT TICKET HEARING/REVIEW	375.00
199131	06/07/2023	JEFFREY GREENSPAN	PARKING TICKET HEARING	75.00
199094	06/06/2023	JEFFREY GREENSPAN	J. GREENSPAN CODE ENFORCEMENT	525.00
199250	06/01/2023	JEFFREY SWANSON	RETIREE HEALTH INSURANCE OVERPAYMENT	1,145.30
199344	04/30/2023	JENNIFER DAVIS	CELL PHONE STIPEND	195.00
199358	06/12/2023	JESSE WHITE TUMBLERS	PERFORMANCE FOR NNO -SHELTON	900.00
199446	06/13/2023	JOHN JABLONSKI	BD BOND REFUND-5225 OLD ORCHARD 46	500.00
199105	06/06/2023	JOHN JABLONSKI	BD BOND REFUND-5225 OLD ORCHARD RD 48	500.00
198969	05/31/2023	JOHNSTONE SUPPLY #12	LEAK DETECTOR CARTRIDGE	276.76
199339	05/22/2023	JOSE MENDEZ	REIMBURSEMENT FOR INVESTIGATIONS UNIFORM -MENDEZ	165.87
199337	06/09/2023	JOSE RUIZ	REIMBURSEMENT FOR UNIFORM HOLSTER -RUIZ	208.50
199121	06/07/2023	JOSEPH D SOLKA	BOOTS, SOCKS	173.98
199357	06/06/2023	JULIE GARCIA	DJ JULES FOR NATIONAL NIGHT OUT 2023	750.00
199335	06/09/2023	JULIE MALMED	2022 PARKWAY ADJUSTMENT FOR 8901 KENTON AVENUE \$292.00	292.00
199274	05/31/2023	KARA COMPANY INC	DIGI ROLLER PLUS III	217.40
199411	06/12/2023	KLEIN THORPE AND JENKINS LTD	ETHICS COMMISSION PAYMENT FOR LEGAL SERVICES THROUGH 3/31/23	5,587.77
199412	06/12/2023	KLEIN THORPE AND JENKINS LTD	OMA GUIDE - PAYMENT FOR LEGAL SERVICES THROUGH 3/31/23	2,448.00
199414	05/31/2023	KLEIN THORPE AND JENKINS LTD	PAYMENT FOR GENERAL LEGAL SERVICES - THROUGH 4/30/23	756.00
199416	05/31/2023	KLEIN THORPE AND JENKINS LTD	ETHICS COMMISSION - PAYMENT FOR LEGAL SERVICES THROUGH 4/30/23	3,640.25
199494	06/13/2023	KRISTINA PARK	BD BOND REFUND-5041 DOBSON ST	2,500.00
199441	06/13/2023	KUSSMAUL ELECTRICS CO INC	12 VOLT AUTO PUMP	742.21
199351	06/12/2023	LAKESHORE RECYCLING SYSTEMS	CONDO TRASH & RECYCLE SERVICE	27,650.74
199352	06/12/2023	LAKESHORE RECYCLING SYSTEMS	RESIDENTIAL RECYCLING	97,407.00
199204	06/08/2023	LAKESIDE INTERNATIONAL TRUCKS	DELTA PRESSURE SENSOR FOR AMBULANCE 111T	173.11
199202	06/08/2023	LAKESIDE INTERNATIONAL TRUCKS	SENSORS FOR AMBULANCE 111T	183.99



**VILLAGE OF SKOKIE  
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Invoice Ref#	FY Date	Vendor	Invoice Description	Amount
199340	06/12/2023	LANGTON SNOW SOLUTIONS	VILLAGE MOWING SERVICES	7,051.41
199338	06/12/2023	LANGTON SNOW SOLUTIONS	VILLAGE MOWING SERVICES	61.80
199227	06/08/2023	LANGUAGE LINE SERVICES	LANGUAGE SERVICES FOR 05/2023	1.70
199021	04/30/2023	LANGUAGE LINE SERVICES	LANGUAGE SERVICES FOR 04/2023	129.15
199200	06/08/2023	LEE JENSEN SALES CO INC	REPLACEMENT LEL SENSOR	182.00
199129	06/07/2023	LIBERTY GLASS TECHS INC	BROKEN WINDSHIELD AND SIDE WINDOW ON 225	555.00
199480	06/13/2023	LILA YUSEN	COMPOST BIN REBATE 7934 KILDARE	25.00
199180	06/07/2023	LILLIAN LA SANTA	CLOTHING ALLOWANCE	145.26
199379	05/11/2023	LISALEE LOEW	BREATHING OUT TRAUMA PS TRAINING CLASS	1,250.00
199239	06/08/2023	LURVEY LANDSCAPE SUPPLY	BULT TOP SOIL	224.00
199112	06/06/2023	LYDEN OIL COMPANY	DIESEL FORCE EMISSIONS SYSTEM CLEANING KITS	2,080.00
199059	04/30/2023	LYNN PEAVEY COMPANY	EVIDENCE SUPPLIES -MIURA	135.65
199019	06/02/2023	MARKO DOMAZET	BD BOND REFUND-4946 FARGO AVE	100.00
198979	05/31/2023	MARSH USA INC	EXCESS/CYBER LIABILITY INSURANCE	561,011.00
199179	06/07/2023	MARY E SENN	SOCIAL WORK CONSULT 5/2/23	130.00
199244	06/08/2023	MCKIM & CREED, INC.	DISTRICT METERED AREA WATER MANAGEMENT (AP 1 OF 2)	6,130.00
199249	06/08/2023	MCKIM & CREED, INC.	WATER SENSOR REPALCEMENTS (AP 2 OF 2)	5,950.00
199281	06/08/2023	MCMASTER CARR SUPPLY CO	WIRE TERMINALS	26.33
199370	06/09/2023	MCMASTER CARR SUPPLY CO	RAZOR BLADES-SHOP	18.75
199368	06/08/2023	MCMASTER CARR SUPPLY CO	HOSE FITTINGD FOR FIRE TRUCK 109	16.68
199115	06/06/2023	MCMASTER CARR SUPPLY CO	HOSE COUPLERS	51.67
199037	06/05/2023	MCMASTER CARR SUPPLY CO	GROMMETS FOR BUMPER ON SQUAD 18	15.86
199223	06/08/2023	MEDICARE B ILLINOIS	REFUND FOR ED ESHO	399.58
199053	04/30/2023	MEDTECH FORENSICS INC	FINGERPRINTING SUPPLIES -MIURA	1,128.00
199018	06/02/2023	MEGAN RILEY HENNELLY	REIMB FOR BANK FEE	30.00
199092	05/23/2023	MENARDS MORTON GROVE	20A/125V HEAVY DUTY PLUG	21.98
199286	06/08/2023	MENARDS MORTON GROVE	WIREGARD AND VINYL TAPE	56.32
199287	06/08/2023	MENARDS MORTON GROVE	OUTLET BOX	66.08
199288	06/08/2023	MENARDS MORTON GROVE	PRO GARDEN STAPLE	15.96
199301	05/08/2023	MENARDS MORTON GROVE	DUPLEX COVER AND OUTLET	17.88
199302	05/08/2023	MENARDS MORTON GROVE	MISC SUPPLIES	212.00
199303	06/09/2023	MENARDS MORTON GROVE	PARTICLEBOARD	41.47
199304	06/09/2023	MENARDS MORTON GROVE	WIRE BRUSH SHOE HANDLE	4.99
199305	06/09/2023	MENARDS MORTON GROVE	MISC SUPPLIES	41.53
199306	06/09/2023	MENARDS MORTON GROVE	COM TOGGLE & ELECTRIC TAPE	30.43
199307	06/09/2023	MENARDS MORTON GROVE	AIR VENT AND TEFLON TAPE	63.62
199308	06/09/2023	MENARDS MORTON GROVE	WIRE WALL NUT & 12"SQUEEGEE	31.97

**VILLAGE OF SKOKIE  
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199477	05/18/2023	MENARDS MORTON GROVE	3-WIRE CONN -CATALA	14.97
198978	04/30/2023	MG MECHANICAL SERVICE INC	QTR 4 CDBG GRANT TO INSTALL 10 VAV'S PY22 4.1B	21,400.00
199087	06/06/2023	MGP INC	GIS STAFFING SERVICES FY2024 - MAY 2023	12,982.50
199495	06/13/2023	MICHAEL CRUMLETT	GAS REIMBURSEMENT	53.53
199014	06/02/2023	MICHAEL E POLLAK	OUTSIDE LEGAL SERVICES FY2024 - JUNE 2023	2,000.00
199397	06/13/2023	MICHAEL KASPRZYK	BOOTS	278.50
199330	06/09/2023	MIDWEST AIR PRO INC	SERVICE CALL @ STATION #16	226.50
199488	06/05/2023	MIDWEST CENTER FOR TRAFFIC SAFETY	MIDC EARLY BIRD REGISTRATION FOR CONFERENCE -PAWLAK	225.00
199369	06/12/2023	MIKE MACKIC	EMERGENCY FINANCIAL ASSISTANCE	1,500.00
198998	06/01/2023	MINA PORTNOY	REFUND OF PRE- SALE INSPECTION	50.00
199353	06/12/2023	MOORE LANDSCAPES INC	MAINT ST & CHANNEL PARK GATEWAY MAINT	9,933.00
199201	06/08/2023	MUNICIPAL MARKING DISTRIBUTORS INC	BLUE MARKING PAINT	815.00
199323	06/09/2023	MURRAY AND TRETTEL INC	SNOW & ICE WARNING SERVICE	1,550.00
199136	06/07/2023	NATE HAMMER	REIMBURSEMENT FOR BROKEN PRESCRIPTION EYEGLASSES WHILE ON DUTY	114.00
199518	04/27/2023	NATIONAL BUSINESS FURNITURE LLC	CONFERENCE TABLES AND CHAIRS FOR COMMUNITY ROOM FY23	8,552.22
198954	05/31/2023	NATURES PERSPECTIVE LANDSCAPING	WEEKLY MAINT FOR VILLAGE GREEN & VH	614.00
198955	05/31/2023	NATURES PERSPECTIVE LANDSCAPING	WEEKLY MAINT FOR VILLAGE GREEN & VH	715.50
199057	06/05/2023	NEMRT	PORTABLE SCALE CERTIFICATION -ZURAWSKI/HOWE	70.00
198963	05/31/2023	NICK WYATT	REIMBURSEMENT FOR ROTARY MTG ON MAY 23, 2023	25.00
198947	05/30/2023	NICOR GAS	5147 MAIN ST	66.26
199152	05/19/2023	NICOR GAS	5127 OAKTON ST	2,529.75
199161	06/07/2023	NICOR GAS	NATURAL GAS - 7300-06 NILES CENTER RD 04/18/23-05/16/23	2,818.44
199520	06/14/2023	NILES TOWNSHIP DISTRICT 219	SKOKIE I-NET SHARED DS3 SERVICE - MAY 2023	250.00
199325	06/09/2023	NORTH COAST SEWER & DRAINAGE INC	RODDED SINK @8157 CENTRAL PARK	360.00
198956	05/31/2023	NORTH COAST SEWER & DRAINAGE INC	LEAD PIPE REMOVAL	13,485.00
199226	06/08/2023	NORTHERN ILL POLICE ALARM SYSTEM	ANNUAL MEETING AND AWARDS LUNCHEON (7 @\$35)	245.00
199175	06/07/2023	NORTHERN TRENCHLESS UTILITY CONST	LEAD SERVICE LINE REPLACEMENT	4,050.00
198968	05/31/2023	NORTHSHORE OMEGA	HRRP INVOICES	4,132.00
199253	04/30/2023	NORTHSHORE OMEGA	PRE-PLACEMENT MEDICAL EVALUATIONS	1,400.00
199254	05/01/2023	NORTHSHORE OMEGA	PRE-PLACEMENT MEDICAL EVALUATIONS	820.00
199487	04/30/2023	OFFICE REVOLUTION LLC	NEW OFFICE CONFIGURATION PROJECT	5,319.60
199122	06/09/2023	OLD ORCHARD URBAN LP	OOBD TAX REVENUE DISBURSEMENT FOR PERIOD ENDING JUNE 2023	387,289.02
199342	06/12/2023	OSTRANDER CONSTRUCTION INC	BD BOND REFUND-5215 OLD ORCAHRD RD 800	500.00
199317	06/09/2023	OUI OUI ENTERPRISES LLC	CHANNEL PARK	380.00
199318	06/09/2023	OUI OUI ENTERPRISES LLC	CHANNEL PARK LOT D	380.00
199319	06/09/2023	OUI OUI ENTERPRISES LLC	CHANNEL PARK	380.00
199320	06/09/2023	OUI OUI ENTERPRISES LLC	REPAIR DAMAGES	176.00

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199013	05/11/2023	OZINGA READY MIX CONCRETE INC	RESTORATION MATERIAL	712.76
199245	04/30/2023	PADDOCK PUBLICATIONS INC	MULTIPLE JOB POSTINGS - FINANCE & COMMS	3,200.00
199246	05/15/2023	PADDOCK PUBLICATIONS INC	JOB POSTING - ADMIN ASST.	800.00
199247	05/21/2023	PADDOCK PUBLICATIONS INC	JOB POSTING - ENTRY LEVEL PO	800.00
199248	05/29/2023	PADDOCK PUBLICATIONS INC	JOB POSTING - SUSTAINABILITY COORD	800.00
199501	05/10/2023	PEER INTEGRATION PARTNERS LLC	EDOCS UPGRADE TO VER 22	1,950.00
198838	04/30/2023	PEER SERVICES INC	CDBG GRANT PY22 5.8	1,395.00
198976	05/15/2023	PEERLESS NETWORK, INC.	PHONE SERVICE	8,083.57
199110	05/25/2023	PIRTEK O'HARE	HYDRAULIC HOSE FOR 231	102.58
199103	05/23/2023	PIRTEK O'HARE	HYD HOSE MADE FOR 176	327.82
198973	05/31/2023	PLANET TECHNOLOGIES INC	O365GCCE1 LICENSES	63.36
199333	05/01/2023	PLANET TECHNOLOGIES INC	O365GCCE1 SHRDSVR ANLG SUBSVL MVL PERUSR	56.32
199334	06/05/2023	PLANET TECHNOLOGIES INC	O365GCCE1 LICENSES / HEALTH DEPARTMENT	253.44
199109	06/06/2023	PLOTNIK, NEAL	UB refund for account: 54367	9.15
199034	06/05/2023	POMP'S TIRE SERVICE INC	RECAPPED TIRES	1,832.24
199433	06/13/2023	PRECISE MRM LLC	DATA PLAN	940.00
199327	06/09/2023	PRECISION CNTRL SYSTEMS OF CHICAGO	ROOF TOP AIR UNITS - ALL STATIONS	1,120.00
199328	06/09/2023	PRECISION CNTRL SYSTEMS OF CHICAGO	PD CHILLER	840.00
199447	06/13/2023	PREMIER DESIGN & BUILD GROUP LLC	BD BOND REFUND-7800 AUSTIN AVE	10,000.00
199423	06/13/2023	PRESTOX	PEST MAINT. @ STATION 18	288.38
199424	06/13/2023	PRESTOX	PEST MAINT @ PW	228.71
199216	06/08/2023	PRESTOX	MONTHLY PEST MAINTENENCE SERVICES -05/2023	221.00
199199	06/08/2023	PRINT XPRESS	COMPOST LABELS	840.00
199118	05/17/2023	PRINT XPRESS	BUSINESS CARDS FOR CATHY STEVENS	90.00
199049	06/05/2023	PROMEVO LLC	GOOGLE JAMBOARD MANAGEMENT & SUPPORT 6/26/2023-6/26/2024	1,200.00
199088	05/24/2023	PULSE TECHNOLOGY OF ILLINOIS	PRINTER MAINTENANCE	21.00
199355	06/12/2023	PUNNOOSE, BINNY	UB refund for account: 84215	106.32
199448	06/01/2023	QUENCH USA INC	MONTHLY WATER FILTER CONTRACT AT PD -JUN 2023	92.90
199430	05/19/2023	RAY O'HERRON CO INC	BLAUER TACSHHELL NAVY JACKET -NAZIFI	222.12
199391	05/12/2023	RAY O'HERRON CO INC	MAGAZINES P365 -MOORE	80.69
199299	05/11/2023	RAY O'HERRON CO INC	UNIFORM FLEECE JACKET -NAZIFI	134.98
199297	05/05/2023	RAY O'HERRON CO INC	UNIFORM SHIRT -COLIN	59.98
199045	06/05/2023	RAY O'HERRON CO INC	NAME/STAR FOR VEST -MOORE	38.99
199146	06/07/2023	RCN	HIGH SPEED INTERNET SERVICES & FEES FOR PRISON PHONES 05/15/2023 -TARASIUK	156.76
199354	06/12/2023	RED WING SHOE COMPANY INC	BOOTS	4,324.30
199111	06/06/2023	RELX INC DBA LEXIS NEXIS	LEXIS NEXIS MAY PAYMENT	350.00
198940	05/30/2023	REMRED BUSINESS CLASS PROMO PRDTS	GREEN THRIFTY BAGS FOR DISTRIBUTION AT FARMERS MARKET (1,000)	1,420.91

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199165	06/07/2023	RMG ENT. PETWANTS CHICAGO NORTH	DOG FOOD FOR JINN	51.30
199005	06/02/2023	ROBERT L ROSEN M D	BD BOND REFUND-9518 LINCOLNWOOD DR	3,000.00
199006	06/02/2023	ROBERT L ROSEN M D	BD BOND REFUND-9512 LINCOLNWOOD DRIVE	500.00
199007	06/02/2023	ROBERT L ROSEN M D	BD BOND REFUND-9512 LINCOLNWOOD DR	250.00
198860	05/25/2023	ROBERT OAKLEY GREGORY	MOONBUTTERFLY RESTORATION	8,500.00
198946	05/30/2023	RUSSO'S POWER EQUIPMENT INC	ELECTRIC EQUIPMENT	540.00
199343	06/12/2023	RUSSO'S POWER EQUIPMENT INC	RIDER MOWER #213	1,772.00
199383	06/07/2023	SAFETY-KLEEN SYSTEMS, INC.	BULK LUBE DELIVERY	9,475.60
198942	05/30/2023	SECRETARY OF STATE	RENEWAL FOR 14 FORD TAURUS #308	151.00
198943	05/30/2023	SECRETARY OF STATE	RENEWAL FOR 14 FORD TAURUS #303	151.00
198944	05/30/2023	SECRETARY OF STATE	RENEWAL FOR 15 FORD EXP #344	151.00
199322	06/09/2023	SHERWIN WILLIAMS CO	PAINT AND BRUSHES	33.58
198705	05/22/2023	SHERYL KOSOVSKI	BUSINESS COACHING MEETINGS APRIL-MAY	437.50
199027	06/05/2023	SKOKIE 4TH OF JULY PARADE COMMITTEE	FOURTH OF JULY PARADE COMMITTEE CONTRIBUTION	13,000.00
199409	06/12/2023	SKOKIE NORTHSORE SCULPTURE PARK	GRANT DISBURSEMENT FOR FY2023-2024 GRANT FOR SCULPTURE PARK	36,000.00
199315	06/09/2023	SKOKIE PAINT & WALLPAPER	PAINT	132.88
199316	03/30/2023	SKOKIE PAINT & WALLPAPER	PAINT	60.24
199313	06/09/2023	SKOKIE PAINT & WALLPAPER	PAINT, TRAY LINER & BRUSH	98.97
199026	06/05/2023	SKOKIE PARK DISTRICT	FESTIVAL OF CULTURES GRANT DISBURSEMENT 2023-24	7,000.00
199120	04/30/2023	SKOKIE PUBLIC LIBRARY	APRIL 2023 PPRT	233,093.80
199442	06/13/2023	SNAP-ON INDUSTRIAL	RATCH KIT	125.00
199090	06/06/2023	SOT2, LLC	EMERGENCY FINANCIAL ASSISTANCE	1,244.00
199035	06/05/2023	STANDARD EQUIPMENT COMPANY	SWEEPER PARTS FOR 228T	1,544.59
198904	05/26/2023	STEPHEN JAGMAN	FDIC, MEALS	40.00
199517	06/14/2023	SUNRUN INSTALLATION SERVICES	BD BOND REFUND-5027 BIRCHWOOD AVE	250.00
199522	06/14/2023	T-MOBILE USA INC	HOTSPOT INTERNET SERVICE	235.20
199502	06/13/2023	T-MOBILE USA INC	INTERNET HOTSPOT SERVICE APRIL 2023	212.44
199097	06/06/2023	T-MOBILE USA INC	TIMING ADVANCE FOR REPORT 23-02374	25.00
199231	05/02/2023	THE BLUE LINE	JOB POSTING - LATERAL ENTRY POLICE OFFICER	397.00
199232	05/05/2023	THE BLUE LINE	JOB POSTING - ENTRY LEVEL POLICE OFFICER	298.00
199237	06/08/2023	THE FLOLO CORPORATION	PUMP STATION'S 1 AND 2	4,289.79
199326	06/09/2023	THE HOME DEPOT PRO	3IN1 BKPK VAC TOOL	299.00
199450	05/25/2023	THE HOME DEPOT PRO	PVC PIPE/STRAPS -MALTESE	244.78
199144	06/07/2023	THE HOME DEPOT PRO	LARGE TOOL BOX -MALTESE	83.82
199176	06/07/2023	THE HORTON GROUP, INC.	HEALTH BENEFITS CONSULTING	5,460.00
199159	05/23/2023	THE SIDWELL CO	SWC-TMS COMMERCIAL	140.00
199181	06/07/2023	TIFFANY KELLY- SOUND INSIGHT	V & H SCREENINGS MAY 2023 - PRE SCHOOL	2,688.00

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<b>Invoice Ref#</b>	<b>FY Date</b>	<b>Vendor</b>	<b>Invoice Description</b>	<b>Amount</b>
199138	06/07/2023	TOPS IN DOG TRAINING CORP	K-9 MAINTENANCE TRAINING FOR JINN -05/2023	350.00
199004	04/30/2023	TRAFFIC CONTROL & PROTECTION	MESSAGE BOARD ON CRAWFORD ON 03/16/23	3,200.00
198995	06/01/2023	TRAFFIC CONTROL & PROTECTION	MISCELLANEOUS ITEMS FOR SIGN SHOP	716.20
197060	04/03/2023	TRANSCHICAGO TRUCK GROUP	CORE RETURN CREDIT	(325.00)
199217	06/08/2023	TRANSCHICAGO TRUCK GROUP	TURBO ACTUATOR FOR REFUSE TRUCK 172	2,174.24
199499	06/09/2023	TRIANGLE SERVICE INC	A/C CONDENSOR FOR REFUSE TRUCK 172	229.00
199095	06/06/2023	U S POSTMASTER	PO BOX 309 YEARLY FEE	650.00
199096	06/06/2023	U S POSTMASTER	PO BOX 264 YEARLY FEE	388.00
198949	05/30/2023	ULINE	SAFETY APPAREL FOR INSPECTORS	439.74
199472	06/13/2023	ULINE	FIRST AID KIT	358.47
199215	06/08/2023	UNIVERSITY OF ILLINOIS	ARREST & CONTROL TACTICS INSTRUCTOR -HARTMANN & MARTINEZ	1,050.00
198966	05/31/2023	UPS	WEEKLY SERVICE CHARGE	30.00
198967	05/31/2023	UPS	WEEKLY SERVICE CHARGE	30.00
199084	05/20/2023	UPS	SHIPPING CHARGES	35.22
199052	04/22/2023	UPS	SHIPPING CHARGES	641.95
199425	06/13/2023	UPS	WEEKLY SERVICE CHARGE	30.00
199324	06/09/2023	UPS	WEEKLY SERVICE CHARGE	30.00
199042	06/05/2023	VALDES LLC	BULK 5W/20 OIL FOR POLICE AND PW VEHICLES	846.00
199009	06/02/2023	VALDES LLC	BULK DIESEL EXHAUST FLUID	246.25
199010	06/02/2023	VALDES LLC	STARFIRE KEG HI TEMP EP2	709.85
199222	06/08/2023	VERA GINBURG	REFUND FOR VERA GINBURG	100.65
199407	06/13/2023	VERIZON CONNECT	MONTHLY SERVICE	32.38
199444	06/13/2023	VOLLMAR CLAY PRODUCTS CO	MATERIAL FOR STRUCTURE REPAIR	3,635.00
199214	05/31/2023	W S DARLEY & CO	ZYTRON 300 SUITS CASE OF 6	1,089.38
198994	06/01/2023	WAREHOUSE DIRECT	MISCELLANEOUS ITEMS FOR ENGINEERING	31.55
198997	04/30/2023	WAREHOUSE DIRECT	MISCELLANEOUS ITEMS FOR ENGINEERING	34.38
198970	05/31/2023	WAREHOUSE DIRECT	CAN LINERS	384.70
198972	05/31/2023	WAREHOUSE DIRECT	SOAP & PAPER TOWELS	567.20
199490	06/13/2023	WAREHOUSE DIRECT	HOBART CLEANER	153.30
199491	06/13/2023	WAREHOUSE DIRECT	HOBART CLEANER	272.00
199492	06/13/2023	WAREHOUSE DIRECT	HOBART CLEANER	328.28
199493	06/13/2023	WAREHOUSE DIRECT	STATION SUPPLIES FOR QUARTERLY MAINTENANCE	215.52
199329	06/09/2023	WAREHOUSE DIRECT	PAPER TOWESL AND AIR FRESH.	502.88
199203	06/08/2023	WATER RESOURCES INC	WATER METERS	7,650.00
199158	04/30/2023	WATERWAY GAS & WASH COMPANY	PD CAR WASH SERVICES FOR APRIL 2023	270.00
199114	06/06/2023	WEST SIDE TRACTOR SALES	FAN PARTS FOR GRADER 222	1,500.89
198964	05/31/2023	WGN FLAG & DECORATING CO	FLAG POLE TOP ADAPTERS & INSTALLATION	1,813.00

**VILLAGE OF SKOKIE  
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199277	06/08/2023	WILLIAM ENDRE	FUEL, ENDRE	150.00
199427	06/13/2023	WILMETTE TRUCK & BUS	SAFETY TESTS	538.50
198950	05/31/2023	ZENON COMPANY	DEMPSTER TRIANGLE BENCHES	15,053.00
198951	05/31/2023	ZENON COMPANY	BENCHES	4,848.00
199443	06/13/2023	ZIEBELL WATER SERVICES PRODUCTS	REPAIR SLEEVES	\$ 506.00
			Total:	<u>\$ 2,643,459.96</u>

**Memorandum**  
**Human Resources Division**

**TO:** Lucy Rukavina, Administrative Assistant  
Manager's Office

**FROM:**   
Ed Stare, Human Resources Specialist

**DATE:** June 9, 2023

**SUBJECT:** *Agenda Item for the Tuesday, June 20, 2023, Board Meeting*

Please place the following on the June 20<sup>th</sup> agenda:

- Swearing-in of one (1) Police Sergeant:  
Demosthenes (Damon) Nikolopoulos

Commissioner Nicole Potthast will have the honor of performing the swearing-in duties.

Please contact me if you have any questions.

c: George Van Dusen, Mayor  
Debra W. Stinson, Human Resources Director  
Brian Baker, Police Chief

**Memorandum**  
**Mayor's Office**

TO: Board of Trustees

FROM:

  
\_\_\_\_\_  
Mayor

DATE: June 20, 2023

SUBJECT: Resignation


\*A Resignation

**Beautification & Improvement Commission**  
**Mr. Bahram Khazeni**



**Memorandum  
Manager's Office**

TO: The Honorable Mayor and  
Board of Trustees  
Village Clerk  
Corporation Counsel

FROM:   
John T. Lockerby, Village Manager


DATE: June 15, 2023

SUBJECT: **MANAGER'S REPORT  
BOARD MEETING OF TUESDAY, JUNE 20, 2023**

- 
- A. Recommendation of Code Updates to Chapter 26 Article XVIII.**  
Since the Plan Commission provided recommendations to reflect zoning changes that would make massage services an accessory use to other medical or physical therapy services institutions, staff collaborated with the American Massage Therapy Association (AMTA). As a result of this work an ordinance has been prepared that employs industry best practices to establish a standard for massage therapy establishments. Staff recommends code updates to Chapter 26, Article XVIII as presented in the attached memorandum. I concur with staff's recommendation. The Mayor and Board are respectfully requested to direct Corporation Counsel to draft the necessary changes.
- \* **B. CentralSquare Public Safety Software Maintenance Contract - CentralSquare, Lake Mary, Florida - \$155,923.75.**  
Since 2012, the Village contracted with CentralSquare (formally SunGard Corporation) for the licensing and use of SunGard Public Safety System for Computer Aided Dispatch, Records Management, Mobile Computer Terminal and Mobile Field Reporting modules. The software maintenance contract for these public safety modules is up for renewal. Since all the software is provided and maintained by CentralSquare, the contract will be a sole source procurement. I concur with staff's recommendation and respectfully request Mayor and Board approval of a contract in the amount of \$155,923.75 to be awarded to CentralSquare.
- \* **C. Proprietary Purchase of ECG Monitor/Defibrillator/Pacer – Zoll Medical Corp., Chelmsford, Massachusetts - \$35,497.32.**  
The Village of Skokie Fire Department paramedics utilize ECG Monitor/Defibrillator/Pacer units. The Village has an ongoing replacement program, which is funded by the FY2024 Capital Improvement Program (CIP) Budget. Replacement of the existing older unit assists in maintaining quality medical equipment and incorporating the latest technologies available for paramedics. The new unit is manufactured by Zoll Corporation, which is compatible with the Fire Department's existing ZOLL EMS computerized patient care reporting software. The Village has purchased units from Zoll in the past with

favorable results. I concur with staff's recommendation and respectfully request Mayor and Board approval of a contract in the amount of \$35,497.32 to be awarded to Zoll Medical Corporation, the sole source provider of the specified equipment.

**Memorandum**  
**Community Development Department**

TO: John T. Lockerby, Village Manager  
FROM:   
Johanna Nyden, Community Development Director  
DATE: June 6, 2023

**SUBJECT: Agenda Item**  
**Recommendation of Code Updates to Chapter 26 Article XVIII**

Staff recommends the update of changes to the Village Code regarding Massage Services under Chapter 26 Article XVIII. These changes include:

- updating to reflect industry terminology;
- reference to pertinent and appropriate certifications and state licensing requirements;
- specific health standards for sanitation;
- operation requirements that explicitly states how the space can be used and presented (e.g. windows cannot be blocked out, hours of use are between 6:00a-10:00p, advertising, etc.); and
- how inspections and violations of the code section will be addressed by the Village.

This work reflects the Village’s collaboration with the American Massage Therapy Association (AMTA) to develop an ordinance that employs industry best practices to establish a standard for massage therapy establishments that provide safe, clean, and professional therapy services and improve the presence of these establishments in business districts by requiring operational standards that result in promoting open storefronts and active retail uses. Attached is the draft language that will update the Village’s existing Chapter 26 Article XVIII.

**Background:**

In December 2022, the Plan Commission provided recommendations to the Board of Trustees to update the Zoning Ordinance to reflect changes that would make massage services an accessory use to other medical or physical therapy services institutions such as physicians, chiropractors, and physical therapists and health/fitness centers. The Board held the matter until a later date until staff could provide an updated recommendation that reflected the concerns expressed by practitioners that their business would not be inhibited. Following discussions and review of best practices, it is recommended to address concerns related to massage therapy establishments through updates to Chapter 26 and not through Chapter 118 (the Zoning Ordinance).

**Attachment:**

Draft to Chapter 26 Article XVIII

## **ARTICLE XVIII. MASSAGE SERVICES**

### **DIVISION 1. GENERALLY**

#### **Sec. 26-851. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Approved Massage School* means a facility which meets the minimum standards for training and curriculum for the practice of massage and massage therapy and is accredited by one of the following:

1. Accrediting Bureau of Health Education Schools (ABHES);
2. Accrediting Council for Continuing Education and Training (ACCET);
3. Accrediting Commission for Career Schools and Colleges of Technology (ACCSCT);
4. Accrediting Council of Independent Colleges and Schools (ACICS);
5. Council of Occupational Education (COE);
6. Commission of Massage Training Accreditation (COMTA);
7. Distance Education and Training Council (DETC);
8. International Massage Somatic Therapies Accreditation Council (IMSTAC);
9. North Central Association of Colleges and Schools (NCACAS).

*Massage* or *Massage Therapy* shall have the same meaning as set out in 225 ILCS 57/10: a system of structured palpation or movement of the soft tissue of the body. The system may include, but is not limited to, techniques such as effleurage or stroking and gliding, petrissage or kneading, tapotement or percussion, friction, vibration, compression, and stretching activities as they pertain to massage therapy. These techniques may be applied by a licensed massage therapist with or without the aid of lubricants, salt or herbal preparations, hydromassage, thermal massage, or a massage device that mimics or enhances the actions possible by human hands.

*Massage Services Establishment* means any place of business where any massage or similar service is practiced or administered in exchange for remuneration and shall not include the following:

- I. Training rooms of public and private schools accredited by the Illinois State Board of Education or approved by the state division charged with the responsibility of approving private occupational schools
- II. Offices, clinics, and other facilities at which medical professionals licensed by the state of Illinois provide massage therapy to the public in the ordinary course of their medical profession.
- III. Health care facilities as defined in 20 ILCS 3960/3.
- IV. Athletic or health clubs that primarily offer various modes of exercise training and equipment as its primary business, which offer Massage Services to its members.
- V. A place of business where a person offers to perform or performs massage therapy:
  - (a) For not more than 72 hours in any six-month period; and
  - (b) As part of a public or charity event, the primary purpose of which is not to provide massage therapy.
- VI. A place of business where a licensed massage therapist practices as a solo practitioner, and complies with all required acts and limitations of operation of this section and:
  - (a) Does not use a business name or assumed name; or

- (b) Uses a business name or an assumed name and provides the massage therapist's full legal name, or license number in each advertisement, and each time the business name or assumed name appears in writing;

*Massage Therapist* shall have the same meaning as 225 ILCS 57/10: a person who is licensed by the Illinois Department of Financial and Professional Regulation and administers massage for compensation.

### **Sec. 26-852. Violations declared nuisance.**

Violations of this article are declared a public nuisance as that term is defined in Section 42-35. The Village Manager or designee may, in addition to other remedies provided for in Chapter 42, Article II, recommend that the Corporation Counsel seek injunctive relief or pursue other civil actions necessary to eradicate the nuisance.

### **Sec. 26-853. Prohibited Acts**

1. It shall be considered a violation of this Article of the as well as any applicable State statute for any person:
  - a. To allow any person to perform massage in a Massage Services Establishment who does not currently hold a massage therapy license issued by the State of Illinois and a valid diploma or certificate of completion of training from an Approved Massage School.
  - b. For any Massage Services Establishment or massage business to advertise prostitution, sexual acts, escort services, or sexual services or to employ language in the text of any advertising or any images that would reasonably suggest to a prospective client that any sexual services are available.
  - c. To permit any sexual acts or sexual services in or by any massage business or in relation to any massage services.
  - d. To deny inspection of any Massage Services Establishment by any duly appointed inspectors of Village of Skokie.
  - e. To attempt to refuse, interfere with or elude immediate identification of employees and contractors of any massage services establishment of the Village of Skokie.
  - f. To fail to immediately report to law enforcement any act of sexual misconduct occurring in a massage services establishment.
  - g. To allow any employee or contractor of a Massage Services Establishment to provide massage therapy or other massage services without being fully clothed. For purposes of this Article, clothing shall be of a fully opaque, nontransparent material that shall not expose the employee's genitalia or substantially expose the employee's undergarments.
  - h. To require client nudity as part of any massage service without the client's prior, verbal or written, consent.
  - i. To be open for business for the practice of massage therapy without a Massage Therapist on the premises that has been licensed pursuant to 225 ILCS 57/10.
  - j. To permit any person in a Massage Services Establishment to make an agreement with an employee or contractor to engage in an act of prostitution as defined in the Illinois Criminal Code in the business location or in any other location.
  - k. To permit Massage Services Establishment to be used for housing, sheltering, or harboring any person(s), or as living or sleeping quarters for any person(s) when not otherwise permitted by Village code.

## **Sec. 26-854. Sanitation and health regulations, for Massage Services Establishment licensees.**

Massage Services Establishment licensees must follow certain regulations in the operation of their massage services business to ensure a clean and sanitary environment. Such regulations include, but are not limited to, the following:

- (a) All massage tables, equipment and areas shall have surfaces that are readily disinfected. All surfaces, including client tables, shall be of such construction as to be easily cleaned and disinfected after each client. All massage surfaces shall be cleaned and disinfected after each procedure.
- (b) The massage therapy establishment shall be maintained in a clean and sanitary condition at all times.
- (c) All walls, floors and massage procedure surfaces of a massage services establishment shall be smooth, free of open holes and cracks, and washable. Walls, floors and ceilings shall be in good repair and maintained in a clean condition.
- (d) The establishment shall have adequate equipment for disinfecting and sterilizing of nondisposable instruments and materials used. Such nondisposable instruments, equipment and materials shall be disinfected after each use.
- (e) Clean linen, towels and other materials shall be stored in a manner so as to be protected from contamination. All soiled linens, towels and other materials shall be kept in a covered container and stored separately.
- (f) An adequate supply of clean linens and towels shall be made available. Linens and towels must be for individual customer use and laundered after each use.
- (g) All areas in a massage therapy establishment shall be in good repair and maintained in a clean and sanitary manner.
- (h) All creams, oils, lotions, etc., shall be kept in clean, closed containers and shall be dispensed in doses so that the bulk containers are not contaminated between customers.
- (i) No massage treatment shall be administered to a patron exhibiting any skin fungus, skin infection, skin inflammation or skin eruption unless a licensed physician certifies in writing that such patron may be safely massaged.
- (j) Massage services establishments must have the minimum number of plumbing fixtures as referenced in the Illinois Plumbing Code, (Appendix B. In addition, the establishment must be equipped with a minimum one readily accessible separate hand sink, excluding any service sinks with dispensed liquid soap and paper towels. The hand sink must be in addition to any washroom hand sinks. The therapist shall wash hands in hot running water with soap before treating each patron.
- (k) Toilet facilities must be provided and located in convenient locations.
- (l) All portions of the massage services establishment shall be provided with adequate light and ventilation.
- (m) No massage therapist affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or acute respiratory infection, possibly manifested by fever, chills and/or a chronic productive cough, shall work in any area of a massage services establishment in any capacity in which that person could contaminate massage equipment, supplies or working surfaces with body substances or pathogenic organisms.

## **Sec 26-855. Operating requirements, for Massage Services Establishments**

- (a) No person shall provide massage services for compensation in the Village of Skokie unless the person has obtained, and maintains in good standing, a valid and unexpired massage therapists license issued under pursuant to 225 ILCS 57/ et seq.
- (b) Massage Therapists (employee, contractor or other) must have a valid massage therapists license issued under Massage Licensing Act, 225 ILCS 57/ et seq.

- (c) The hours of operation for Massage Services Establishment shall be limited to between 6:00 a.m. and 10:00 p.m.
- (d) All internal and external doors shall be kept unlocked during operating hours except as follows:
  - I. Restroom doors may be locked.
  - II. External doors may be locked if the Massage Services Establishment is a business entity owned by 1 individual and has no more than 1 employee or independent contractor.
  - III. Internal treatment room doors may be locked to protect confidential patient or business information.
- (e) No Massage Services Establishment shall be used as or for a dormitory nor shall any licensee under this chapter permit any massage services establishment to be so used.
- (f) No Massage Services Establishment shall be equipped with tinted or one-way glass in any room or office. Any windows or doors into the lobby or waiting area shall not be covered. The lobby or waiting area must be clearly visible and not obstructed.
- (g) The exterior windows of a Massage Services Establishment shall not be blacked out.
- (h) No Massage Services Establishment license holder may allow, authorize, or tolerate in his or Massage Services Establishment any activity or behavior prohibited by the laws of the State including such laws proscribing acts of or promotion of prostitution, indecent exposure, lewdness or obscenity.
- (i) Any conviction of any crime identified in paragraph (h) of this section occurring on or in connection with the massage services establishment shall be grounds for revocation of the license of the establishment and no new license for the operation of a massage services establishment on the same premises or to the same applicant thereafter shall be issued for a period of 2 years.
- (j) A Massage Services Establishment license issued pursuant to this article shall be issued for a single, identified location and is not assignable or transferable.
- (k) A Massage Services Establishment may not advertise for sexually explicit services or engage in any sexually explicit advertising. Any such advertising is grounds for discipline, or revocation of, the Massage Services Establishment license.

## ***DIVISION 2. MASSAGE SERVICE LICENSE AND MASSAGE THERAPIST PERMIT***

### **Sec. 26-871. Massage Services Establishment License.**

- (a) No person or entity shall operate a Massage Services Establishment in the Village without first obtaining a Massage Services Establishment License in accordance with the provisions of this Article. A separate Massage Services Establishment license shall be required for each massage services location, regardless of whether such multiple establishments are operated by the same person or entity. Hospitals and nursing homes are not required to obtain a massage services establishment license.
- (b) A Massage Therapist residing in the Village and performing massages or massage therapy in the Village, who is not affiliated with a Massage Services Establishment, must also obtain a Massage Services Establishment License indicating his or her residence as the establishment location.
- (c) In relation to persons or entities, not residing or located in the Village, that are organized, in whole or part, and operated for the purpose of providing, performing or delivering massages or massage therapy in the Village for money, gratuity or compensation of any type, then the persons or entities must obtain a massage services license. Any Massage Therapist not residing in the Village, but performing massages or massage therapy in the Village, must be affiliated with a Massage Services Establishment Licensed by the Village.

## **Sec. 26-872. Massage Therapist permit required.**

No person shall practice, provide, perform or deliver a massage or massage therapy on another person in the Village, under circumstances in which it is reasonably expected that that the person receiving the massage or massage therapy, or some other third party, will pay money, or give a gratuity or compensation of any type, for the services rendered, without a valid massage therapist permit issued by the Village pursuant to the terms of this division. Massage therapist permits shall be issued only to natural persons and shall not be issued to any corporation, partnership or other entity. No massage therapist permit shall be issued to an individual who is not affiliated with a Massage Services Establishment, licensed by the Village. If there is no such affiliation, then the prospective permittee must obtain either a Massage Services Establishment license or a massage services license as set forth in Section 26-871.

## **Sec. 26-873. Inspections**

Each licensed Massage Services Establishment shall keep a complete set of books of account, invoices, copies of orders, contractor agreements, sources of income, correspondence, payroll, employment records, and all other records necessary to show fully the business transactions of such licensee, all of which shall be open at all times during business hours for the inspection and examination the Village Manager or designee.

- (a) The Village shall inspect the massage establishment prior to the start of operations in order to determine compliance with the approved plans and specifications of all Village, State and Federal codes, ordinances, statutes and rules and regulations. No massage establishment shall be operated without issuance of a Massage Services Establishment license.
- (b) The Village may enter and inspect during business hours, without prior notice, any common and public areas of a massage establishment.
- (c) The Village may not enter a closed or closed massage room without informing or requesting access to ensure that there is not a client under care or in a state of undress.
- (d) The Village may inspect and copy records of the establishment; may inspect within reasonable limits and in a reasonable manner the premises and all pertinent equipment; and may inspect other things therein, including records, files, papers, and facilities relating to violation of this division and unlawful acts.
- (e) The findings and results of inspections conducted in accordance with this article shall be put in writing, a copy of such inspection report shall be provided to the massage establishment license holder or operator. Whenever an inspection results include a finding of a violation or noncompliance with any applicable Village, State and federal codes, ordinances, statutes, and rules and regulations, the massage establishment license holder or operator shall be so notified in writing of such violation or noncompliance.
- (f) The Village shall establish a specific and reasonable period of time for the correction of the violations found, in accordance with administrative standards established by the Village Manager or designee.
- (g) Notices provided for under this Article shall be deemed to have been properly served when a copy of the inspection report form or other notice has been delivered personally to the massage establishment license holder or person in charge, or such notice has been sent by registered or certified mail, return receipt requested, to the last known address of the massage establishment holder.



## **Sec. 26-874. Exemptions.**

No license or permit shall be required under this article for any occupation, activity or conduct that is exempt pursuant to Section 25 of the Illinois Massage Licensing Act, 225 ILCS 57/1 et seq.

## **Sec. 26-875. Application information; Education requirements.**

Applications for licenses and permits under this division shall be made to the Village Manager or designee on forms prescribed and furnished by the Village Manager or designee. The Village Manager or designee may request additional information from an applicant. Evidence shall be submitted with an application that such applicant for a massage therapist permit has received training in massage or massage therapy from, and is certified by an institution that is an approved massage school, as defined herein. In the case of a legal entity applying for a massage services establishment license or a massage services license, the applicant shall list all officers and owners of the entity. At least one owner or manager of the entity shall be considered the applicant and shall meet the personal training and certification requirements stated in this section.

Each applicant for a massage services establishment license or a massage services license shall disclose the names and addresses of all massage therapists affiliated with the proposed licensee. If approved for a license, the licensee shall inform the Village in writing, within 10 days, of any additions, deletions and changes in the list of affiliated massage therapists. All licensees have a duty to manage and supervise the activities and conduct of an affiliated therapist in the performance of his or her services. All massages or massage therapy services provided, performed or delivered are deemed to have been accomplished with the direct knowledge of the licensee.

Each applicant shall be required to submit written proof establishing that the applicant has graduated from an approved massage school with a 500 hour curriculum or program.

## **Sec. 26-876. Review of application.**

All licenses and permits required by this division shall be reviewed within 60 days of the Village Manager or designee's receipt of such application. Such review shall include, but not be limited to, a criminal background investigation of the applicant or in the case of an entity, the listed owners, officers, managers, members, partners and shareholders, verification of the current State of Illinois Massage Therapist License(s) and verification of a diploma or verification of training from an educational training from an Approved Massage School for listed Massage Therapists.

## **Sec. 26-877. Grounds for denial or discipline.**

The Village Manager or designee may (i) deny an application for a license or permit, (ii) refuse to renew a license or permit, or (iii) suspend or revoke a license or permit, if it is determined that the applicant, licensee or permittee, or an owner, officer or manager of a licensee:

- (1) Was convicted of any crime under the laws of the United States or any state or territory therein that is either: (a) a felony, (b) a misdemeanor, pertaining to battery, racketeering, sexual misconduct, prostitution, dishonesty or directly related to the practice of massage, or human trafficking operation or (c) an offense listed in Article 11 of the Illinois Criminal Code, 720 ILCS 5/11-6 et seq., and Article 16 of the Illinois Criminal Code, 720 ILCS 5/16-1, et seq. Conviction, as used in this paragraph, shall include a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere;
- (2) Engaged in immoral conduct in the commission of any act, such as sexual abuse, sexual misconduct or sexual exploitation;
- (3) Made fraudulent, false or misrepresentative statements, or material omissions, in the application for the license or permit;

- (4) Is indebted to the Village for required fees, costs incurred by the Village in relation to the individual or entity, or outstanding fines or penalties; or
- (5) Has not complied with applicable codes, ordinances, statutes, laws or rules and regulations of the Village or State of Illinois.

### **Sec. 26-878. Display and renewal of licenses and permits.**

Any massage services establishment license issued in accordance with the provisions of this division shall be prominently displayed at the location for which the license or permit has been issued. The massage services license shall be in the possession of any affiliated massage therapist performing massage or massage therapy in the Village. Every massage therapist performing a massage or massage therapy shall have on their person his or her massage therapist permit.

All licenses and permits expire at the end of each Village fiscal year. Licenses and permits may be renewed, based upon a request and payment of the fee by the respective licensee or permittee, however, the Village Manager or designee is authorized to review a renewal request in the same manner as an initial application.

### **Sec. 26-879. Temporary suspension.**

In the event the Village Manager or designee finds that there is sufficient evidence that indicates the occurrence of criminal behavior or a practice that would constitute a danger to the public, he or she may temporarily suspend a license or permit without a hearing simultaneously with the notification of the right to a hearing provided for in section 26-880. In the event that the Village Manager or designee suspends a license or permit issued under this section, a hearing by the Village Manager or designee must be held within 30 calendar days after the suspension has occurred.

### **Sec.26-880. Suspension and Revocation.**

In addition to any other penalties prescribed by this Article, the Village Manager may suspend or revoke any license issued for any violation by the licensee or by any of its agents, servants, or employees of the provisions of the Skokie Village Code, or of any of the rules or regulations authorized pursuant to this Article, or of any of the terms, conditions, or provisions of the license issued by Village of Skokie. The licensee shall be afforded an opportunity for a hearing to be heard with regard to allegations of any violations.

### **Sec. 26-881. Contents and service of notices.**

- (a) *Contents.* All notices required to be given in accordance with this division shall be in writing, setting forth the reasons for the denial or revocation of the license or permit. The notice shall inform the applicant, licensee or permittee that the applicant, licensee or permittee has the right to request a hearing before the Village Manager or designee.
- (b) *Service.* All notices shall be sent by certified mail, return receipt requested, to the applicant, licensee or permittee specified on the application, license or permit. Notice shall be considered given on the date such notice is mailed.

### **Sec. 26-882. Hearings.**

In addition to the provisions contained in this article, the Village Manager or designee shall have the authority to establish rules and regulations for the conduct of a hearing relating to the revocation or suspension of a license or permit. The Village Manager or designee shall send notice of intent to revoke a license or permit issued under this division. A license or permit shall not be revoked unless the licensee or permittee has had an opportunity to present evidence in the licensee's or permittee's behalf. The Village Manager or designee shall, within 5 business days of the hearing, issue a written order of the findings. Such written order shall be sent to the licensee or permittee in accordance with the notice

provisions of Section 26-879. If, within 10 days of the notice, the licensee or permittee does not request a hearing in writing, the license or permit shall be revoked.

**Sec. 26-882. Fees.**

Fees for licenses and permits under this division shall be as set forth in section 46-73.

**Sec. 26-883. Transfer.**

No license or permit issued or granted under this division shall be assigned or transferred to any other person or corporation other than to the person to whom such license or permit was issued. No individual or entity other than the licensee or permittee shall act or do business under such license or permit.

**Sec. 26-884. Cease and desist.**

The Village Manager or designee is authorized to issue a cease and desist order to any person performing massage or massage therapy, as defined by this article, in the Village that is not properly permitted and affiliated with a licensed Massage Services Establishment or licensed Massage Services Business. The Village Manager or designee is authorized to issue a cease and desist order to any person or entity operating a Massage Services Establishment or Massage Services Business without being properly licensed.

**Memorandum**  
**Purchasing Division**  
**IT Department**

**TO:** John T. Lockerby, Village Manager

**FROM:**   
Michael Aleksic, Assistant Finance Director

  
Tomasz Tarasiuk, IT Director

**DATE:** June 1, 2023

**SUBJECT: CentralSquare Public Safety Software Maintenance Contract  
Agenda Item – June 20, 2023 Board Meeting**

Background

In Fiscal Year 2012, the Village contracted with SunGard Corporation for the licensing and use of the SunGard Public Safety System. This system includes modules for Computer Aided Dispatch, Records Management, Mobile Computer Terminal, and Mobile Field Reporting. In September of 2018 the name of the company was changed to CentralSquare.

The software maintenance contract for these various modules of CentralSquare Public Safety software is up for renewal. In that regard, it is necessary to renew the contract in order to provide for uninterrupted support of the software applications used by the Village’s Police and Fire departments.

Budget & Account:                    \$167,856.00                    #0S31002                    020-6000-403.03-20

Recommendation:

It is recommended that a contract be awarded to CentralSquare, Lake Mary, Florida, for support and maintenance of CentralSquare Public Safety software, in the amount of \$155,923.75

Comments:

CentralSquare provides the Village with computer software used in the Public Safety areas. An integral component to the successful operation of the CentralSquare software is the support and maintenance agreement, which provides for support and help desk services, as well as free upgrades and “fixes” of any of the modules owned by the Village. Since all of the software is provided and maintained by CentralSquare, this contract is a sole source procurement.

Cc: Nick Wyatt, Assistant Village Manager

**Memorandum  
Purchasing Division  
Fire Department**

TO: John Lockerby, Village Manager

FROM:   
Michael Aleksic, Assistant Finance Director

  
Jeffrey Hoeflich, Fire Chief

  
Adam Pease, Battalion Chief

DATE: June 13, 2023

SUBJECT: **AGENDA ITEM – June 20, 2023 Board Meeting  
Proprietary Purchase of ECG Monitor/Defibrillator/Pacer**

Budget Amount & Account                      020-6000-407.07-50-0S33022    \$39,000.00

Tabulation:  
Zoll Medical Corporation, Chelmsford, Massachusetts                      \$35,497.32

Background:  
The current FY24 Fire Department C.I.P. budget provides funding for the replacement of one of five ECG Monitor/Defibrillator/Pacer units currently in use by our paramedics. The new ECG Monitor/Defibrillator/Pacer provides 12-lead ECG and transmission capability, biphasic technology, pulse oximetry, wireless technology and carbon monoxide monitoring. These features enhance the effectiveness of the unit under a wide variety of medical and cardiac related circumstances. Replacement of the existing older unit is part of our ongoing ECG Monitor/Defibrillator/Pacer replacement program put in place many years ago to assist in maintaining quality medical equipment and incorporating the latest technologies available for today’s paramedics.

Currently, the five ECG Monitor/Defibrillator/Pacer units in use by the Skokie Fire Department are manufactured by ZOLL Medical Corporation. The new ZOLL unit allows paramedics to analyze cardiac rhythms and identify serious medical conditions that warrant transport to the appropriate hospital for cardiac care. The monitor can send 12-lead ECG transmissions directly to the hospital via wireless connection for rapid interpretation and subsequent treatment in the field. Additionally, the Monitor/Defibrillator/Pacer gives the Skokie Fire Department real time CPR effectiveness feedback for improved cardiac arrest survivals rates and integrate with the recently approved Zoll Autopulse automated CPR devices and Imagetrend reporting software.

Recommendation:

It is recommended that a contract in the amount of \$35,497.32 be awarded to ZOLL Medical Corporation. This award amount includes the trade-in value of our oldest unit for \$5,5000, initially purchased in 2018. The remaining \$3502.68 of the budget will be used to purchase extra batteries, monitoring cords, mounting bracket and other necessary equipment. The Village of Skokie Fire Department has maintained a longstanding business relationship with Zoll Medical Corporation and has benefitted from their service and reliability.

Comments:

Although the Zoll ECG Monitor Defibrillators are highly sophisticated technical equipment, they have proven to be durable and reliable life-saving instruments in the field.



**Memorandum  
Corporation Counsel's Office**

TO: The Honorable Mayor and Board of Trustees

FROM:   
Michael M. Lorge, Corporation Counsel

DATE: June 7, 2023

**SUBJECT: June 20, 2023 Corporation Counsel's Report**

**A. Ordinance,**

Item **A** is on the agenda for first reading and will be on the July 3, 2023 agenda for second reading and adoption.

This ordinance will expand the number of Commercial liquor districts (Class E licenses) in the Village with the creation of a Class E7 East Central District which will include eastern portions of Main Street. Additionally, an E license in the Office Research Zoning District will be authorized. This ordinance also reflects the change in State statute to allow sealed single-serving containers of wine, cocktails and mixed drinks to be sold by restaurants for pickup or first-party delivery. These updates to Chapter 10 of the Village Code will be beneficial to and encourage the Village's economic vitality, by assisting existing restaurants and encourage future restaurants.

cc: Pramod Shah  
John Lockerby

THIS ORDINANCE MAY BE CITED AS  
VILLAGE ORDINANCE NUMBER  
**23-7-C-**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 10 AND CHAPTER 46 OF THE SKOKIE VILLAGE CODE PERTAINING TO THE RETAIL SALE OF ALCOHOLIC LIQUOR AND RELATED FEES**

1           **WHEREAS**, Chapter 10 of the Skokie Village Code (hereinafter "Code") provides for rules  
2 and regulations pertaining to the sale of alcoholic liquor in the Village of Skokie (hereinafter  
3 "Skokie"); and

4           **WHEREAS**, Chapter 46, Section 46-80 of the Code provides for fees for businesses and  
5 occupations in Skokie; and

6           **WHEREAS**, in accordance with the Illinois Liquor Control Act and the Code, the Mayor is  
7 charged with the duties of Local Liquor Control Commissioner and is generally responsible for the  
8 regulation of the retail sale of alcoholic liquor; and

9           **WHEREAS**, during COVID-related restaurant shutdowns, the State of Illinois temporarily  
10 permitted sealed single-serving containers of wine, cocktails and mixed drinks to be sold by  
11 restaurants for pickup or first-party delivery; and

12           **WHEREAS**, the State of Illinois has now extended this authorization to 2028, but requires  
13 restaurants to obtain explicit local approval for such "to-go" sales; and

14           **WHEREAS**, on May 16, 2005, the Mayor and Board of Trustees adopted Village  
15 Ordinance Number 05-5-C-3358, creating the Class E liquor license to allow service and sales of  
16 alcohol for on-premises consumption at restaurants to enhance their food service business; and

17           **WHEREAS**, at that time, three geographic districts were designated as areas in which a  
18 Class E license could be held, based on the propriety of those areas for such a use; and

19           **WHEREAS**, from time to time, further districts have been added as well as existing  
20 districts expanded, reflecting the growth and expansion of the Village's commercial corridors and  
21 its continued economic development; and

22           **WHEREAS**, in order to encourage the Village's economic vitality, the Liquor Control  
23 Commissioner is recommending the following to assist existing restaurants and encourage future  
24 restaurants:

- 25           a. an expansion of the Class E2 Central District eastward along Oakton Street and the  
26 Class E3 South District northwesterly from Touhy Avenue and Carpenter Road, as  
27 well as the creation of a Class E7 East Central District covering eastern portions of  
28 Main Street and the addition of an E license in the Office Research Zoning District  
29 would be beneficial at this time;



1 b. amendment of Chapter 10 to reflect the change in State statute and allow sealed  
2 single-serving containers of wine, cocktails and mixed drinks to be sold by restaurants  
3 for pickup or first-party delivery;

4 **WHEREAS**, the Liquor Control Commissioner is further recommending the creation of a  
5 Class Q license designated for banquet hall facilities that primarily do business in private events  
6 not open to the public and do not function as, and thus are not appropriate to be licensed as,  
7 restaurants; and

8 **WHEREAS**, the Liquor Control Commissioner recommends to the Board of Trustees that  
9 Chapters 10 and 46 of the Code be amended accordingly; and

10 **NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Board of Trustees of the  
11 Village of Skokie, Cook County, Illinois;

12 **Section 1:** That Chapter 10, Article I, Section 10-3, and Article II, Sections 10-37, 10-  
13 63 and 10-64 of the Skokie Village Code be and the same is hereby amended in the manner  
14 hereinafter indicated. The new material is **highlighted in bold** and the material to be deleted is  
15 ~~highlighted and stricken through~~.

16 ARTICLE I. - IN GENERAL

17 ...

18 Sec. 10-3. - Definitions.

19 ...

20 BASSET shall mean and refer to Beverage Alcohol Sellers and Servers Education  
21 Training Program, or a comparable program licensed by the State of Illinois Liquor Control  
22 Commission.

23 **Banquet Hall Facility shall mean a business conducted on premises at which the**  
24 **exclusive activity is the catering of private parties where there is service for consumption**  
25 **of a full multiple course meal at a prearranged fixed unit price, or hors d'oeuvres, buffet or**  
26 **smorgasbord, and at which alcoholic liquor may be served or sold as an incident to such**  
27 **food services; provided that each of such private parties is prearranged under the**  
28 **sponsorship of a particular person or organization.**

29 Brew Pub means a person or entity that manufactures no more than 155,000 gallons of  
30 beer per year only at a designated licensed premises to make sales to importing distributors,  
31 distributors, and to non-licensees for use and consumption only, who stores beer at the  
32 designated premises, and who is allowed to sell at retail from the licensed premises, provided that  
33 a Brew Pub licensee shall not sell for off-premises consumption more than 155,000 gallons per  
34 year.

35 ARTICLE II. RETAIL SALES AND CONSUMPTION

36 ...

37 Sec. 10-37. - Sale of single servings.

1 (a) *Prohibited sales.* No licensee, or any officer, associate, member, representative, agent or  
2 employee of such licensee, shall sell, give or deliver, for consumption off premises, any of the  
3 following:

- 4 (1) A chilled single container of beer unless the container is greater than 749 milliliters.  
5 (2) A single container of wine unless the container is greater than 749 milliliters.  
6 (3) A single container of packaged mixtures of alcohol with fruit juice and/or carbonated  
7 soda drink unless the container is greater than 749 milliliters.  
8 (4) A single container of "wine cooler" unless the container is greater than 32 fluid ounces  
9 or .946 liters.  
10 (5) A single container of alcoholic liquor, except those which are regulated above, unless  
11 the container is greater than 8 fluid ounces or .237 liters.  
12 (6) Any materials which would facilitate the consumption of single servings of alcoholic  
13 liquor. Such materials shall include, but shall not be limited to single cups, glasses, straws  
14 or individual portions of ice.

15 (b) *Exception.* The prohibition contained in paragraph (a) is not applicable to a **Class E or Class**  
16 **O licensee selling single-serving containers of wine, mixed drinks or cocktails for pickup**  
17 **or first-party delivery by the licensee in accordance with State law. It is also not applicable**  
18 **to a licensee that sells alcoholic liquor only for consumption off of the licensee's premises. Such**  
19 **licensee shall be permitted to sell the items listed in subsection (a). Subsequent to May 1, 2010,**  
20 **this exception shall only apply to a Class O licensee.)**

21 ...

22 Sec. 10-63. Number of licenses.

23 It is hereby determined that the number of licenses permitting the sale or consumption at retail of  
24 alcoholic liquor shall be as follows:

License Class	Number of Licenses Not to Exceed
A	23 17
B	1
BY	15
C	2
E as follows:	[30] by district as follows:
<b>E</b>	<b>1 by location</b>
E1	6
E2	8
E3	6

E4	4
E5	2
E6	4
<b>E7</b>	<b>3</b>
F	n/a
G as follows:	
G1	1
G2	1
H	1
I	n/a
M as follows:	
M	1 by existing location
	6 by district as follows:
M1	1
M2	2
M3	0
M4	2
M5	1
M6	0
O as follows:	13 by district as follows:
O1	8
O1L	4
O2	1
P-Right/P	11
<b>Q</b>	<b>1</b>

T	4
W	1

1  
2 Sec. 10-64. Classification.

3 Liquor licenses are divided into ~~154~~ classes as described in paragraphs (a) through ~~(om)~~.

4 ...

5 (e) Class E license which shall authorize the retail sale of alcoholic liquor in the following areas of  
6 the Village: (i) E1 designations for the North Commercial Liquor District; (ii) E2 designations for  
7 the Central Commercial Liquor District which is bounded by and coextensive with the areas of the  
8 CX (Core Mixed Use) Zoning District, **except as extended eastward on Oakton Street**; (iii) E3  
9 designations for the South Commercial Liquor District; (iv) E4 designations for the East Midtown  
10 Commercial Liquor District on Dempster Street east of Kildare Avenue; (v) E5 designations for the  
11 West Midtown Commercial Liquor District on Dempster Street west of Kildare Avenue; ~~and~~ (vi) E6  
12 designations for the Southeast Commercial Liquor District which is bounded by Hamlin Avenue,  
13 Touhy Avenue, McCormick Boulevard, and Howard Street; **and (vii) E7 designations for the**  
14 **East Central Commercial Liquor District. The full description of the E1, E3, E4 and E5 Liquor**  
15 **Districts are detailed in Exhibit A, attached to and incorporated into Village Ordinance Number 05-**  
16 **5-C-3358 and depicted on Exhibit A, attached to and incorporated into Village Ordinance Number**  
17 **09-4-C-3672. The full description of the E1, E2, E3, E4, E5, E6 and E7 Liquor Districts are**  
18 **detailed in Exhibit A, attached to and incorporated into Village Ordinance Number 23-07-C-**  
19 **\_\_\_\_\_ . Class E licenses shall also be authorized for the Office Research Zoning District.**

20 The sale of alcoholic liquor by a Class E licensee is limited to on-premises consumption, **as well**  
21 **as the sale of single-serving containers of wine, mixed drinks or cocktails for pickup or**  
22 **first-party delivery by the licensee in accordance with State law.** The sale of any other  
23 packaged liquor by a Class E licensee is prohibited. A Class E licensee shall not deliver any **other**  
24 alcoholic liquor off-premises and shall not allow **any other** alcoholic liquor to be removed from its  
25 premises except the unused portion of an opened bottle of wine sealed in an approved container  
26 as permitted by State law. A Class E license shall only be issued to a limited service or full service  
27 restaurant as defined in the Skokie Village Code. The issuance of a Class E license to a specific  
28 address is subject to the zoning classification and requirements within the various districts as  
29 outlined in Chapter 118 of the Skokie Village Code.

- 30 (1) Each Class E license shall only be valid at the address where the licensee's business  
31 is located.
- 32 (2) The existence of the **five seven** Commercial Liquor Districts, and the corresponding  
33 Class E license, does not preclude the use of any other license or the operation of any  
34 other business by a liquor licensee holding a license of another class in such districts.
- 35 (3) The Liquor Control Commissioner shall promulgate a set of rules detailing the  
36 timetable and procedures for initial issuance of the Class E licenses. Should the  
37 number of qualified applicants exceed the number of available licenses, the Liquor  
38 Control Commissioner shall conduct a lottery to determine the recipients.

39 ...

40 **(m) Class Q license which shall authorize the service and retail sale of alcoholic liquor**  
41 **for consumption on the premises designated therein in establishments containing banquet**

1 **hall facilities and authorized for banquets as a principal use, provided that alcoholic liquor**  
2 **under this license may be served and sold only to previously invited guests.**

3  
4 **(mn)** Class T license which shall authorize the retail sale of alcoholic liquor as part of the  
5 operation of live theaters and movie theaters, subject to an Operation Plan approved by the Local  
6 Liquor Control Commissioner.

7 **(no)** Class W license which shall authorize the retail sale of wine for consumption off of the  
8 premises. No wine shall be consumed on the premises of a Class W licensee unless it is being  
9 offered as part of a sampling or taste testing without the payment of anything of value by the  
10 consuming patron.

11 **Section 2:** That Chapter 46, Article III, Section 46-80, of the Skokie Village Code be  
12 and the same is hereby amended in the manner hereinafter indicated. The new material is  
13 **highlighted in bold** and the material to be deleted is ~~highlighted and stricken through~~.

14  
15 ARTICLE III. BUSINESSES AND OCCUPATIONS

16 ...  
17 Sec. 46-80. Liquor licenses.

18 (a) The fees for Class A, Class B, **Class B/W**, Class BY Class C, Class E, Class F,  
19 Class G, Class H, Class I, Class M, Class O, Class P, P-Right, ~~and Class Q~~, Class T, ~~and~~ Class  
20 W ~~and B/W~~ liquor licenses shall be as follows:  
21  
22

License	Issuance	Annual Fee: 1 Installment	Annual Fee: 2 Installments (payable May 1 & November 1)
A	\$10,000.00	\$1,000.00	\$600.00
B	\$200.00	\$200.00	N/A
B/W	\$4,500.00	\$600.00	N/A
BY	\$200.00	\$200.00	N/A
C	\$200.00	\$200.00	N/A
E	\$10,000.00	\$1,000.00	\$600.00
F	\$250.00	\$250.00	N/A
G	\$10,000.00	\$1,000.00	N/A
H	\$200.00	\$200.00	N/A
I	\$250.00	\$250.00	N/A
M	\$10,000.00	\$1,000.00	N/A
O	\$10,000.00	\$1,000.00	N/A
P-Right/P	\$10,000.00	\$1,000.00	N/A
<b>Q</b>	<b>\$10,000</b>	<b>\$1,000.00</b>	<b>N/A</b>
T	\$10,000.00	\$1,000.00	N/A
W	\$10,000.00	\$1,000.00	N/A

23 **Section 3:** That this Ordinance shall be in full force and effect from and after its  
24 passage, approval and publication in pamphlet form as provided by law.  
25

**ADOPTED** this day of July, 2023.

Ayes:

Nays:

Attest:

Attested and filed in my office  
This day of July, 2023;  
and published in pamphlet form  
according to law from June  
, 2023 to July , 2023.

---

Village Clerk

Approved by me this day of  
July, 2023.

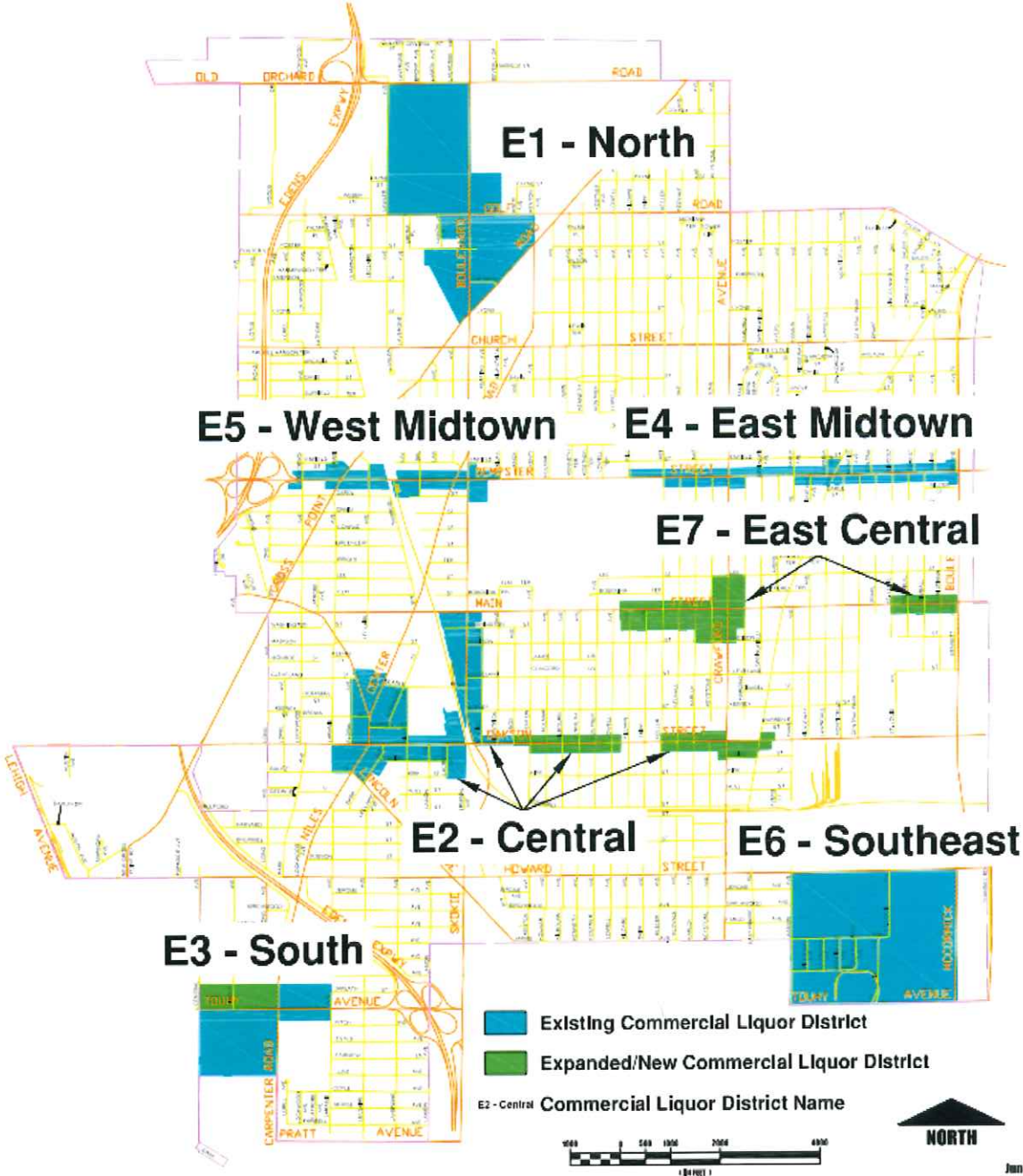
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Mayor, Village of Skokie

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Village Clerk

# Liquor License Districts



To: Mayor and Board of Trustees  
From: Paul Luke, Chairman, Skokie Plan Commission  
Case: 2021-30P: Zoning Chapter Amendment  
Vape Shops and Massage Parlors

**UPDATE**

At the January 3, 2023 Board Meeting, the Village Board held Case 2021-30P in order for staff to further study potential impacts and changes to the portion of the recommendation relating to "massage parlors". Following the January 3, 2023 meeting, staff met with representatives from the American Massage Therapy Association (AMTA) to discuss best practices related to licensing and inspection of massage therapy services.

Upon further study and discussion, staff advises moving forward with the Plan Commission's recommendations to codify changes in the Village's Zoning Ordinance related to establishing the land use designation of "cigarette and tobacco sales" in Case 2021-30P. The concerns identified in this case relating to massage services establishments or "massage parlors" will be addressed as a separate agenda item in recommended revisions to Chapter 26 of the Village Code and not the Zoning Ordinance.

**PLAN COMMISSION ANALYSIS**

At its December 2, 2022, meeting, the Plan Commission reviewed restrictions to Vape Shops (and other Tobacco sales) and Massage Parlors as allowed in the Zoning Chapter. Staff recommended disallowing standalone businesses and requiring them to be part of a primary use. Vape shops and massage parlors have proliferated in commercial areas over the last few years. The Village regularly receives complaints about their presence in the community, and they create enforcement challenges. Staff is also proposing to better align the business licensing chapter of the Skokie Village Code with zoning requirements.

Staff proposed to change the land use designation from "tobacco or tobacconist establishments" to "cigarette and tobacco sales" and redefine the use by limiting sales to grocery, pharmacy, or convenience stores. Tobacco sales would be limited to no



more than 20% or 100 linear feet of shelf space or display area in the store, whichever is less.

For massage parlors, staff proposed to change the land use designation to “massage services” and redefine the use by limiting services to licensed physicians, chiropractors, and physical therapists and health/fitness centers.

As noted in their respective definitions, the changes will prohibit standalone establishments as a primary use. The uses will be deleted from the Appendix A land use table.

Existing vape shops, tobacco stores, and massage parlors can continue to operate and will be deemed legal non-confirming uses. New establishments or an expansion of the use will not be permitted. In accordance with licensing requirements, licenses are not transferable to a new owner or operator. If an establishment closes, they will need to adhere to all Village code requirements and would no longer be permitted.

**INTERESTED PARTIES**

No interested parties attended the Plan Commission meeting.

**PLAN COMMISSION RECOMMENDATION AND VOTING**

The Plan Commission recommended, by a vote of 6 ayes, 0 nays, and 3 members absent, that Chapter 118 Zoning of the Skokie Village Code be amended as recommended in the Staff Report for 2021-30P.

<u>ATTENDANCE</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Lakhani			X
Ousley			X
Shah	X		
Franklin (second)	X		
Gevaryahu			X
Minchella	X		
Burman (moved)	X		
Mathee	X		
Luke	X		

**ATTACHMENTS**

1. Zoning Chapter Amendment Exhibit – Retail Streets

2. Staff Report
3. Meeting Minutes

## **PLAN COMMISSION RECOMMENDATION**

The Plan Commission recommends that Chapter 26 Businesses and Chapter 118 Zoning of the Skokie Village Code be amended with the text in **BOLD** as follows:

### **Article XVIII. – Massage Services**

Sec. 26-851. - Definitions

Massage Services Establishment – means any business establishment or location in the Village having a source of income or compensation derived from the practice of massage or massage therapy as defined in this section, or which has a place of business where any person, firm, association, corporation or other entity engages in or carries on any of the activities described in the definition of massage or massage therapy **limited to a physician, podiatrist, chiropractor, or physical therapist licensed in the State of Illinois or a Health and Fitness center as defined within the Zoning Ordinance. Massage service establishments are not permitted as a primary use.**

The Plan Commission further recommends that Chapter 118 Zoning of the Skokie Village Code be amended with the text in **BOLD** as follows:

### **Article II. – Definitions**

Sec. 118-32. – General Definitions

**Cigarette and Tobacco Sales – means the sale of cigarette and tobacco products within a grocery, pharmacy, liquor, or convenience store, limited to no greater than 20% or 100 linear feet of shelf space or display area, whichever is less, within the store, and in adherence to Chapter 26, Article VI of the Skokie Village Code. Cigarette and tobacco sales establishments are not permitted as a primary use.**

**Massage Services Establishment – means any business establishment or location in the Village having a source of income or compensation derived from the practice of massage or massage therapy as defined in this section, or which has a place of business where any person, firm, association, corporation or other entity engages in or carries on any of the activities described in the definition of massage or massage therapy limited to a physician, podiatrist, chiropractor, or physical therapist licensed in the State of Illinois or a Health and Fitness center as defined within this article and in adherence to Chapter 26, Article XVIII of the Skokie Village Code. Massage service establishments are not permitted as a primary use.**

## **Appendix A. – Use Table**

Use	Residential					Mixed-Use				Business						Industrial			
	R1	R2	R3	R4	R5	NX	TX	CX	Retail	B1	B2	B3	B4	B6	H1	M1	M2	M3	OR
Tobacco or tobacconist establishment						P	P	P	P	P	P	P							
Massage Therapy						P	P	P			P	P	P						

**Sec. 118-218. Required number of off-street motor vehicle parking spaces.**

(a) *Calculation of number of spaces.*

...

(7) *Uses in mixed-use districts.* The number of off-street parking spaces required shall be determined as follows:

...

d. In CX districts, for the following use categories listed in Appendix A: consumer goods, food establishments, health and personal care, professional offices, and food services:

1. No additional off-street parking shall be required for new construction and building additions when the total gross floor area after the addition is less than 8,000 ft<sup>2</sup>. The Village Manager or designee, may waive an additional 2,000 ft<sup>2</sup> (up to 10,000 ft<sup>2</sup>) or the conversion of the existing second floor to a maximum of 2 dwelling units if it can be demonstrated that appropriate shared parking or Municipal Parking exists in the area.
2. Off-street parking shall be required at 2.0 parking spaces for each 1,000 ft<sup>2</sup> of gross floor area after the first 8,000 ft<sup>2</sup>.

...

**Appendix A. Use Table.**

...							
R: Restricted in the district regulations or referenced section							
	...	Mixed-Use				...	
<b>USE</b>		NX	TX	CX	retail streets		
...							
<b>GENERAL SALES OR SERVICES</b>							
...							
<b><i>Real Estate and Leasing</i></b>							
Real estate services		P	P	P	R		
Property management services:							
Commercial property management		P	P	P	R		
Rental housing management		P	P	P	R		
...							
<b><i>Business, Professional, Scientific, and Technical Services</i></b>							
Professional services:							
Accounting, tax bookkeeping, and payroll services		P	P	P	R		
Advertising, media, and photography services		P	P	P	R		
Architectural, engineering, and related services		P	P	P	R		
Consulting services (management, environmental, etc.)		P	P	P	R		
Graphic, industrial, interior design services		P	P	P	R		
Legal services		P	P	P	R		
...							

# STAFF REPORT

# 2021-30P: Zoning Chapter Amendment

Community Development Department

Council Chambers, 7:30 PM, December 2, 2021

To: Paul Luke, Chairman, Skokie Plan Commission

From: Matt Brandmeyer, AICP, Community Development Director

Case: **2021-30P: Zoning Chapter Amendment**

Restrict Vape Shop and Massage Parlors

General Information	
<i>Petitioner</i>	Village of Skokie
<i>Purpose</i>	The Village of Skokie is requesting a Chapter Amendment to the Zoning Ordinance to restrict Vape Shops and Massage Parlors

## STAFF REVIEW

Staff is proposing to restrict Vape Shops (and other tobacco sales) and Massage Parlors by disallowing standalone businesses and requiring them to be part of a primary use. Vape shops and massage parlors have proliferated in commercial areas over the last few years. The Village regularly receives complaints about their presence in the community, and they regularly create enforcement challenges. Staff is also proposing to better align the business licensing chapter of the Skokie Village Code with zoning requirements.

Staff proposes to change the land use designation from "tobacco or tobacconist establishments" to "cigarette and tobacco sales" and redefine the use by limiting sales to grocery, pharmacy, or convenience store and limited them to no greater than 20% of shelf space or display area.

For massage parlors, staff proposes to change the land use designation to "massage services" and redefine the use by limiting services to licensed physicians, chiropractors, and physical therapists and health/fitness centers.

As noted in their respective definitions, the changes will prohibit standalone establishments as a primary use. The uses will be deleted from the Appendix A land use table.

Existing vape shops, tobacco stores, and massage parlors can continue to operate and will be deemed legal non-confirming uses. New establishments or an expansion of the use will not be permitted. In accordance with licensing requirements, licenses are not transferable to a new owner or operator. If an establishment closes, they will need to adhere to all Village code requirements and would no longer be permitted.

## STAFF RECOMMENDATION

Staff recommends that Chapter 26 Businesses of the Skokie Village Code be amended with the text in **BOLD** as follows:

**Article XVIII. – Massage Services**

Sec. 26-851. - Definitions

Massage Services Establishment – means any business establishment or location in the Village having a source of income or compensation derived from the practice of massage or massage therapy as defined in this section, or which has a place of business where any person, firm, association, corporation or other entity engages in or carries on any of the activities described in the definition of massage or massage therapy **limited to a physician, chiropractor, or physical therapist licensed in the State of Illinois or a Health and Fitness center as defined within the Zoning Ordinance. Massage service establishments are not permitted as a primary use.**

Staff recommends that Chapter 118 Zoning of the Skokie Village Code be amended with the text in **BOLD** as follows:

**Article II. – Definitions**

Sec. 118-32. – General Definitions

**Cigarette and Tobacco Sales – means the sale of cigarette and tobacco products within a grocery, pharmacy, liquor, or convenience store, limited to no greater than 20% of shelf space or display area within the store, and in adherence to Chapter 26, Article VI of the Skokie Village Code. Cigarette and tobacco sales establishments are not permitted as a primary use.**

**Massage Services Establishment – means any business establishment or location in the Village having a source of income or compensation derived from the practice of massage or massage therapy as defined in this section, or which has a place of business where any person, firm, association, corporation or other entity engages in or carries on any of the activities described in the definition of massage or massage therapy limited to a physician, chiropractor, or physical therapist licensed in the State of Illinois or a Health and Fitness center as defined within this article and in adherence to Chapter 26, Article XVIII of the Skokie Village Code. Massage service establishments are not permitted as a primary use.**

**Appendix A. – Use Table**

Use	Residential					Mixed-Use				Business						Industrial			
	R1	R2	R3	R4	R5	NX	TX	CX	Retail	B1	B2	B3	B4	B6	H1	M1	M2	M3	OR
Tobacco or tobacconist establishment						P	P	P	P	P	P	P	P						
Massage Therapy						P	P	P			P	P	P						



**Draft Plan Commission Meeting Minutes**  
**Date: December 1, 2022**

A motion to approve the minutes of the Plan Commission meeting of September 15, 2022 (Cases 2022-31P through 35P) was made by Commissioner Burman and seconded by Commissioner Franklin.

**Case Description:**

**2021-30P – Zoning Chapter Amendment: Restrict Vape Shops and Massage Parlors**

The Village of Skokie is requesting an amendment to Section 118 of the Skokie Village Code to restrict vape shops and massage parlors to be subordinate to primary uses.

The chairman verified that there was a quorum.

**Discussion and Interested Parties**

Legal notice was advertised as prescribed by the Zoning Chapter. Personal notice was not required for this case.

Staff requested the report be entered into the record as written. They propose to change the land designations and definitions from "tobacco or tobacconist establishment" to "cigarette and tobacco sales" and "massage therapy" to "massage services". This text amendment request will prohibit "cigarette or tobacco sales" and "massage service uses" from operating as primary stand-alone businesses; restricting them rather to operate as secondary uses within limited primary business uses. This change will also better align business licensing with the zoning requirements of the Village Code.

Cigarette and tobacco products for sale will be limited to no greater than 20% or 100 linear feet of shelf space within a grocery, pharmacy, liquor, or convenient store. Massage services or massage therapy will be restricted to a physician, podiatrist, chiropractor, physical therapist licensed in the State of Illinois or a health and fitness center.

The chairman inquired about existing establishments and public comments. The director stated that existing establishments can continue to operate and will be considered legal non-conforming uses. Expansion of the use or new establishments will not be permitted, and licenses will not be transferrable to new owners or operators.

There were no public comments received.

**Recommendations and Voting**

A motion was made to approve, as presented, the request for a Chapter Amendment to Section 118 of the Skokie Village Code to restrict Vape Shops and Massage Parlors to be subordinate to primary uses.

**Motion: Burman**

**Second: Franklin**

**Absent: Gevaryahu,  
Lakhani, &  
Ousley**

**Ayes: 6**

**Nays: 0**

Council Chambers, 7:30 PM, June 20, 2023

To: Mayor and Board of Trustees  
From: Paul Luke, Plan Commission Chairperson  
Cases: **2023-03P: Site Plan Approval**  
**2023-04P: Special Use Permit**  
**2023-05P: Special Use Permit**  
3301 and 3321 Howard Street

**PLAN COMMISSION ANALYSIS**

During its May 4, 2023 meeting, the Plan Commission heard requests for a site plan approval and special use permit for an automotive fuel station and a car wash at 3301 and 3321 Howard Street in an M3 Industrial zoning district to allow two principal buildings on one lot, as well as a special use permit for 3321 Howard.

The site consists of two separate properties that are currently not internally connected to each other. The site presently contains a Shell gas station with an attached car wash (3301 Howard Street) and a vacant Grand Prix gas station (3325 Howard Street) with an adjacent vacant office space (3327 Howard Street). The Shell fuel center site will be expanded to include the parcel located directly west of the Shell fuel center. Access to the Grand Prix fuel center was provided via one large drive on Howard Street. The two sites are proposed to be consolidated into one site with the former Grand Prix fuel center replaced by a tunnel car wash that will include 20 vacuum stations and will have shared/cross-access with the Shell fuel center. Further, the existing Shell fuel center car wash will be removed and the space will be repurposed as storage/hallways for the existing convenience store. No changes are proposed to the number of fuel positions and or the size of the retail space within the convenience store serving the Shell fuel center. Access to the Shell fuel center and proposed car wash will be provided via the two existing restricted access drives on McCormick Boulevard and one full access drive and one restricted access drive on Howard Street.

The petitioner intends to file a parcel sub-division that will place the car wash building and its accessory functions within a separate parcel from the Shell gas station. Access and parking easements will be established to allow both facilities the ability to utilize each other's parking spaces and driveways.

The petitioner is also requesting to amend the existing special use permit to modify the existing site plan and landscape plan for the Shell gas station at 3301 Howard Street (2023-04P) and a special use permit for a car wash at 3321 Howard Street (2023-05P).

Staff is in support of the project and requested the reports to be entered into the record as presented.

As part of the Village's environmental review, staff noted Complete Streets components and the enforcement of stormwater management regulations, the plumbing code, the energy conservation code, tree protection and replacement, and the installation of landscape plantings.

## **COMMISSIONER COMMENTS**

As the three cases are related, they were discussed together but voted on separately.

A commissioner asked about overall management and hours of operation. Each use has its own separate employees - gas and convenience store employees do not cover the car wash. More crew will be on hand during busy times; warm winter days, sloppy spring weather as well as weekends. Hours of operation will be from 8AM to 10PM. It is a long tunnel car wash which is belt driven and uses brushes to clean the vehicles. A reclaimed water system is used for washing but rinse water is clean. Pavement heaters will be installed so that no ice will form.

A commissioner wanted confirmation that trash receptacles would be added throughout the site; at the vacuums, at the pump islands and at the entry & exit of the car wash. He also commented that the trash bins should be emptied frequently (every hour on busy days).

## **INTERESTED PARTIES**

Legal notice was advertised, posted, and delivered to property owners in the area as prescribed by the Zoning Chapter. Assistant Corporation Counsel determined that notice was proper and correct.

## **APPEARANCE COMMISSION**

The petitioner received approval for the proposal at the June 8, 2022 Appearance Commission meeting. The commissioners noted that the north and east elevations of the existing Shell building must be re-cladded.

## **PLAN COMMISSION RECOMMENDATIONS AND VOTING**

The Plan Commission recommended, by votes of 5 ayes, 0 nays, and 4 absent that the petitioner's requests for site plan approval, as amended to allow a fence along Howard Street, for an automotive fuel station and a car wash in an Industrial zoning district allowing two principal buildings on one lot; a special use permit for an automotive fuel station in an M3 Industrial zone to modify the existing site plan and landscape plan; and a special use permit for a car wash in an M3 Industrial zone - be **APPROVED**, based upon the Proposed Positive Findings of Fact and the recommended conditions below.

### **Case 2023-03P - Site Plan Approval: 3301 & 3321 Howard Street**

A motion was made to approve a site plan approval, as amended to allow a fence along Howard Street, for an automotive fuel station and a car wash in an Industrial zoning district allowing two principal buildings on one lot.

**Motion:** J. Burman

**Second:** R. Mathee

**Absent:** C. Franklin,  
T. Gevaryahu,  
V. Gupta, and  
P. Ousley

Ayes: 5

Nays: 0

**Case 2023-04P – Special Use Permit: 3301 Howard Street**

A motion was made to approve, as presented, a special use permit for an automotive fuel station in an M3 Industrial zone to modify the existing site plan and landscape plan.

**Motion:** S. Berman

**Second:** J. Burman

**Absent:** C. Franklin,  
T. Gevaryahu,  
V. Gupta, and  
P. Ousley

Ayes: 5

Nays: 0

**Case 2023-05P – Special Use Permit: 3321 Howard Street**

A motion was made to approve, as presented, a special use permit for a car wash in an M3 Industrial zone.

**Motion:** R. Mathee  
Franklin,

**Second:** J. Burman

**Absent:** C.  
  
T. Gevaryahu,  
V. Gupta, and  
P. Ousley

Ayes: 5

Nays: 0

**ATTACHMENTS**

1. Plan Commission Recommended Positive Findings of Fact for cases 2023-03P, 2023-04P, 2023-05P
2. Recommended Conditions for 2023-03P, 2023-04P, 2023-05P
3. Plan Commission Minutes Dated: May 4, 2023
4. Staff Reports for 2023-03P, 2023-04P, 2023-05P
5. Site Plan and Landscape Plan dated February 3, 2022; and Building Elevations dated June, 2022
6. Zoning Map

**Proposed Positive Findings of Fact**

**2023-03P: Site Plan Approval**

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

<i>Consideration</i>	<i>Finding</i>
The request is harmonious with and does not adversely affect adjacent properties.	The request will be harmonious with and will not adversely affect adjacent properties as long as the conditions of the planned development for site plan approval are met.
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.	The request will be harmonious with and will not adversely affect adjacent properties as long as the conditions of the planned development for site plan approval are met.
The request demonstrates adequate provision for maintenance of the associated structures.	The request will have adequate provision for maintenance of the associated structures.
The request has considered and, to the degree possible, addressed the adverse effects on the natural environment.	No adverse effects on the natural environment are anticipated.
The request will not create undue traffic congestion.	The request will not create undue traffic congestion as long as the conditions of the site plan approval are met.
The request will not adversely affect public health, safety, and welfare.	The request will not adversely affect public health, safety, and welfare.
The request conforms to all applicable provisions of this code, except where relief is granted with the request.	The request conforms to all applicable provisions of this code

**Proposed Positive Findings of Fact 2023-04P: Special Use Permit**

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

<i>Consideration</i>	<i>Finding</i>
The request is consistent with the intent of the Comprehensive Plan.	The drive-through portion of the existing use does not meet the intent of the pedestrian oriented mix designation for the subject site Comprehensive Plan; however, the use predates that designation.
The request will not adversely affect adjacent properties.	The proposed modifications to the site plan will not adversely affect adjacent properties.
The request is compatible with the existing or allowable uses of adjacent properties.	The proposed modifications to the site plan are 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, roads, drainage, utilities, and police and fire protection exist at this time.
The request demonstrates adequate provision for maintenance and use of the associated structures.	The request demonstrates adequate provision for maintenance and use of the associated structures.
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 from the request.
The request will not create undue traffic congestion.	The proposed modifications to the site plan are not expected to create undue traffic congestion.
The request will not adversely affect public health, safety, and welfare.	The request will not adversely affect the public health, safety, or general welfare.
The request conforms to all applicable provisions of this code, except where relief is granted with the request.	The request conforms to all applicable provisions of this code.

**Proposed Positive Findings of Fact 2023-05P: Special Use Permit**

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

<i>Consideration</i>	<i>Finding</i>
The request is consistent with the intent of the Comprehensive Plan.	The drive-through portion of the existing use does not meet the intent of the pedestrian oriented mix designation for the subject site Comprehensive Plan; however, the use predates that designation.
The request will not adversely affect adjacent properties.	The proposed modifications to the site plan will not adversely affect adjacent properties.
The request is compatible with the existing or allowable uses of adjacent properties.	The proposed modifications to the site plan are 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, roads, drainage, utilities, and police and fire protection exist at this time.
The request demonstrates adequate provision for maintenance and use of the associated structures.	The request demonstrates adequate provision for maintenance and use of the associated structures.
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 from the request.
The request will not create undue traffic congestion.	The proposed modifications to the site plan are not expected to create undue traffic congestion.
The request will not adversely affect public health, safety, and welfare.	The request will not adversely affect the public health, safety, or general welfare.
The request conforms to all applicable provisions of this code, except where relief is granted with the request.	The request conforms to all applicable provisions of this code.



## RECOMMENDED SITE PLAN APPROVAL CONDITIONS 2023-03P

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 relocation of the bike rack from the area next to the trash corral to the area north of the proposed bike rack shown near the northwest corner of the convenience store.
  - b. Revise the site plan to show the placement of trash receptacles within the car wash vacuum station area as well as on the north side of the Shell convenience store building, near its northeast corner, where the sidewalk is at its widest point.
  - c. Revise the site plan to label the dimensions of all handicapped parking spaces.
  - d. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
  - e. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.
  - f. Revise the proposed first/mezzanine floor plan of the car wash to identify the travel distance for the most remote corner of the mezzanine to the exit door.
  - g. Resubmit a traffic study that:
    - Includes a parking analysis/evaluation which details parking studies measuring real parking demand, the number of employees at the location throughout the day, peak use periods, parking spaces needed for special functions, occupancy of different spaces, and usage of different areas within the location.
    - Determines if the site provides adequate car wash stacking. The analysis should include peak hours and maximum number of vehicles stacking.
2. The petitioner must install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.
3. Prior to the issuance of a building permit, the petitioner must obtain an MWRD determination letter to determine if an MWRD permit is required for the proposal.
4. The petitioners shall develop the Subject Property in substantial conformance with the final Village approved site plan, dated <insert date of final approved plan>, landscape & tree preservation plan, dated <insert date of final approved

plan>, floor plan, dated <insert date of final approved plan>, mezzanine plan, dated <insert date of final approved plan>, and elevations, dated <insert date of final approved plan>.

5. 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)
6. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)
7. 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)
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. (Standard)
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. (Standard)
11. All off-street parking spaces shall be legibly striped and maintained. (Standard)
12. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)
13. The proposed development shall have a minimum of 10 on-site off-street vehicle parking spaces. (Standard)
14. 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)
15. 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)
16. The owner of the Subject Property shall ensure that employees park on the Subject Property or in approved off-site parking spaces approved by the Engineering Division. (Standard)
17. 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)
18. 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)

19. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)
20. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
21. 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)
22. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. (Standard)
23. 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. (Standard)
24. 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)
25. 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)
26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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)

## **RECOMMENDED SPECIAL USE CONDITIONS 2023-04P**

### Site and Use

1. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plans dated <insert date of final approved plan>, engineering plans dated <insert date of final approved plan>, landscape plans dated <insert date of final approved plan>, sign plans dated <insert date of final approved plan>, and building elevations dated <insert date of final approved plan>. (Standard)
2. Prior to the issuance of building permits, the petitioner shall submit for approval a lighting photometrics plan, fully developed civil engineering plans that comply with the county WMO requirements and Village's stormwater control provisions, and redevelopment engineering plans to address all aspects of private and public utility services. Any reconfigurations within state ROW will require an IDOT highway/utility permit. (Standard)
3. Any outdoor sound systems shall at all times maintain audio levels that are compliant with the Skokie Village Code. (Standard)
4. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)
5. 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. (Standard)

### Maintenance

6. 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)
7. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)
8. 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. (Standard)

### Parking

9. All off-street parking spaces shall be legibly striped and maintained. (Standard)
10. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)
11. 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)

12. 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)
13. No required parking space on the site may be for the exclusive use of any tenant. (Standard)
14. All parking areas must be paved, drained, curbed, and landscaped to Village standards. (Standard)

#### Utilities

15. Prior to issuance of building permits, the petitioner shall submit evidence of issuance of permits for the construction and operation of the water main and associated equipment by the Illinois Environmental Protection Agency (IEPA) or provide a determination by IEPA that such permits are not required. Water mains that feed multiple building structures and/or create a "looped" system that require an IEPA permit will also require an easement and custodial agreement with the Village. (Standard)

#### Landscaping

16. 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)

#### Governance

17. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)
18. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
19. Prior to the issuance of building permits, the petitioner shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate property identification numbers XXX, XXX, and XXX into a single tax parcel or provide evidence that the petition was submitted to Cook County. (Standard)
20. 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)
21. 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)

22. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission. (Standard)
23. The petitioner shall submit to the Planning Division electronic files of the site plan and landscape plan in their approved and finalized form. (Standard)
24. 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)
25. 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)
26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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)

#### Automotive fuel stations §118-92(b)

28. At least 1 employee must be at the fuel control console at all times that self-serve fuel is being dispensed. At least 2 employees shall be on the premises from 7:00 a.m. to 9:00 p.m. when a convenience store or any other use over 1,000 ft<sup>2</sup> is collocated with the automotive fuel station.
29. The attendant must always have a clear view of the fuel dispensing area.
30. A system that allows communication between persons at each dispensing area and the employee at the fuel control console must be provided.
31. During the hours of operation, air and use of equipment for tire inflation, use of a tire pressure gauge, fluid and equipment for washing vehicle windows, water and use of a water container for filling radiators, and rest room facilities must be provided free of charge. Charging a fee for these services is prohibited.
32. A canopy must be provided over all fuel dispensing areas.

33. The pump islands and fuel tanks shall be removed upon closing of the automotive fuel station in accordance with the requirements of the State Fire Marshal.
34. A minimum lot size of 30,000 ft<sup>2</sup> is required when a car wash or hand car wash is collocated with the automotive fuel station.

## **RECOMMENDED SPECIAL USE CONDITIONS 2023-05P**

### Site and Use

1. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plans dated <insert date of final approved plan>, engineering plans dated <insert date of final approved plan>, landscape plans dated <insert date of final approved plan>, sign plans dated <insert date of final approved plan>, and building elevations dated <insert date of final approved plan>. (Standard)
2. Prior to the issuance of building permits, the petitioner shall submit for approval a lighting photometrics plan, fully developed civil engineering plans that comply with the county WMO requirements and Village's stormwater control provisions, and redevelopment engineering plans to address all aspects of private and public utility services. Any reconfigurations within state ROW will require an IDOT highway/utility permit. (Standard)
3. Any outdoor sound systems shall at all times maintain audio levels that are compliant with the Skokie Village Code. (Standard)
4. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)
5. 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. (Standard)

### Maintenance

6. 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)
7. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)
8. 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. (Standard)

### Parking

9. All off-street parking spaces shall be legibly striped and maintained. (Standard)
10. Any plan to modify parking lot striping must be approved by the Director of

Engineering. (Standard)

11. 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)
12. 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)
13. No required parking space on the site may be for the exclusive use of any tenant. (Standard)
14. All parking areas must be paved, drained, curbed, and landscaped to Village standards. (Standard)

#### Utilities

15. Prior to issuance of building permits, the petitioner shall submit evidence of issuance of permits for the construction and operation of the water main and associated equipment by the Illinois Environmental Protection Agency (IEPA) or provide a determination by IEPA that such permits are not required. Water mains that feed multiple building structures and/or create a "looped" system that require an IEPA permit will also require an easement and custodial agreement with the Village. (Standard)

#### Landscaping

16. 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)

#### Governance

17. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)
18. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
19. Prior to the issuance of building permits, the petitioner shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate property identification numbers XXX, XXX, and XXX into a single tax parcel or provide evidence that the petition was submitted to Cook County. (Standard)
20. 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)



21. 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)
22. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission. (Standard)
23. The petitioner shall submit to the Planning Division electronic files of the site plan and landscape plan in their approved and finalized form. (Standard)
24. 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)
25. 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)
26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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)

Car washes and hand car washes §118-92(c)

28. The Plan Commission will determine the appropriate number and location of drying spaces.
29. A traffic study must be included with the special use permit petition indicating needed vehicle stacking and site circulation that does not constitute a traffic hazard or create on- or off-site congestion.
30. Openings to a wash bay must not face any residentially zoned property unless the opening is located more than 50' from such property.
31. The operation of the use must minimize excessive water from collecting outside the building openings to a wash bay.

**Plan Commission Draft Summary Meeting Minutes**  
**Date: May 4, 2023**

The Chairman called the roll verifying that there was a quorum present with 4 commissioners absent.

A motion to approve the minutes of the Plan Commission meeting of April 20, 2023 was made by Commissioner S. Berman and seconded by Commissioner J. Burman. Motion passed by voice vote.

**Case Description:**

**2023-03P: Site Plan Approval: 3301 & 3321 Howard Street**

ZAZ Holdings, LLC, requests site plan approval for an automotive fuel station and a car wash in an M3 Industrial zoning district to allow two principal buildings on one lot, and any other relief that may be discovered during the review of this case.

**2023-04P: Special Use Permit: 3301 Howard Street**

ZAZ Holdings, LLC, requests to amend an existing special use permit for an automotive fuel station in an M3 Industrial zoning district to modify the existing site plan and landscape plan, and any other relief that may be discovered during the review of this case.

**2023-05P: Special Use Permit: 3321 Howard Street**

ZAZ Holdings, LLC, requests a special use permit for a car wash in an M3 Industrial zoning district, and any other relief that may be discovered during the review of this case.

PINs:10-26-401-078-0000 and 10-26-401-079-0000

**Discussion and Interested Parties**

Legal notice was advertised, posted, and delivered to property owners in the area as prescribed by the Zoning Chapter. Assistant Corporation Counsel determined that notice was proper and correct.

As the 3 cases are related, they were discussed together but voted on separately.

Mr. Mark Daniel, attorney on behalf of ZAZ Holdings, LLC presented the cases. Architect, Jeff Miller of Watermark Engineering also added testimony. This project has been in the discussion stages since before COVID and with several former Village staff. They propose to make modifications to an existing fuel station (Shell) at 3300 Howard Street by expanding into the closed adjacent fuel station (Grand Prix) at 3325-27 Howard Street. Old underground tanks will be removed. The Grand Prix parcel with its 12 fueling stations and small convenience store will be revamped into a new tunnel car wash which will contain 20 vacuum stations. The car wash located on the Shell station site will be repurposed as storage/hallway for the existing convenience store. No changes will be made to the number of fuel stations and the size of the retail space serving the Shell location. The 2 sites will be combined into 1 establishment; but the car wash and accessory building will be a separate parcel from the Shell gas station. Cross-

access and parking easements will be established so that both facilities will be able to utilize each other's parking and driveways.

The applicant spoke of having a secured parking area and therefore would like to keep a fence along Howard to discourage loitering in the overnight hours.

The chairman told the group of a bad experience at a car wash at which employees offered no assistance as his car was being tugged along the track with the brake engaged. Mr. Miller spoke of the car wash operation. Each use has its own separate employees - gas and convenience store employees do not cover the car wash. More crew will be on hand during busy times; warm winter days, sloppy spring weather as well as weekends. Hours of operation will be from 8AM to 10PM. It is a long tunnel car wash which is belt driven and uses brushes to clean the vehicles. A reclaimed water system is used for washing but rinse water is clean. Pavement heaters will be installed so that no ice will form.

Staff requested the reports be entered into the record as presented and is in support of the project. The current SUP ordinance for the existing site and landscape plan will be repealed and new one created for the amended site. The Appearance Commission approved the case at its June 8, 2022 meeting.

A commissioner wanted confirmation that trash receptacles would be added throughout the site; at the vacuums, at the pump islands and at the entry & exit of the car wash. He also commented that the trash bins should be emptied frequently (every hour on busy days).

Another commissioner suggested separating the car wash area with bollards or chains.

### **Recommendations and Voting**

#### **Case 2023-03P - Site Plan Approval: 3301 & 3321 Howard Street**

A motion was made to approve a site plan approval, as amended to allow a fence along Howard Street, for an automotive fuel station and a car wash in an Industrial zoning district allowing two principal buildings on one lot.

**Motion:** J. Burman

**Second:** R. Mathee

**Absent:** C. Franklin,  
T. Gevanyahu,  
V. Gupta, and  
P. Ousley

Ayes: 5

Nays: 0

#### **Case 2023-04P – Special Use Permit: 3301 Howard Street**

A motion was made to approve, as presented, a special use permit for an automotive fuel station in an M3 Industrial zone to modify the existing site plan and landscape plan.

**Motion:** S. Berman

**Second:** J. Burman

**Absent:** C. Franklin,  
T. Gevanyahu,  
V. Gupta, and  
P. Ousley

Ayes: 5  
Nays: 0

**Case 2023-05P – Special Use Permit: 3321 Howard Street**

A motion was made to approve, as presented, a special use permit for a car wash in an M3 Industrial zone.

**Motion:** R. Mathee

**Second:** J. Burman

**Absent:** C. Franklin,  
T. Gevaryahu,  
V. Gupta, and  
P. Ousley

Ayes: 5  
Nays: 0

# STAFF REPORT

# 2023-03P: Site Plan Approval

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

To: Paul Luke, Chairman, Skokie Plan Commission  
From: Paul Reise, AICP, Planning Manager  
Re: **2023-03P: Site Plan Approval**  
3301 and 3321 Howard Street

Related Cases – 2023-04P: Special Use Permit  
2023-05P: Special Use Permit

General Information		
<i>Location</i>	3301 and 3321 Howard Street	
<i>Purpose</i>	A request for site plan approval for an automotive fuel station and a car wash in an M3 Industrial zoning district to allow two principal buildings on one lot, and any other relief that may be discovered during the review of this case.	
<i>Petitioner</i>	ZAZ Holdings, LLC	
<i>Size of Site</i>	52,285 square feet (1.20 acres) with frontage on Howard Street and McCormick Boulevard.	
<i>Existing Zoning &amp; Land Use</i>	M3 Industrial – automotive fuel station, convenience store, car wash, vacant automotive fuel station, vacant convenience store, vacant office	
<i>Adjacent Zoning &amp; Land Use</i>	North	M3 Industrial – sewage treatment plant
	South	M3 Industrial – self-service storage facility
	East	M3 Industrial – public park
	West	M3 Industrial – automobile parts manufacturing
<i>Comprehensive Plan</i>	The site is designated as manufacturing/service employment.	

## SITE INFORMATION

- The site consists of two separate properties that are currently not internally connected to each other. The property at 3300 Howard Street contains a Shell gas station, convenience store, and car wash. The property at 3325-3327 Howard Street contains a vacant gas station, vacant convenience store, and vacant office space.
- Overhead utilities run along a portion of the west side of the 3301 Howard Street property and also run in a north-south direction to the west of the 3325-3327 Howard Street property.

- Two driveways on Howard Street and 2 driveways on McCormick Boulevard provide access to the existing property at 3301 Howard Street.
- One driveway on Howard Street provides access to the existing property at 3325-3327 Howard Street.



Complete Streets

- Public sidewalks run along Howard Street and McCormick Boulevard.
- The nearest formal bicycle facility is the North Shore Channel Trail, which runs along the east side of McCormick Boulevard.
- The site is directly served by the Pace 215 Crawford-Howard bus. The CTA 11 Lincoln bus route terminates at the southeast corner of Howard Street and McCormick Boulevard.
- Access to the buildings is available from Howard Street and McCormick Boulevard.

**PETITIONER’S SUBMITTAL**

The petitioner is requesting site plan approval for an automotive fuel station and a car wash at 3301 and 3321 Howard Street in an M3 Industrial zoning district to allow two principal buildings on one lot. The site presently contains a Shell gas station with an attached car wash (3301 Howard Street) and a vacant Grand Prix gas station (3325 Howard Street) with an adjacent vacant office space (3327 Howard Street).

The petitioner states in their submittal that:

The Shell fuel center site will be expanded to include the parcel located directly west of the Shell fuel center. Currently, the subject parcel contains the closed Grand Prix fuel center, which had 12 fueling positions and a small convenience store. Access to the Grand Prix fuel center was provided via one large drive on Howard Street. The two sites are proposed to be consolidated into one site with the former Grand Prix fuel center replaced with a tunnel car wash that will include 20 vacuum stations and will have shared/cross-access with the Shell fuel center. Further, the existing Shell fuel center car wash will be removed and the space will be repurposed as storage/hallways for the existing convenience store. No changes are proposed to the number of fuel positions and or the size of the retail space within the convenience store serving the Shell fuel center. Access to the Shell fuel center and proposed car wash will be provided via the two existing restricted access drives on McCormick Boulevard and one full access drive and one restricted access drive on Howard Street.

The petitioner intends to file a parcel division that will place the car wash building and its accessory functions within a separate parcel from the Shell gas station. Access and parking easements will be established to allow both facilities the ability to utilize each other's parking spaces and driveways.

The petitioner is also requesting to amend the existing special use permit to modify the existing site plan and landscape plan for the Shell gas station at 3301 Howard Street (2023-04P) and a special use permit for a car wash at 3321 Howard Street (2023-05P).

## **STAFF ANALYSIS**

All pertinent departments and divisions were offered an opportunity to comment on this case. The Engineering, Forestry, Fire Prevention, and Planning Divisions provided comments on the subject case.

### Engineering Division

The site plan must be revised to label the dimensions of the handicapped parking spaces. The spaces should be 8' wide with an 8'-wide access aisle. R7-8 and R7-I101 signs must be provided in front of the accessible parking spaces.

The written statement provided contains information regarding square footage of the proposed developments, parking provided, number of employees per facility, employee peak shift, vehicle stacking and other traffic related items. These statements must be consistent with the provided traffic report by KLOA. All parking evaluations, vehicle stacking, and other traffic information must be centralized in the report by KLOA. The report must determine if the car wash drive-through will provide enough capacity for a peak queue, sufficient parking for the 2 sites, and any other impacts to traffic circulation. It is important to note that 10 parking spaces are mentioned in the written statement but only 9 are shown in the plans. As it stands, 10 parking spaces are required for the Automotive Fuel Station and Convenience Store. Parking must also be provided for employees of the car wash and should be determined in the traffic report by KLOA.

The petitioner must obtain an MWRD determination letter to determine if an MWRD permit is required for the proposal. Any existing or proposed overhead telecommunication, fiber optic, electric, etc. services shall be buried or installed underground.

### Forestry Division

Forestry staff requires that the petitioner install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.

A tree removal permit is required for the 4 trees requiring removal prior to commencement of demolition and construction at the subject site. Forestry staff will accept a reduced permit fee of \$1,200 total for the 2 hawthorn trees and the Austrian pine. No fee will be charged for the removal of the flowering crabapple tree.

Forestry staff also requests that the landscape plan be revised to show the following:

- The planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
- The planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.

### Fire Prevention Division

The Fire Prevention Division has the following requests of the petitioner for the proposal:

- Identify the IBC class property use code for the project.
- Identify the construction type of the building.
- Identify what codes were used when the plans were designed.
- All plan sheets shall be signed and stamped by a licensed architect.
- Roof access shall be a minimum of sixteen (16) square feet in area and have a minimum of two (2) feet per IBC Sect. 1011.12.2.
- Additional comments and requirements shall be based on additional plans and documents that are submitted.
- To complete a comprehensive review of the height and area requirements, please provide the construction type for this project.
- On page A-4, identify the travel distance for the most remote corner of the mezzanine to the exit door.
- Submit plans for fire alarm installation for approval.
- Provide a Fire Alarm Operations Matrix for review.
- Provide device descriptions (cut sheets) for review.

### Planning Division

The Planning Division supports the proposed site plan approval request. The proposal will revitalize a portion of the subject site that has been vacant for several years and provide a larger car wash facility than what is currently offered by the existing Shell gas station.

The proposed bike rack next to the trash corral is not located in a visible or convenient location and needs to be relocated and constructed on a second 4 foot by 6 foot pad north of the bike rack shown near the northwest corner of the gas station building.

Outdoor waste receptacles for use by the public must be placed within the car wash vacuum station area as well as on the north side of the Shell convenience store building, near its northeast corner, where the sidewalk is at its widest point. A minimum 5'-wide unobstructed walkway must be provided between the curb and the waste receptacle next to the Shell convenience store building. The locations of all receptacles must be depicted on the site plan.



The proposed decorative fencing is not permitted under Village Code and must be removed from the site plan. Per Section 118-61(c)(1) of the Village Code, decorative fencing is only allowed in the front yard of a non-residence use in a residential zoning district with site plan approval.

### **APPEARANCE COMMISSION**

The petitioner received approval for the proposal at the June 8, 2022 Appearance Commission meeting. The commissioners noted that the north and east elevations of the existing Shell building must be re-cladded.

### **STAFF RECOMMENDATIONS**

Staff recommends that the petitioner's request for site plan approval for an automotive fuel station and a car wash at 3301 and 3321 Howard Street in an M3 Industrial zoning district to allow two principal buildings on one lot be **APPROVED** based upon the Proposed Positive Findings of Fact for the site plan approval and subject to the recommended site plan approval conditions listed 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 plan to show the relocation of the bike rack from the area next to the trash corral to the area north of the proposed bike rack shown near the northwest corner of the convenience store.
  - b. Revise the site plan to show the placement of trash receptacles within the car wash vacuum station area as well as on the north side of the Shell convenience store building, near its northeast corner, where the sidewalk is at its widest point.
  - c. Revise the site plan to show the removal of the decorative fencing along Howard Street and McCormick Boulevard.
  - d. Revise the site plan to label the dimensions of all handicapped parking spaces.
  - e. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
  - f. Revise the landscape plan to show the planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.

- g. Revise the proposed first/mezzanine floor plan of the car wash to identify the travel distance for the most remote corner of the mezzanine to the exit door.
- h. Resubmit a traffic study that:
  - Includes a parking analysis/evaluation which details parking studies measuring real parking demand, the number of employees at the location throughout the day, peak use periods, parking spaces needed for special functions, occupancy of different spaces, and usage of different areas within the location.
  - Determines if the site provides adequate car wash stacking. The analysis should include peak hours and maximum number of vehicles stacking.
2. The petitioner must install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.
3. Prior to the issuance of a building permit, the petitioner must obtain an MWRD determination letter to determine if an MWRD permit is required for the proposal.
4. The petitioners shall develop the Subject Property in substantial conformance with the final Village approved site plan, dated <insert date of final approved plan>, landscape & tree preservation plan, dated <insert date of final approved plan>, floor plan, dated <insert date of final approved plan>, mezzanine plan, dated <insert date of final approved plan>, and elevations, dated <insert date of final approved plan>.
5. 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)
6. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)
7. 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)
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. (Standard)
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. (Standard)

11. All off-street parking spaces shall be legibly striped and maintained. (Standard)
12. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)
13. The proposed development shall have a minimum of XX on-site off-street vehicle parking spaces. (Standard)
14. 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)
15. 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)
16. The owner of the Subject Property shall ensure that employees park on the Subject Property or in approved off-site parking spaces approved by the Engineering Division. (Standard)
17. 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)
18. 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)
19. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)
20. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
21. 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)
22. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. (Standard)
23. 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. (Standard)

24. 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)
25. 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)
26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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 for Site Plan Approval for 2023-03P
2. Site Plan, dated February 3, 2022
3. Landscape & Tree Preservation Plan, dated February 3, 2023
4. 3301 and 3321 Howard Street Renderings, submitted February 21, 2023
5. ALTA/NSPS Land Title Survey, dated July 11, 2019
6. Land Use and Zoning Map

# STAFF REPORT

# 2023-04P: Special Use Permit

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

To: Paul Luke, Chairman, Skokie Plan Commission  
From: Paul Reise, AICP, Planning Manager  
Re: **2023-04P: Special Use Permit**  
3301 Howard Street

Related Cases – 2023-03P: Site Plan Approval  
2023-05P: Special Use Permit

General Information		
<i>Location</i>	3301 Howard Street	
<i>Purpose</i>	A request to amend an existing special use permit for an automotive fuel station an in M3 Industrial zoning district to modify the existing site plan and landscape plan, and any other relief that may be discovered during the review of this case.	
<i>Petitioner</i>	ZAZ Holdings, LLC	
<i>Size of Site</i>	25,168 square feet (0.58 acres) with frontage on Howard Street and McCormick Boulevard.	
<i>Existing Zoning &amp; Land Use</i>	M3 Industrial – automotive fuel station, car wash	
<i>Adjacent Zoning &amp; Land Use</i>	North	M3 Industrial – sewage treatment plant
	South	M3 Industrial – self-service storage facility
	East	M3 Industrial – public park
	West	M3 Industrial – vacant automotive fuel station, vacant convenience store, vacant office
<i>Comprehensive Plan</i>	The site is designated as manufacturing/service employment.	

## SITE INFORMATION

- The site consists of two separate properties that are currently not internally connected to each other. The property at 3300 Howard Street contains a Shell gas station, convenience store, and car wash. The property at 3325-3327 Howard Street contains a vacant gas station, vacant convenience store, and vacant office space.

- Overhead utilities run along a portion of the west side of the 3301 Howard Street property and also run in a north-south direction to the west of the 3325-3327 Howard Street property.
- Two driveways on Howard Street and 2 driveways on McCormick Boulevard provide access to the existing property at 3301 Howard Street.
- One driveway on Howard Street provides access to the existing property at 3325-3327 Howard Street.



### Complete Streets

- Public sidewalks run along Howard Street and McCormick Boulevard.
- The nearest formal bicycle facility is the North Shore Channel Trail, which runs along the east side of McCormick Boulevard.
- The site is directly served by the Pace 215 Crawford-Howard bus. The CTA 11 Lincoln bus route terminates at the southeast corner of Howard Street and McCormick Boulevard.
- Access to the buildings is available from Howard Street and McCormick Boulevard.

### **PETITIONER'S SUBMITTAL**

The petitioner is requesting to amend an existing special use permit for an automotive fuel station in M3 Industrial zoning district to modify the existing site plan and landscape plan, and any other relief that may be discovered during the review of this case. In companion cases 2023-03P and 2023-05P, the petitioner intends to combine the existing gas station properties at 3301 Howard Street and 3325-3327 Howard Street into a single site plan that will contain the existing Shell gas station and a new, larger tunnel car wash with vacuums. The existing car wash at the Shell gas station will be removed and the space will be repurposed as storage/hallways for the existing convenience store.

The petitioner states in their submittal that:

[They] will abandon the car wash, remove the unroofed car wash extension, convert the car wash area to hallway and equipment areas, consolidate two access driveways on Howard Street, relocate tire inflation service, relocate parking spaces and install a bike rack...3301 Howard Street will host a centralized waste enclosure as well as one vacuum pump for the benefit of the use at [3321] Howard Street.

The Shell gasoline service station will continue to have twelve (12) pump locations. [The petitioner] is not remodeling the Shell convenience store. The car wash area within the 2,579 [square]-foot building footprint will be a hallway

area and equipment room. [The petitioner] will convert the parking spaces south of the Shell convenience store so that it can host a second loading area and centralized waste enclosure (eliminating current unscreened waste containers) as well as a bike rack. Applicant will eliminate the unstriped tire inflation area and relocate the tire inflation machine to the northwest parking space. The area immediately north of the building will be converted to a drive aisle. A sidewalk will surround the Shell building.

## **STAFF ANALYSIS**

All pertinent departments and divisions were offered an opportunity to comment on this case. The Engineering, Forestry, Fire Prevention, and Planning Divisions provided comments on the subject case.

### Engineering Division

The written statement provided contains information regarding square footage of the proposed developments, parking provided, number of employees per facility, employee peak shift, vehicle stacking and other traffic related items. These statements must be consistent with the provided traffic report by KLOA. All parking evaluations, vehicle stacking, and other traffic information must be centralized in the report by KLOA. The report must determine if the car wash drive-through will provide enough capacity for a peak queue, sufficient parking for the 2 sites, and any other impacts to traffic circulation. It is important to note that 10 parking spaces are mentioned in the written statement but only 9 are shown in the plans. As it stands, 10 parking spaces are required for the Automotive Fuel Station and Convenience Store. Parking must also be provided for employees of the car wash and should be determined in the traffic report by KLOA.

### Forestry Division

Forestry staff requires that the petitioner install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.

A tree removal permit is required for the 4 trees requiring removal prior to commencement of demolition and construction at the subject site. Forestry staff will accept a reduced permit fee of \$1,200 total for the 2 hawthorn trees and the Austrian pine. No fee will be charged for the removal of the flowering crabapple tree.

Forestry staff also requests that the landscape plan be revised to show the following:

- The planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.

- The planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.

### Planning Division

The Planning Division has reviewed the submitted materials and supports the proposed special use permit. The proposed use is consistent with the land use designation in the Comprehensive Plan. Access to the subject site will use the existing curb cuts on Howard and as well as McCormick. An existing curb cut along Howard will be removed.

### **APPEARANCE COMMISSION**

The petitioner received approval for the proposal at the June 8, 2022 Appearance Commission meeting. The commissioners noted that the north and east elevations of the existing Shell building must be re-cladded.

### **STAFF RECOMMENDATIONS**

Staff recommends that the petitioner's request to amend an existing special use permit for an automotive fuel station in an M3 Industrial zoning district to modify the existing site plan and landscape plan be **APPROVED**, based upon the Proposed Positive Findings of Fact and subject to the recommended and standard special use permit conditions listed below, and that the current special use permit V.O. #89-10-Z-2089 and V.O. #00-4-Z-2889 be repealed.

### **RECOMMENDED SPECIAL USE CONDITIONS**

#### Site and Use

1. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plans dated <insert date of final approved plan>, engineering plans dated <insert date of final approved plan>, landscape plans dated <insert date of final approved plan>, sign plans dated <insert date of final approved plan>, and building elevations dated <insert date of final approved plan>. (Standard)
2. Prior to the issuance of building permits, the petitioner shall submit for approval a lighting photometrics plan, fully developed civil engineering plans that comply with the county WMO requirements and Village's stormwater control provisions, and redevelopment engineering plans to address all aspects of private and public utility services. Any reconfigurations within state ROW will require an IDOT highway/utility permit. (Standard)
3. Any outdoor sound systems shall at all times maintain audio levels that are compliant with the Skokie Village Code. (Standard)



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

### Maintenance

6. 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)
7. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)
8. 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. (Standard)

### Parking

9. All off-street parking spaces shall be legibly striped and maintained. (Standard)
10. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)
11. 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)
12. 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)
13. No required parking space on the site may be for the exclusive use of any tenant. (Standard)
14. All parking areas must be paved, drained, curbed, and landscaped to Village standards. (Standard)

### Utilities

15. Prior to issuance of building permits, the petitioner shall submit evidence of issuance of permits for the construction and operation of the water main and associated equipment by the Illinois Environmental Protection Agency (IEPA) or provide a determination by IEPA that such permits are not required. Water mains that feed multiple building structures and/or create a "looped" system that require an IEPA permit will also require an easement and custodial agreement with the Village.

(Standard)

### Landscaping

16. 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)

### Governance

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

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

19. Prior to the issuance of building permits, the petitioner shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate property identification numbers XXX, XXX, and XXX into a single tax parcel or provide evidence that the petition was submitted to Cook County. (Standard)

20. 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)

21. 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)

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

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

24. 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)

25. 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)

26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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)

#### Automotive fuel stations §118-92(b)

28. At least 1 employee must be at the fuel control console at all times that self-serve fuel is being dispensed. At least 2 employees shall be on the premises from 7:00 a.m. to 9:00 p.m. when a convenience store or any other use over 1,000 ft<sup>2</sup> is collocated with the automotive fuel station.
29. The attendant must always have a clear view of the fuel dispensing area.
30. A system that allows communication between persons at each dispensing area and the employee at the fuel control console must be provided.
31. During the hours of operation, air and use of equipment for tire inflation, use of a tire pressure gauge, fluid and equipment for washing vehicle windows, water and use of a water container for filling radiators, and rest room facilities must be provided free of charge. Charging a fee for these services is prohibited.
32. A canopy must be provided over all fuel dispensing areas.
33. The pump islands and fuel tanks shall be removed upon closing of the automotive fuel station in accordance with the requirements of the State Fire Marshal.
34. A minimum lot size of 30,000 ft<sup>2</sup> is required when a car wash or hand car wash is collocated with the automotive fuel station.

#### **ATTACHMENTS**

1. Proposed Positive Findings of Fact for Special Use Permit for 2023-04P
2. Site Plan, dated February 3, 2022
3. Landscape & Tree Preservation Plan, dated February 3, 2023
4. 3301 and 3321 Howard Street Renderings, submitted February 21, 2023
5. ALTA/NSPS Land Title Survey, dated July 11, 2019
6. Land Use and Zoning Map

# STAFF REPORT

# 2023-05P: Special Use Permit

Community Development Department

Council Chambers, 7:30 PM, May 4, 2023

To: Paul Luke, Chairman, Skokie Plan Commission  
From: Paul Reise, AICP, Planning Manager  
Re: **2023-05P: Special Use Permit**  
3321 Howard Street

Related Cases – 2023-03P: Site Plan Approval  
2023-04P: Special Use Permit

General Information		
<i>Location</i>	3321 Howard Street	
<i>Purpose</i>	A request for a special use permit for a car wash in an M3 Industrial zoning district, and any other relief that may be discovered during the review of this case.	
<i>Petitioner</i>	ZAZ Holdings, LLC	
<i>Size of Site</i>	52,285 square feet (1.20 acres) with frontage on Howard Street and McCormick Boulevard.	
<i>Existing Zoning &amp; Land Use</i>	M3 Industrial – automotive fuel station, convenience store, car wash, vacant automotive fuel station, vacant convenience store, vacant office	
<i>Adjacent Zoning &amp; Land Use</i>	North	M3 Industrial – sewage treatment plant
	South	M3 Industrial – self-service storage facility
	East	M3 Industrial – public park
	West	M3 Industrial – automobile parts manufacturing
<i>Comprehensive Plan</i>	The site is designated as manufacturing/service employment.	

## SITE INFORMATION

- The site consists of two separate properties that are currently not internally connected to each other. The property at 3300 Howard Street contains a Shell gas station, convenience store, and car wash. The property at 3325-3327 Howard Street contains a vacant gas station, vacant convenience store, and vacant office space.
- Overhead utilities run along a portion of the west side of the 3301 Howard Street property and also run in a north-south direction to the west of the 3325-3327 Howard Street property.

- Two driveways on Howard Street and 2 driveways on McCormick Boulevard provide access to the existing property at 3301 Howard Street.
- One driveway on Howard Street provides access to the existing property at 3325-3327 Howard Street.



### Complete Streets

- Public sidewalks run along Howard Street and McCormick Boulevard.
- The nearest formal bicycle facility is the North Shore Channel Trail, which runs along the east side of McCormick Boulevard.
- The site is directly served by the Pace 215 Crawford-Howard bus. The CTA 11 Lincoln bus route terminates at the southeast corner of Howard Street and McCormick Boulevard.
- Access to the buildings is available from Howard Street and McCormick Boulevard.

### **PETITIONER'S SUBMITTAL**

The petitioner is requesting special use permit for a car wash in an M3 Industrial zoning district, and any other relief that may be discovered during the review of this case. In companion cases 2023-03P and 2023-04P, the petitioner intends to combine the existing gas station properties at 3301 Howard Street and 3325-3327 Howard Street into a single site plan that will contain the existing Shell gas station and a new, larger tunnel car wash with vacuums. The existing car wash at the Shell gas station will be removed and the space will be repurposed as storage/hallways for the existing convenience store.

The petitioner states in their submittal that:

The car wash involves a single bay drive-through conveyor system that accomplishes pre-washing, washing, waxing, and drying in an automated fashion. Accessory canopies will cover the front portion of the twenty vacuum stations and three pay stations. Three directional signs will instruct drivers to vacuum before using the car wash. Upon exiting the car wash, directional signs will prohibit a U-turn and restrict McCormick Boulevard exiting traffic to right turn only.

### **STAFF ANALYSIS**

All pertinent departments and divisions were offered an opportunity to comment on this case. The Engineering, Forestry, Fire Prevention, and Planning Divisions provided comments on the subject case.

### Engineering Division

The written statement provided contains information regarding square footage of the proposed developments, parking provided, number of employees per facility, employee peak shift, vehicle stacking and other traffic related items. These statements must be consistent with the provided traffic report by KLOA. All parking evaluations, vehicle stacking, and other traffic information must be centralized in the report by KLOA. The report must determine if the car wash drive-through will provide enough capacity for a peak queue, sufficient parking for the 2 sites, and any other impacts to traffic circulation. It is important to note that 10 parking spaces are mentioned in the written statement but only 9 are shown in the plans. As it stands, 10 parking spaces are required for the Automotive Fuel Station and Convenience Store. Parking must also be provided for employees of the car wash and should be determined in the traffic report by KLOA.

### Forestry Division

Forestry staff requires that the petitioner install protection fencing around all existing trees at the subject site. The fencing must remain in place for the duration of the construction project.

A tree removal permit is required for the 4 trees requiring removal prior to commencement of demolition and construction at the subject site. Forestry staff will accept a reduced permit fee of \$1,200 total for the 2 hawthorn trees and the Austrian pine. No fee will be charged for the removal of the flowering crabapple tree.

Forestry staff also requests that the landscape plan be revised to show the following:

- The planting of a hackberry or other Village-approved shade tree within the landscaped area adjacent to the public sidewalk on Howard Street and located directly north of the proposed parking space for the air machine.
- The planting of a hackberry or other Village-approved shade tree centered midway in the landscaped area between the driveways on McCormick Boulevard and located adjacent to the public sidewalk.

### Planning Division

The Planning Division has reviewed the submitted materials and supports the proposed special use permit. The proposed use is consistent with the land use designation in the Comprehensive Plan. Access to the subject site will use the existing curb cuts on Howard and as well as McCormick. An existing curb cut along Howard will be removed.

## **APPEARANCE COMMISSION**

The petitioner received approval for the proposal at the June 8, 2022 Appearance Commission meeting. The commissioners noted that the north and east elevations of the existing Shell building must be re-cladded.

## **STAFF RECOMMENDATIONS**

Staff recommends that the petitioner's request for a special use permit for a car wash in an M3 Industrial zoning district be **APPROVED**, based upon the Proposed Positive Findings of Fact and subject to the recommended and standard special use permit conditions listed below

## **RECOMMENDED SPECIAL USE CONDITIONS**

### Site and Use

1. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved site plans dated <insert date of final approved plan>, engineering plans dated <insert date of final approved plan>, landscape plans dated <insert date of final approved plan>, sign plans dated <insert date of final approved plan>, and building elevations dated <insert date of final approved plan>. (Standard)
2. Prior to the issuance of building permits, the petitioner shall submit for approval a lighting photometrics plan, fully developed civil engineering plans that comply with the county WMO requirements and Village's stormwater control provisions, and redevelopment engineering plans to address all aspects of private and public utility services. Any reconfigurations within state ROW will require an IDOT highway/utility permit. (Standard)
3. Any outdoor sound systems shall at all times maintain audio levels that are compliant with the Skokie Village Code. (Standard)
4. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced. (Standard)
5. 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. (Standard)

### Maintenance

6. 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)
7. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)
8. 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.  
(Standard)

### Parking

9. All off-street parking spaces shall be legibly striped and maintained. (Standard)
10. Any plan to modify parking lot striping must be approved by the Director of Engineering. (Standard)
11. 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)
12. 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)
13. No required parking space on the site may be for the exclusive use of any tenant. (Standard)
14. All parking areas must be paved, drained, curbed, and landscaped to Village standards. (Standard)

### Utilities

15. Prior to issuance of building permits, the petitioner shall submit evidence of issuance of permits for the construction and operation of the water main and associated equipment by the Illinois Environmental Protection Agency (IEPA) or provide a determination by IEPA that such permits are not required. Water mains that feed multiple building structures and/or create a "looped" system that require an IEPA permit will also require an easement and custodial agreement with the Village. (Standard)

### Landscaping

16. 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)

### Governance

17. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)
18. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
19. Prior to the issuance of building permits, the petitioner shall submit to the Village of



Skokie Community Development Department a Cook County Assessor's Office  
Petition for Consolidation of Property with associated fees to consolidate property  
identification numbers XXX, XXX, and XXX into a single tax parcel or provide  
evidence that the petition was submitted to Cook County. (Standard)

20. 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)
21. 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)
22. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission. (Standard)
23. The petitioner shall submit to the Planning Division electronic files of the site plan and landscape plan in their approved and finalized form. (Standard)
24. 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)
25. 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)
26. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
27. 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)

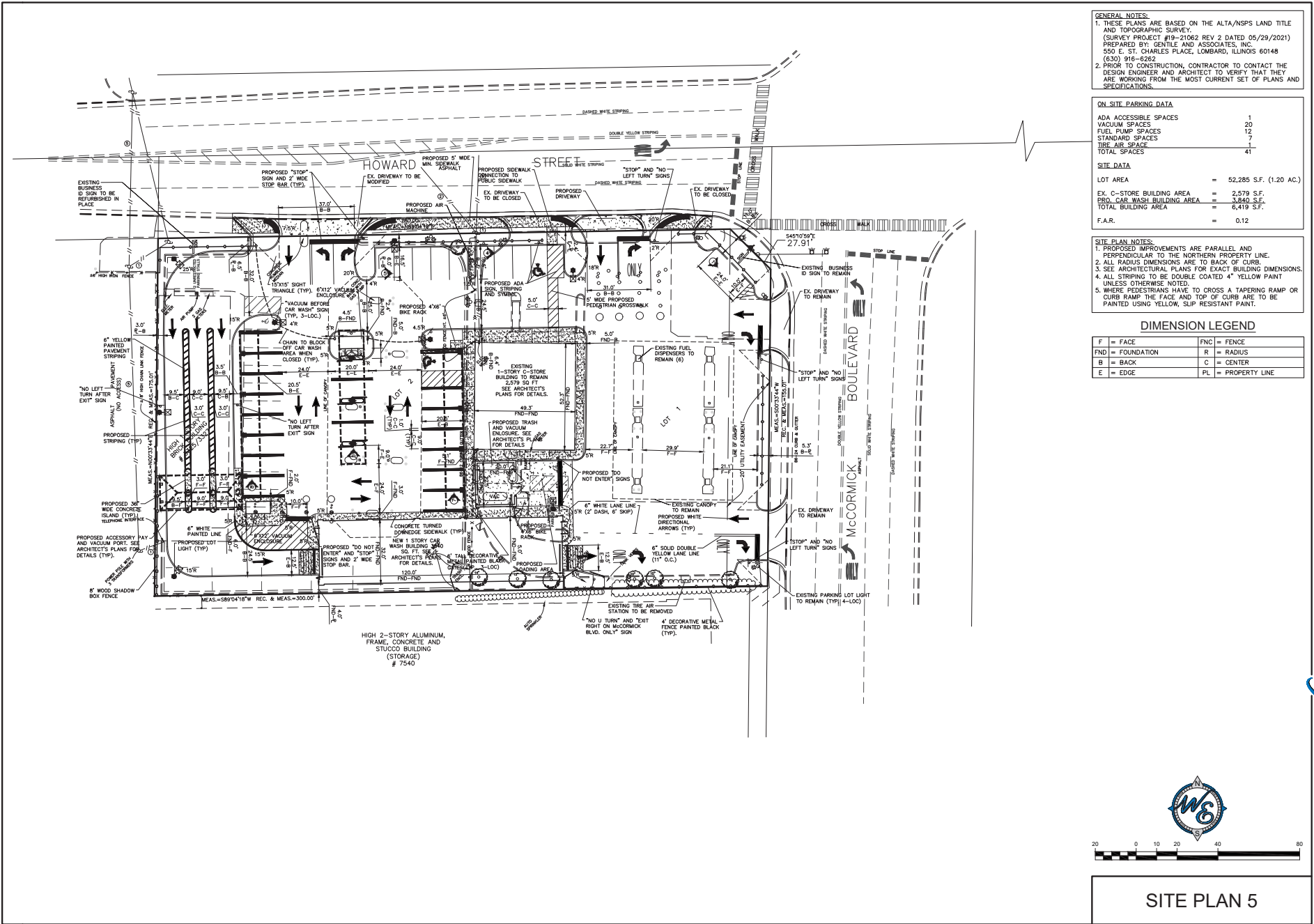
#### Car washes and hand car washes §118-92(c)

28. The Plan Commission will determine the appropriate number and location of drying spaces.

29. A traffic study must be included with the special use permit petition indicating needed vehicle stacking and site circulation that does not constitute a traffic hazard or create on- or off-site congestion.
30. Openings to a wash bay must not face any residentially zoned property unless the opening is located more than 50' from such property.
31. The operation of the use must minimize excessive water from collecting outside the building openings to a wash bay.

## **ATTACHMENTS**

1. Proposed Positive Findings of Fact for Special Use Permit for 2023-04P
2. Site Plan, dated February 3, 2022
3. Landscape & Tree Preservation Plan, dated February 3, 2023
4. 3301 and 3321 Howard Street Renderings, submitted February 21, 2023
5. ALTA/NSPS Land Title Survey, dated July 11, 2019
6. Land Use and Zoning Map



**GENERAL NOTES:**  
 1. THESE PLANS ARE BASED ON THE ALTA/NSPS LAND TITLE AND TOPOGRAPHIC SURVEY: (SURVEY PROJECT #13-21062 REV 2 DATED 05/29/2021) PREPARED BY: GENTILE AND ASSOCIATES, INC. 550 E. ST. CHARLES PLACE, LOMBARD, ILLINOIS 60148 (630) 916-6262  
 2. PRIOR TO CONSTRUCTION, CONTRACTOR TO CONTACT THE DESIGN ENGINEER AND ARCHITECT TO VERIFY THAT THEY ARE WORKING FROM THE MOST CURRENT SET OF PLANS AND SPECIFICATIONS.

**ON SITE PARKING DATA**

ADA ACCESSIBLE SPACES	1
VACUUM SPACES	20
FUEL PUMP SPACES	12
STANDARD SPACES	7
TIRE AIR SPACE	1
TOTAL SPACES	41

**SITE DATA**

LOT AREA	=	52,285 S.F. (1.20 AC.)
EX. C-STORE BUILDING AREA	=	2,579 S.F.
PRO. CAR WASH BUILDING AREA	=	3,840 S.F.
TOTAL BUILDING AREA	=	6,419 S.F.
F.A.R.	=	0.12

**SITE PLAN NOTES:**  
 1. PROPOSED IMPROVEMENTS ARE PARALLEL AND PERPENDICULAR TO THE NORTHERN PROPERTY LINE.  
 2. ALL RADIUS DIMENSIONS ARE TO BACK OF CURB.  
 3. SEE ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.  
 4. ALL STRIPING TO BE DOUBLE COATED 4" YELLOW PAINT UNLESS OTHERWISE NOTED.  
 5. WHERE PEDESTRIANS HAVE TO CROSS A TAPERING RAMP OR CURB RAMP THE FACE AND TOP OF CURB ARE TO BE PAINTED USING YELLOW, SLIP RESISTANT PAINT.

**DIMENSION LEGEND**

F = FACE	FNC = FENCE
FND = FOUNDATION	R = RADIUS
B = BACK	C = CENTER
E = EDGE	PL = PROPERTY LINE

DATE	08/02/22
REVISIONS	
PREPARED BY	ZAZ HOLDING LLC 3325 Howard Street Skokie, IL
DATE	08/02/22
DESIGNED BY	HOWARD STREET WASH - SKOKIE 3301-3327 Howard Street Skokie, Illinois
CHECKED BY	J. MILLET
DRAWN BY	K. SACK
DATE	JANUARY 26, 2022
SCALE	1" = 20'
PROJECT NO.	19-058

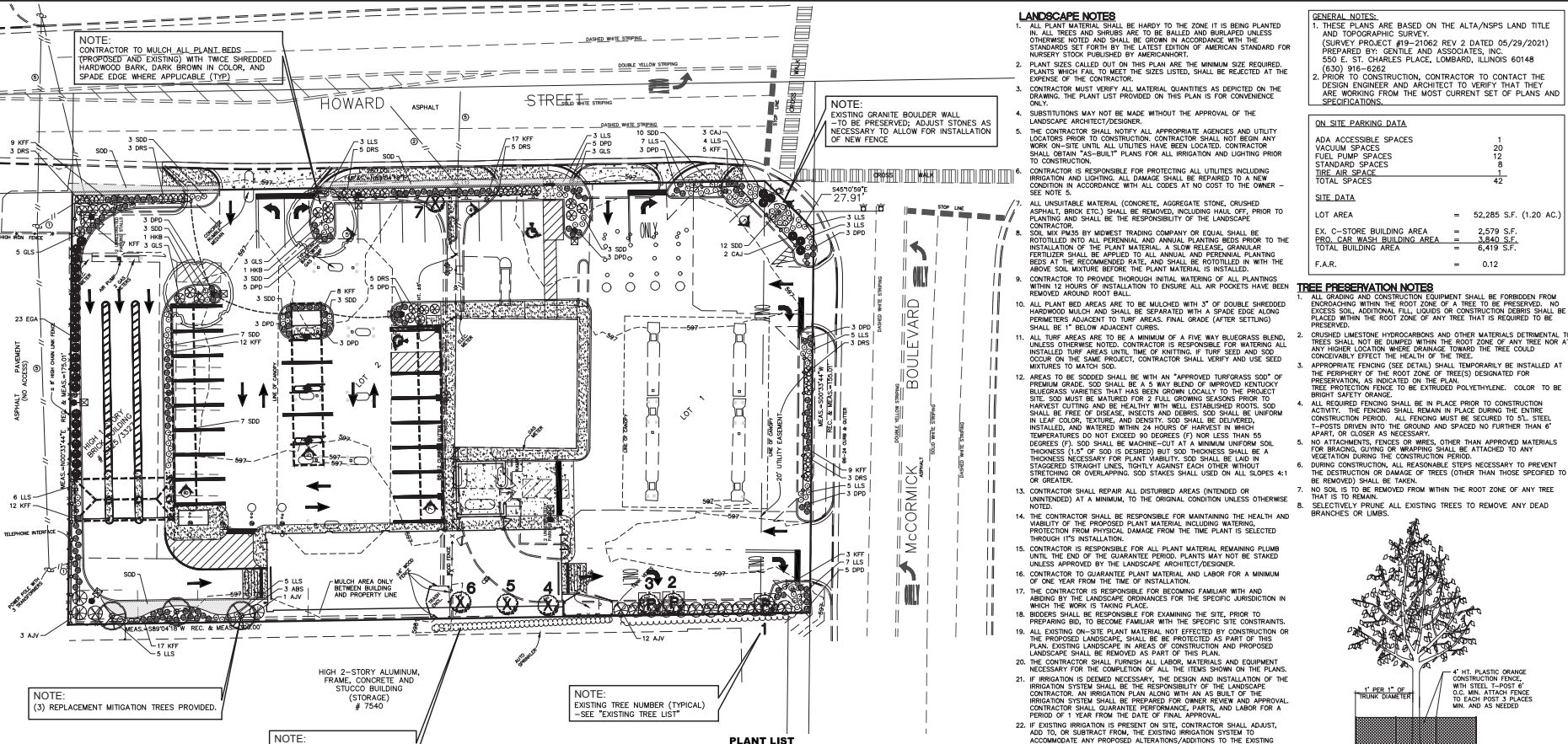
**watermark engineering resources**  
 watermarkengineering.com | 2831 Ginger Woods Pkwy | Aurora, IL 60002 | 800.374.1600

**SITE PLAN 5**

1 of 1

**NOTE:**  
CONTRACTOR TO MULCH ALL PLANT BEDS (CROPPED) AND EXISTING WITH TWICE SHREDDED HARDWOOD BARK, DARK BROWN IN COLOR, AND SPADE EDGE WHERE APPLICABLE (TYP)

**NOTE:**  
EXISTING GRANITE BOULDER WALL TO BE PRESERVED. ADJUST STONES AS NECESSARY TO ALLOW FOR INSTALLATION OF NEW FENCE



**NOTE:**  
(3) REPLACEMENT MITIGATION TREES PROVIDED.

**NOTE:**  
EXISTING TREE NUMBER (TYPICAL) - SEE "EXISTING TREE LIST"

**NOTE:**  
EXISTING SHRUB HEDGE (OFF SITE) - TO BE PRESERVED.

**PLANT LIST**

**SHADE, ORNAMENTAL AND CONIFEROUS TREES**

QTY	AREV.	BOTANICAL NAME	COMMON NAME	SIZE
3	ABS	<i>Araucaria heterophylla</i>	Autumn Brillia Autumn Brillia	2'1/2" Cal.
3	HXB	<i>Callitris endlicheri</i>	Common Honeybush	2'1/2" Cal.

**FLOWERING AND EVERGREEN SHRUBS**

QTY	AREV.	BOTANICAL NAME	COMMON NAME	SIZE
16	AY	<i>Yucca filamentosa</i>	Autumn Joy Yucca	5 Gal.
3	GA	<i>Juniperus horizontalis</i>	Humong Compact Compact Andorra Juniper	3 Gal.
29	DRS	<i>Spirea japonica</i>	Double Play Red Spirea	3 Gal.
14	GLS	<i>Rhus aromatica</i>	Grow-Low Sumac	5 Gal.

**PERENNIALS, ORNAMENTAL GRASS AND GROUNDCOVERS**

QTY	AREV.	BOTANICAL NAME	COMMON NAME	SIZE
38	DPD	<i>Sporobolus heterolepis</i>	Dwarf Pines	1 Gal.
99	KFF	<i>Calluna vulgaris</i>	Calluna	3 Gal.
56	LLS	<i>Perovskia atrorubra</i>	Little Leaf Russian Sage	1 Gal.
59	SDI	<i>Hemerocallis 'Stella de Oro'</i>	Stella de Oro Daylily	1 Gal.
23	EGA	<i>Thuja occidentalis</i>	Emerald Arborvitae	6 Gal.

**LANDSCAPE NOTES**

- ALL PLANT MATERIAL SHALL BE HARDY TO THE ZONE IT IS BEING PLANTED. ALL TREES AND SHRUBS ARE TO BE BALLED AND BRIDLED UNLESS OTHERWISE NOTED AND SHALL BE GROWN IN ACCORDANCE WITH THE STANDARDS SET FORTH BY THE LATEST EDITION OF AMERICAN STANDARD NURSERY STOCK PUBLISHED BY AMERICANHURD.
- PLANT SIZES CALLED OUT ON THIS PLAN ARE THE MINIMUM SIZE REQUIRED. PLANTS WHICH FAIL TO MEET THE SIZES LISTED, SHALL BE REJECTED AT THE EXPENSE OF THE CONTRACTOR.
- CONTRACTOR MUST VERIFY ALL MATERIAL QUANTITIES AS DEPICTED ON THE DRAWING. THE PLANT LIST PROVIDED ON THIS PLAN IS FOR CONVENIENCE ONLY.
- SUBSTITUTIONS MAY NOT BE MADE WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT/DESIGNER.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE AGENCIES AND UTILITY LOCATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ALL UTILITIES WORK ON-SITE UNTIL ALL UTILITIES HAVE BEEN LOCATED. CONTRACTOR SHALL OBTAIN "AS-BUILT" PLANS FOR ALL IRRIGATION AND LIGHTING PRIOR TO CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL UTILITIES INCLUDING IRRIGATION AND LIGHTING. ALL DAMAGE SHALL BE REPAIRED TO A NEW CONDITION IN ACCORDANCE WITH ALL CODES AT NO COST TO THE OWNER - SEE NOTE 8.
- ALL UNSUITABLE MATERIAL (CONCRETE, AGGREGATE, STONE, CRUSHED ASPHALT, BRICK ETC.) SHALL BE REMOVED, INCLUDING HAUL OFF, PRIOR TO PLANTING AND SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR.
- CONTRACTOR SHALL REMOVE ALL EXISTING PERMANENT PERIMETER BOUNDARIES ADJACENT TO TURF AREAS. FINAL GRADE (AFTER SETTLING) SHALL BE "B" BELOW ADJACENT CURBS.
- ALL TURF AREAS ARE TO BE A MINIMUM OF A FIVE WAY BLUEGRASS BLEND, UNLESS OTHERWISE NOTED. CONTRACTOR IS RESPONSIBLE FOR WATERING ALL INSTALLED TURF AREAS UNTIL TIME OF SEEDING. TURF SHALL BE SOAKED AND OCCUR ON THE SAME PROJECT, CONTRACTOR SHALL VERIFY AND USE SEED MIXTURES TO MATCH SOG.
- AREAS TO BE SOODED SHALL BE WITH AN "APPROVED TURFGRASS SOG" OF PREMIUM GRADE. SOG SHALL BE A 50% BLEND OF IMPROVED KENTUCKY BLUEGRASS VARIETIES THAT HAS BEEN GROWN LOCAL TO THE PROJECT SITE. SOG MUST BE MAINTAINED FOR 2 FULL GROWING SEASONS PRIOR TO HARVEST CUTTING AND BE HEALTHY WITH WELL ESTABLISHED ROOTS. SOG SHALL BE FREE OF DISEASE, INSECTS AND DEBRIS. SOG SHALL BE UNIFORM IN LEAF COLOR, TEXTURE, AND DENSITY. SOG SHALL BE DELIVERED, INSTALLED, AND WATERED WITHIN 24 HOURS OF HARVEST IN WHICH TEMPERATURES DO NOT EXCEED 90 DEGREES (F) NOR LESS THAN 35 DEGREES (F). SOG SHALL BE MACHINE-CUT AT A MINIMUM UNIFORM SOIL THICKNESS (1.5" OF SOG IS DESIRED) BUT SOIL THICKNESS SHALL BE A THICKNESS NECESSARY FOR PLANT VIABILITY. SOG SHALL BE LAID IN STAGGERED STRIPES, TIGHTLY AGAINST EACH OTHER WITHOUT STRETCHING OR OVERLAPPING. SOG STACKS SHALL BE ON ALL SLOPES 4:1 OR GREATER.
- CONTRACTOR SHALL REPAIR ALL DISTURBED AREAS (INTENDED OR UNINTENDED) AT A MINIMUM, TO THE ORIGINAL CONDITION UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE HEALTH AND VIABILITY OF THE PROPOSED PLANT MATERIAL INCLUDING WATERING, PROTECTION FROM PHYSICAL DAMAGE FROM THE TIME PLANT IS SELECTED THROUGH ITS INSTALLATION.
- CONTRACTOR IS RESPONSIBLE FOR ALL PLANT MATERIAL REMAINING PLUMB UNTIL THE END OF THE GUARANTEE PERIOD. PLANTS MAY NOT BE STAKED UNLESS APPROVED BY THE LANDSCAPE ARCHITECT/DESIGNER.
- CONTRACTOR TO GUARANTEE PLANT MATERIAL AND LABOR FOR A MINIMUM OF ONE YEAR FROM THE TIME OF INSTALLATION.
- THE CONTRACTOR IS RESPONSIBLE FOR BECOMING FAMILIAR WITH AND AROUND BY THE LANDSCAPE ORDINANCES FOR THE SPECIFIC JURISDICTION IN WHICH THE WORK IS TAKING PLACE.
- BIODIVERSITY SHALL BE RESPONSIBLE FOR EXAMINING THE SITE, PRIOR TO PREPARING BID, TO BECOME FAMILIAR WITH THE SPECIFIC SITE CONSTRAINTS.
- ALL EXISTING ON-SITE PLANT MATERIAL NOT EFFECTED BY CONSTRUCTION OR THE PROPOSED LANDSCAPE SHALL BE PROTECTED TO REMAIN AS PART OF THIS PLAN. EXISTING LANDSCAPE IN AREAS OF CONSTRUCTION AND PROPOSED LANDSCAPE SHALL BE REMOVED AS PART OF THIS PLAN APPROVAL.
- THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE COMPLETION OF ALL THE ITEMS SHOWN ON THE PLANS.
- IF IRRIGATION IS DEEMED NECESSARY, THE DESIGN AND INSTALLATION OF THE IRRIGATION SYSTEM SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR. AN IRRIGATION PLAN ALONG WITH AN AS-BUILT OF THE IRRIGATION SYSTEM SHALL BE PREPARED FOR OWNER REVIEW AND APPROVAL. CONTRACTOR SHALL GUARANTEE PERFORMANCE, PARTS, AND LABOR FOR A PERIOD OF 1 YEAR FROM THE DATE OF FINAL APPROVAL.
- IF EXISTING IRRIGATION IS PRESENT ON SITE, CONTRACTOR SHALL ADJUST, ADD TO, OR SUBTRACT FROM THE EXISTING IRRIGATION SYSTEM TO ACCOMMODATE ANY PROPOSED ALTERATIONS/ADDITIONS TO THE EXISTING LANDSCAPE. CONTRACTOR SHALL PROVIDE THE OWNER AN AS BUILT OF THE IRRIGATION SYSTEM AND ALL CHANGES TO THE SYSTEM AFFECTED BY THIS PROJECT.

**GENERAL NOTES:**

- THESE PLANS ARE BASED ON THE ALTA/NSPS LAND TITLE AND TOPOGRAPHIC SURVEY: (SURVEY PROJECT #13-21082 REV 2 DATED 05/29/2021) PREPARED BY: GENTILE AND ASSOCIATES, INC. 550 E. ST. CHARLES PLACE, LOMBARD, ILLINOIS 60148 (630) 916-6262
- PRIOR TO CONSTRUCTION, CONTRACTOR TO CONTACT THE DESIGN ENGINEER AND ARCHITECT TO VERIFY THAT THEY ARE WORKING FROM THE MOST CURRENT SET OF PLANS AND SPECIFICATIONS.

**ON SITE PARKING DATA**

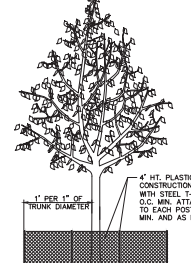
ADA ACCESSIBLE SPACES	1
VACUUM SPACES	20
FUEL PUMP SPACES	12
STANDARD SPACES	9
TIRE AIR SPACE	1
TOTAL SPACES	42

**SITE DATA**

LOT AREA	= 52,285 S.F. (1.20 AC.)
EX. C-STORE BUILDING AREA	= 2,579 S.F.
PRO. CAB WASH BUILDING AREA	= 3,840 S.F.
TOTAL BUILDING AREA	= 6,419 S.F.
F.A.R.	= 0.12

**TREE PRESERVATION NOTES**

- ALL GRADING AND CONSTRUCTION EQUIPMENT SHALL BE FORBIDDEN FROM ENCODING WITHIN THE ROOT ZONE OF A TREE TO BE PRESERVED. NO EXCESS SOIL, ADDITIONAL FILL, LOGS OR CONSTRUCTION DEBRIS SHALL BE PLACED WITHIN THE ROOT ZONE OF ANY TREE THAT IS REQUIRED TO BE PRESERVED.
- CRUSHED LIMESTONE HYDROCARBONS AND OTHER MATERIALS DETRIMENTAL TO TREES SHALL NOT BE DEMONSTRATED WITHIN THE ROOT ZONE OF ANY TREE NOR AT ANY HIGHER LOCATION WHERE DRAINAGE TOWARD THE TREE COULD CONCEIVABLY AFFECT THE HEALTH OF THE TREE.
- APPROPRIATE FENCING (SEE DETAIL) SHALL TEMPORARILY BE INSTALLED AT THE PERIPHERY OF THE ROOT ZONE OF TREES DESIGNATED FOR PRESERVATION, AS INDICATED ON THE PLAN. TREE PROTECTION FENCE TO BE EXTRUDED POLYETHYLENE. COLOR TO BE BRIGHT SAFETY ORANGE.
- ALL EXISTING FENCING SHALL BE IN PLACE PRIOR TO CONSTRUCTION. EXISTING FENCING SHALL REMAIN IN PLACE DURING THE ENTIRE CONSTRUCTION PERIOD. ALL FENCING MUST BE SECURED TO 3/4" STEEL T-POSTS DRIVEN INTO THE GROUND AND SPACED NO FURTHER THAN 6' APART, OR CLOSER AS NECESSARY. ANY VEGETATION DURING THE CONSTRUCTION PERIOD.
- NO ATTACHMENTS, FENCES OR WIRES, OTHER THAN APPROVED MATERIALS FOR BRACING, GUYING OR WRAPPING SHALL BE ATTACHED TO ANY VEGETATION DURING THE CONSTRUCTION PERIOD.
- DURING CONSTRUCTION, ALL REASONABLE STEPS NECESSARY TO PREVENT THE DESTRUCTION OR DAMAGE OF TREES (OTHER THAN THOSE SPECIFIED TO BE REMOVED) SHALL BE TAKEN.
- NO SOIL IS TO BE REMOVED FROM WITHIN THE ROOT ZONE OF ANY TREE THAT IS TO REMAIN.
- SELECTIVELY PRUNE ALL EXISTING TREES TO REMOVE ANY DEAD BRANCHES OR LIMBS.



**TREE PROTECTION DETAIL**

**TREE PRESERVATION AND REMOVALS KEY**

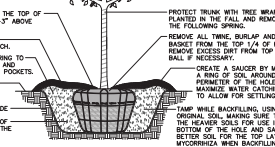
- = REMOVE EXISTING TREE INCLUDING STUMP AND STUMP GRINDINGS/REMOVE BRUSH.
- = EXISTING TREE TO BE PROTECTED
- = TREE PROTECTION FENCE

**EXISTING TREE LIST**

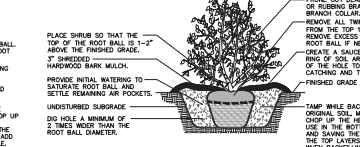
Survey Completed 10/21/2021

TREE #	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	PRESERVATION STATUS
1	<i>Crataegus species</i>	Hawthorn	MS 18"7", 48"	Fair	Save in Place
2	<i>Crataegus species</i>	Hawthorn	MS 18"4", 18"6"	Fair	Save in Place
3	<i>Crataegus species</i>	Hawthorn	MS 18"5", 18"6"	Fair	Save in Place
4	<i>Crataegus species</i>	Hawthorn	MS 28"0"	Fair	Remove*
5	<i>Crataegus species</i>	Hawthorn	MS 18"5", 18"6"	Fair	Remove*
6	<i>Prinosyris</i>	Australian Pine	14"	Poor	Remove - 1/2" D" CAL.
7	<i>Malus species</i>	Flowering Crabapple	4"	Fair	Retain*

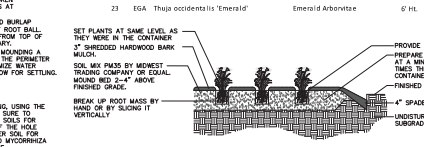
\*NOTE: (1) replacement tree @ 2.5" CAL. proposed for each tree (6") removed to satisfy mitigation requirements.



**TREE PLANTING DETAIL**  
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.



**SHRUB PLANTING DETAIL**  
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.



**PERENNIAL PLANTING DETAIL**  
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.

Know what's Below,  
Call before you dig.

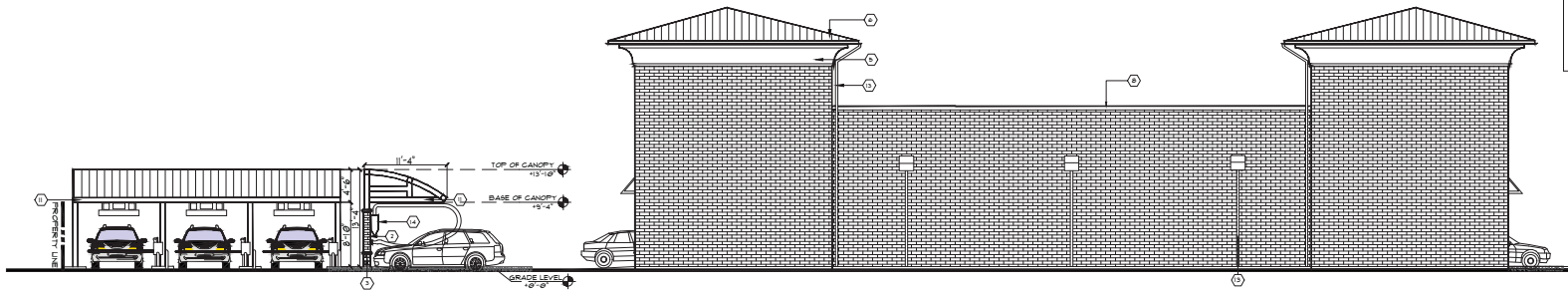


**LANDSCAPE & TREE PRESERVATION PLAN**

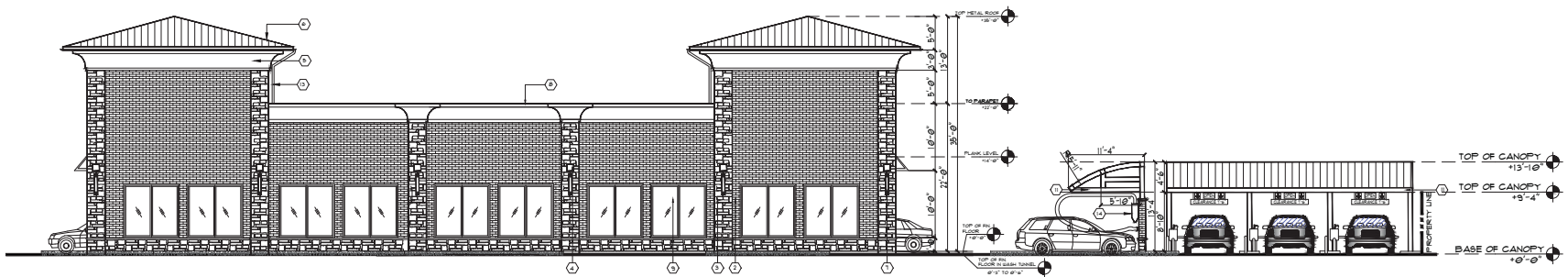
DATE: 10/21/2021  
 REVISIONS: 1. PRELIMINARY DESIGN (10/21/2021)  
 2. PREPARED FOR: ZAZ HOLDING LLC, 3325 Howard Street, Skokie, IL  
 3. PROJECT NO.: 19-058  
 4. DRAWN BY: K. SACK  
 5. CHECKED BY: J. ALLETT  
 6. DATE: JANUARY 28, 2022  
 7. SCALE: 1" = 20'  
 8. PROJECT NO.: 19-058  
 9. DESIGNED BY: JOSEPH D. DAVITO, P.L.A.  
 10. LANDSCAPE PLAN  
 11. L-1  
 12. PREPARED BY: HOWARD STREET WASH - SKOKIE 3301-3327 Howard Street, Skokie, Illinois  
 13. WATERMARK ENGINEERING ASSOCIATES, 2831 Ginger Woods Pkwy, Aurora, IL 60502 | (830) 378-1800  
 14. WATERMARKENGINEERING.COM

ELEVATION FINISH

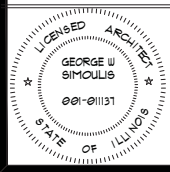
- KEY NOTES:
- (1) HOLLOW METAL DOOR
  - (2) STONE CUT FINISH
  - (3) FACE BRICKS MODULAR SIZE
  - (4) LIME STONE VENEER
  - (4) ORNAMENTAL STONE INSERT.
  - (5) STUCCO
  - (6) METAL ROOF
  - (7) UP & DOWN EXTERIOR LIGHT FIXTURE
  - (8) 6" PRE-FINISHED GALVANIZED METAL COPING (COLOR SELECTED BY OWNER)
  - (9) BRONZED ANODIZED ALUMINUM STORE FRONT SYSTEM W/ TEMPERED SAFETY GLAZING
  - (10) CAR WASH DOOR 10' X 12'
  - (11) METAL CANOPY
  - (12) VACUUM
  - (13) PRE-FINISHED SCUPPER AND DOWNSPOUT, MILL ALUMINUM
  - (14) HOLLOW METAL DOUBLE DOOR



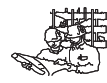
1 PROPOSED SOUTH REAR ELEVATION  
SCALE: 1/8" = 1'-0"



2 PROPOSED NORTH FRONT ELEVATION  
SCALE: 1/8" = 1'-0"



**ARCHITECT:**  
 GEORGE SIMOULIS  
 ADC, ALL DESIGN CONSTRUCTION, LLC  
 2704 WEST PETERSON AVENUE,  
 CHICAGO, IL 60693.



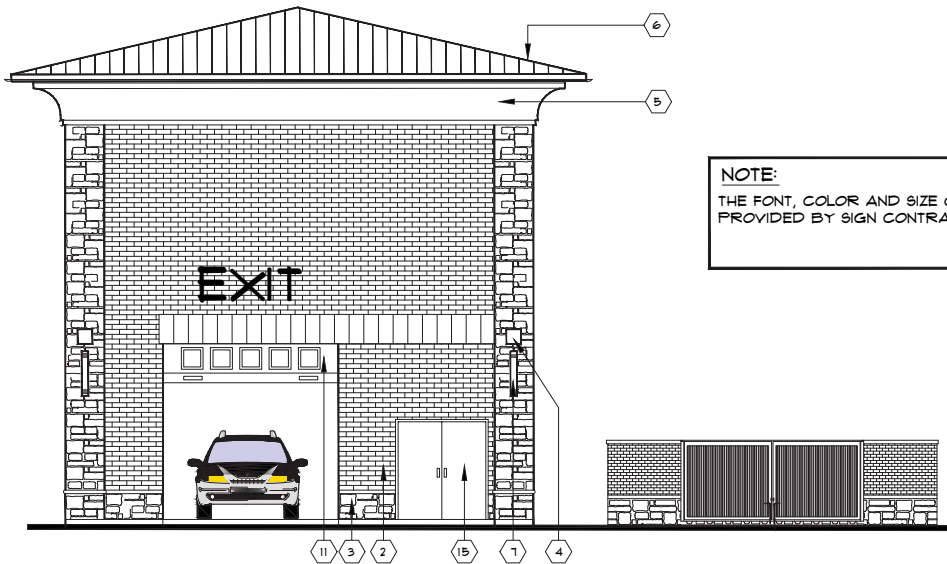
PROJECT NO:	NO.	ISSUE DESCRIPTION	DATE
DRAWN: IFT	1	REVISIONS PER TEAM	JUNE 2022
CHECKED: ---			
DATE: JAN 2022			
SCALE: 1/8" = 1'-0"			

**LOCATION:**  
 3301 HOWARD STREET,  
 SKOKIE, IL 60076

**SHEET TITLE:**  
 PROPOSED NORTH &  
 SOUTH ELEVATIONS

**SHEET NO:**  
 A-10



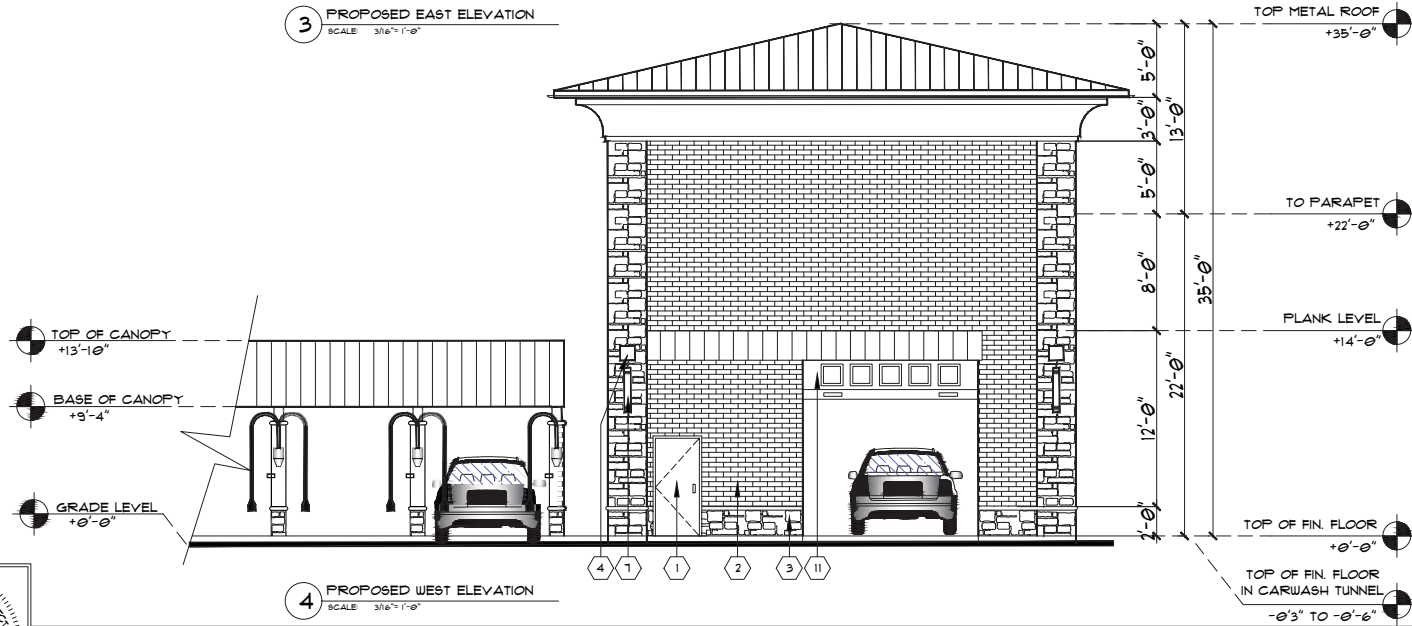


**NOTE:**  
THE FONT, COLOR AND SIZE OF EXTERIOR SIGNAGE SHOULD BE PROVIDED BY SIGN CONTRACTOR.

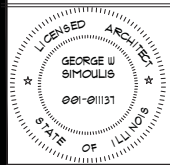
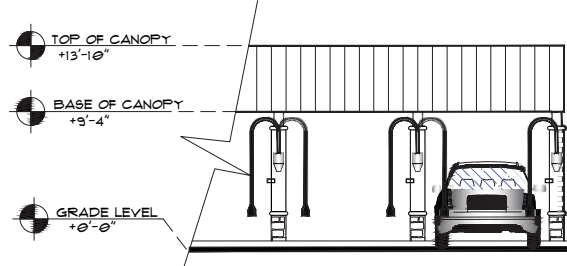
**ELEVATION FINISH**

- KEY NOTES:**
- ① HOLLOW METAL DOOR
  - ② STONE CUT FINISH FACE BRICKS MODULAR SIZE
  - ③ LIME STONE VENEER
  - ④ ORNAMENTAL STONE INSERT.
  - ⑤ STUCCO
  - ⑥ METAL ROOF
  - ⑦ UP & DOWN EXTERIOR LIGHT FIXTURE.
  - ⑧ 6" PRE-FINISHED GLAZINZED METAL COPING (COLOR SELECTED BY OWNER)
  - ⑨ BRONZED ANODIZED ALUMINUM STORE FRONT SYSTEM W/ TEMPERED SAFETY GLAZING.
  - ⑩ CAR WASH DOOR 10' X 12'
  - ⑪ METAL CANOPY
  - ⑫ VACUUM
  - ⑬ PREFINISHED SCUPPER AND DOWNSPOUT, MILL ALUMINUM
  - ⑭ HOLLOW METAL DOUBLE DOOR

**3** PROPOSED EAST ELEVATION  
SCALE: 3/16" = 1'-0"



**4** PROPOSED WEST ELEVATION  
SCALE: 3/16" = 1'-0"



**ARCHITECT:**  
GEORGE SIMOULIS  
ADC, ALL DESIGN CONSTRUCTION, LLC  
2704 WEST PETERSON AVENUE,  
CHICAGO, IL 60693.



PROJECT NO:	NO.	ISSUE DESCRIPTION	DATE
DRAWN IFT	1	REVISIONS PER TEAM	JUNE 2022
CHECKED --			
DATE JAN 2022			
SCALE: 3/16" = 1'-0"			

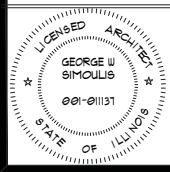
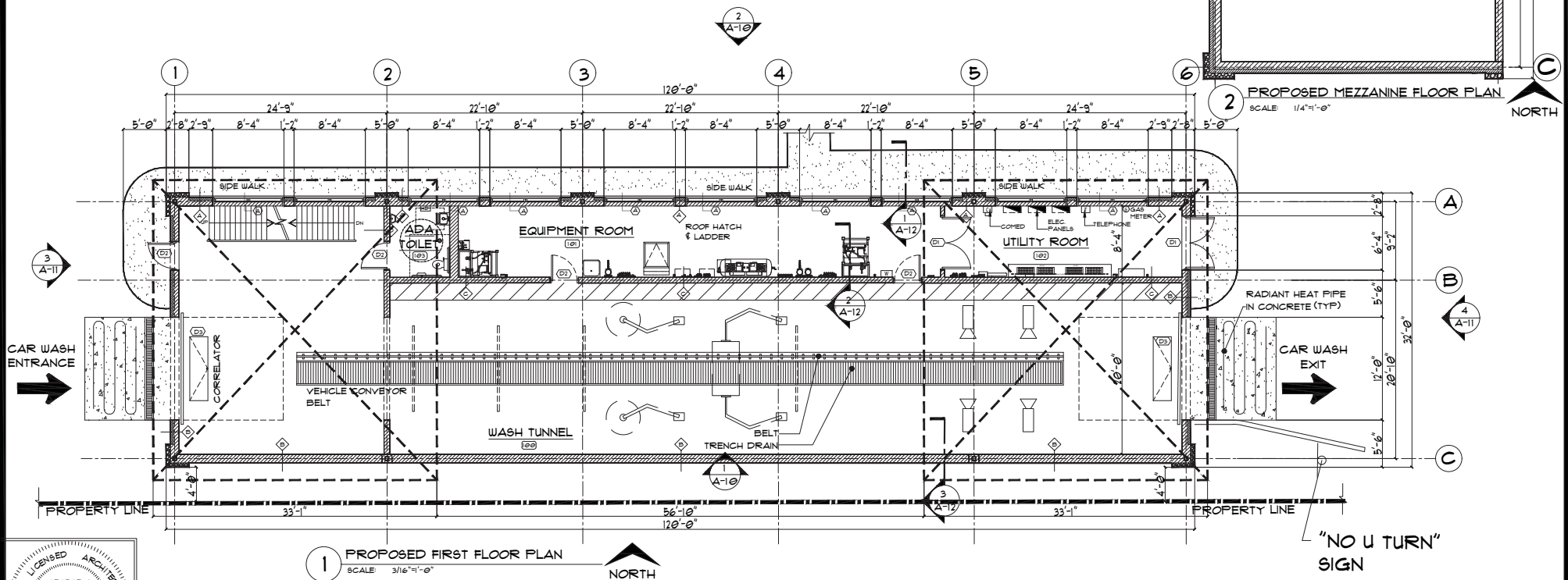
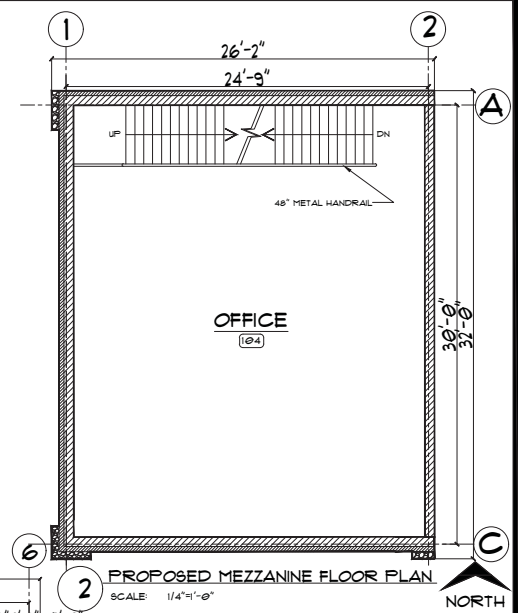
**LOCATION:**  
3301 HOWARD STREET,  
SKOKIE, IL 60076

**SHEET TITLE:**  
**PROPOSED EAST/ WEST  
ELEVATION'S**

**SHEET NO:**  
**A-11**

**PRODUCT DETAILS**  
 COLOR: OWNER'S CHOICE  
 PANEL WIDTH: 16"  
 PANEL LENGTH: 12', 16', 20' (CUSTOM LENGTHS - UP TO 20')  
 FOR PRICING ON 16', 20' OR CUSTOM LENGTHS, PLEASE FILL OUT AND SUBMIT OUR ONLINE CUSTOM QUOTE FORM.  
 PANEL THICKNESS: 1/2"  
 PANEL WEIGHT: @ 82 LBS/SQ.FT.  
 FIRE RATING: CLASS A  
 HYGIENIC RATING: MEETS CRA, FDA & USDA  
 LABS APPROVED: LARR #26036  
 WARRANTY: LIMITED LIFE TIME

WALL/PARTITION SCHEDULE			
MARK	SYMBOL	SECTION/DETAIL	DESCRIPTION
A			EXTERIOR LOAD BEARING WALL 3HR F RATED #UL-D302 4" FACE BRICK 8" C.M.U REINFORCED W/DUROWALL W/PAIN'T FINSH AS PER CLIENT APPROVAL 16" TRUSSCORE™ PVC INTERLOCKING LINER PANEL - COLOR BY OWNER CHOICE (SEE PRODUCT DETAILS)
B			EXTERIOR NON LOAD BEARING WALL 3HR F RATED #UL-D302 4" FACE BRICK 8" C.M.U REINFORCED W/DUROWALL W/PAIN'T FINSH AS PER CLIENT APPROVAL 16" TRUSSCORE™ PVC INTERLOCKING LINER PANEL - COLOR BY OWNER CHOICE (SEE PRODUCT DETAILS)
C			INTERIOR NON LOAD BEARING WALL 3HR F RATED #UL-D302 8" CMU REINFORCED W/DUROWALL 16" TRUSSCORE™ PVC INTERLOCKING LINER PANEL - COLOR BY OWNER CHOICE (SEE PRODUCT DETAILS)
D			INTERIOR NON LOAD BEARING WALL 3HR F RATED #UL-D302 8" CMU REINFORCED W/DUROWALL



**ARCHITECT:**  
 GEORGE SIMOULIS  
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 CHICAGO, IL 60693

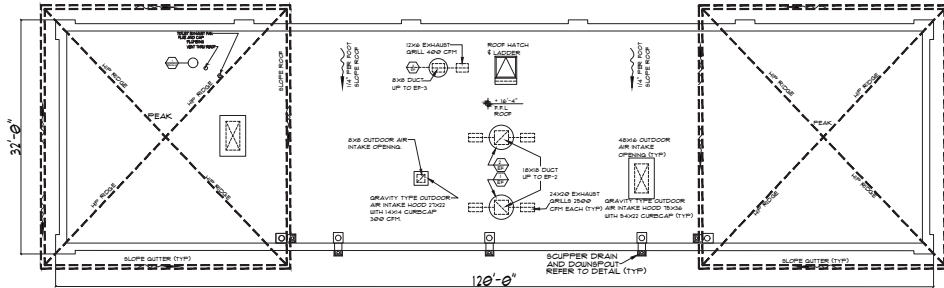


PROJECT NO:	NO.	ISSUE DESCRIPTION	DATE
DRAWN: JFT	1	REVISIONS PER TEAM	JUNE 2022
CHECKED: --			
DATE: JAN 2022			
SCALE: AS SHOWN			

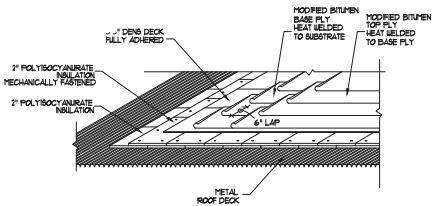
**LOCATION:**  
 3301 HOWARD STREET,  
 SKOKIE, IL 60076

**SHEET TITLE:**  
**PROPOSED FIRST /  
 MEZZANINE FLOOR PLAN**

**SHEET NO.:**  
**A-4**



1 PROPOSED CAR WASH ROOF PLAN  
1/8"=1'-0"



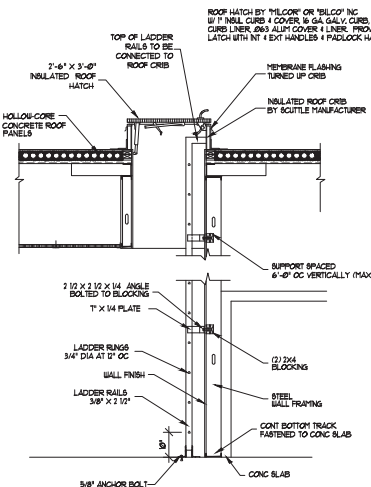
ROOF SYSTEM DETAIL  
N. T. S.

**ROOFING**

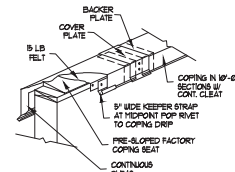
1. ROOFING SHALL INCLUDE FURNISHING AND INSTALLING 2 PLY MODIFIED BITUMEN ROOFING SURFACE TORCHED APPLIED (R-1) 36 EACH PLY OVER 1" BASE BOARD (R-4) 1" INCH OVER OVER 2 LAYERS OF 2" POLYSTYRENE BOARD INSULATION (R-5, 1" INCH WHICH IS R = 25, 08 FOR THE 4" OF INSULATION TOTAL ROOF R VALUE OF 29.84
2. ROOFING TO BE BY GAF, JOHNS MANVILLE OR APPROVED EQUAL GUARANTEED FOR 15 YEARS.
3. THE ROOFING CONTRACTOR MUST FOLLOW MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION AND COMPLIANCE OF STORAGE.
4. ROOF DRAINS WILL BE TEMPORARILY PLUGGED, AND AT LEAST ONE INCH OF WATER ON THE HIGH SIDE WILL BE ALLOWED TO STAND ON THE ROOF FOR ONE HOUR. SHOULD A LEAK OR LOW SPOT APPEAR, IT SHALL BE REPAIRED, AND THE ROOF AREAS SHALL BE RETESTED UNTIL ALL WORK IS WATERTIGHT AND ACCEPTABLE. ROOF TEST TO BE PERFORMED WHEN IT IS NOT RAINING. OWNER TO SUPPLY WATER FOR ROOF TEST. CONTRACTOR TO SUPPLY ALL EQUIPMENT AND LABOR FOR TEST.

**ROOF NOTES:**

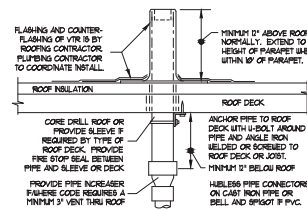
1. ALL SADDLES TO HAVE A MINIMUM PITCH OF 1/4" PER FT TOWARD EACH SIDE 1/4" PER FT TOWARD EACH END.
2. ALL WOOD BLOCKING, PLATES, AND CANTS ON ROOF TO BE FIRE RETARDANT 4 DOLMIZED.
3. COORDINATE ROOF MOUNTED EQUIPMENT LOCATIONS, & OTHER TRACES FOR OPENING SIZES & EXACT LOCATIONS.



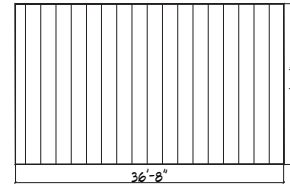
ROOF SCUTTLE DETAIL  
SCALE 1/2" = 1'-0"



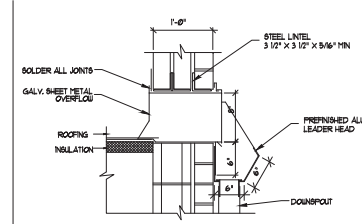
METAL COPING DETAIL  
N. T. S.



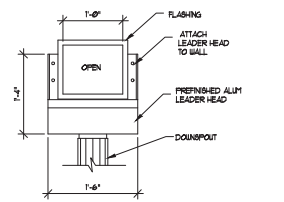
PLUMBING ROOF VENT DETAIL  
N. T. S.



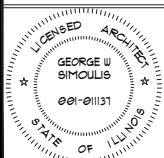
DETAIL PAYSTATION ROOF PLAN  
1/8"=1'-0"



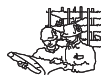
ROOF DRAIN THROUGH PARAPET  
N. T. S.



LEADER HEAD & SCUPPER ELEVATION  
N. T. S.



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NO.	ISSUE DESCRIPTION	DATE
1	REVISIONS PER TEAM	JUNE 2022

**LOCATION:**  
3301 HOWARD STREET,  
SKOKIE, IL 60076

**SHEET TITLE:**  
PROPOSED CAR WASH  
ROOF PLAN & DETAILS

**SHEET NO.:**  
A-5



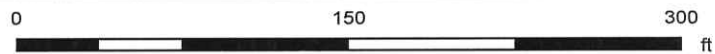


**Legend**

Zoning and Development

Zoning

M3: Industry



Print Date: 2/16/2023

**Notes**

2023-03P - Site Plan Approval: 3301 & 3321  
Howard Street, 2023-04P - Special Use Permit:  
3301 Howard Street, 2023-05P - Special Use  
Permit: 3321 Howard Street