



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL GERALD C. TURRY VILLAGE BOARD ROOM
6:00 PM, JANUARY 6, 2026**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - 1. Minutes of the Committee of the Whole Meeting of December 16, 2025
- IV. Regular Business**
 - 1. Pre-Packaged Liquor for Special Events (i.e., Fatpour Movie Night) (Madeline Farrell)
 - 2. Alternative Parking Solutions in the MB Zoning District (Patrick Ainsworth/Jay Parrott)
- V. Closed Session**
- VI. Adjournment**

DATE POSTED: December 31, 2025

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
GERALD C. TURRY BOARD ROOM
DECEMBER 16, 2025**

DRAFT

Call to Order

Mayor Patel called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:05 P.M., Tuesday, December 16, 2025, in the Gerald C. Turry Village Board Room of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Sokol Delisi, the following were:

PRESENT: Mayor Patel, Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Gussis, Martel

ABSENT: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Madeline Farrell, Police Chief Jay Parrott, Parks and Recreation Director Karen Hawk, Assistant Parks and Recreation Director Michelle Artis, Assistant to the Public Works Director Brendon Mendoza, Management Analyst Elijah Bebora

Approval of Minutes

The December 2, 2025 Committee of the Whole meeting minutes were presented for approval.

Trustee Klatzco moved to approve the minutes of the December 2, 2025 Committee of the Whole meeting minutes. Trustee Sargon seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Gussis, Martel

NAYS: None

ABSENT: None

The motion passed.

Regular Business

1. Annual Strategic Plan Overview

Presenter: Assistant Village Manager Madeline Farrell

Background:

The Village's Strategic Plan, adopted in 2022, identifies five key priorities:

- Customer Service
- Economic & Community Development

- Financial Stability
- Business-Friendly Environment
- Community Identity

The plan includes 6 short-term routine goals, 11 short-term complex goals, 4 long-term routine goals, and 12 long-term complex goals.

Highlights of 2025 Accomplishments & 2026 Plans

1. Storm Water Management
 - Updated 2012 Storm Water Master Plan with ERA; adopted by Board.
 - Major projects completed: North Shore Channel Storm Outlet, street storage program.
 - 2026 Budget: Increased residential cost-share program (\$5,000 per household) and Centennial Park paver/slope repairs.
2. Parks & Recreation Master Plan
 - Adopted November 2023.
 - 2025: Aquatic & Rec Center feasibility study approved; Community Center window replacement completed.
 - 2026: Accessible playground at Proesel Park; \$40,000 allocated for Aquatic/Rec Center fundraising.
3. Sidewalk Accessibility & ADA Compliance
 - Two ADA plans were adopted in November 2025 (Village-wide and Parks-specific).
 - Future budgets will address identified accessibility improvements.
4. Village-Owned Dog Park
 - Design completed with Confluence; proposed site in ComEd ROW near Valley Line Path.
 - Awaiting ComEd approvals; potential construction in 2027.
5. Financial Forecasting
 - Developed five-year forecasts for operating and capital funds; integrated into FY2026 budget for enhanced long-term planning.
6. Water Rate Analysis
 - Water rate study approved; 10% increase effective Jan 1, 2026.
 - Billing frequency changed from quarterly to bimonthly.
 - 2026 Budget: \$30,000 for consultant review of water/sewer expenditures.
7. Infrastructure Strategy
 - 2025 projects: water main replacement, roadway paving, lead service line replacement, sewer lining.
 - Continued updates planned for 2026.
8. Village-Wide Facilities Plan
 - Tier 1A life-safety improvements completed in 2025.
 - 2026 Budget: Grant-funded police/fire locker room updates; Tier 1B pump house improvements.
9. Environmental Sustainability Plan

- Secured federal funding for Energy Action Plan; community input phase concluded.
- Ongoing initiatives: Lincolnwood in Bloom, sustainability content in publications, composting at major events.

Ongoing Initiatives

- Customer service training for all staff (ongoing).
- Expanded cultural events through Parks & Recreation to celebrate diversity.
- Redevelopment strategies for Lincolnwood Town Center Mall; completion of Town Center Plan.
- Devon Avenue streetscape improvements (funded in 2026).

There was no board discussion on this matter.

2. Lincolnwood Fest 2026

Presenter: Park and Recreation Director Karen Hawk

Background:

Presentation regarding an update on Lincolnwood Fest 2026 planning ensued. Due to major construction at Proesel Park and Pratt Avenue improvements, the event requires significant logistical adjustments. At the October 21, 2025 meeting, the Village Board expressed consensus to continue Lincolnwood Fest in some form, prompting staff to work with SEM (event management firm) on revised plans.

Board Discussion:

Event Layout & Scale

- SEM and Parks & Recreation staff developed a new site plan to accommodate construction fencing and closed areas (Field 4 will be inaccessible).
- Key elements retained:
 - Carnival rides (big rides remain; kiddie rides relocated to Field 3 outfield).
 - Main stage, vendors, beer garden, and midway remain in original locations.
- Recommended changes:
 - Eliminate car show for 2026.
 - Limit Family Tent to Saturday only (avoids rapid turnover before Sunday’s Business Expo).
- Staff noted the revised layout improves flow and safety by separating older kids from kiddie ride areas.

Safety & Security

- SEM confirmed experience managing events during construction; confident in maintaining safety.
- Proposal to replace traditional snow fencing with 6-foot chain link portable fencing for perimeter security.

- Initial quote: approx. \$2,500 (comparable to labor and material costs for snow fencing).
 - Portable fencing reduces staff workload and enhances security.
- Police Chief requested confirmation that fencing meets safety standards; staff will verify quote for 6-foot height.

Parking & Transportation

- Parking challenges: Pratt Avenue construction likely eliminates street parking; timeline uncertain but expected to start March 2026.
- Alternatives discussed:
 - School District 74 lot approved for use (paperwork pending); estimated capacity ~150 cars.
- Shuttle service considered for convenience and safety, especially after dark.
 - Cost estimates pending from bus company; shuttle may serve as a pilot program for future events.
- Trustees raised concerns about signage and routing for shuttle users to avoid confusion and unsafe traffic patterns.
- Additional options: Village-owned lot near Public Works and possibly mall parking.

Financial Considerations

- Trustees acknowledged Lincolnwood Fest typically operates at a loss; emphasized continuity and community value over profitability.
- Shuttle service viewed as an investment in safety and long-term event success.

Community Communication

- Board stressed importance of clear messaging about Proesel Park closures and camp adjustments.
- Staff confirmed outreach plan:
 - Website updates, newsletters, social media, and 24x36 on-site signage.
 - January virtual Q&A session for camp parents prior to registration.
 - Marketing campaign similar to “Flowers Friday” during previous park construction.

Park Access During Construction

- Safety concerns prevent keeping playground, shelter, and courts open during construction.
 - Risks include debris, fencing proximity, and unauthorized access.
- Temporary tents will replace shelter rentals; other parks remain fully operational.
- Staff reiterated motto: “It’s just one summer”—construction necessary for long-term improvements.

Additional Notes

- Trustees raised concerns about pedestrian safety, jaywalking, and overflow parking on side streets; staff will coordinate with Police for traffic control and crosswalk monitoring.
- Shelter and playground closures explained: construction debris and fencing proximity make partial access unsafe; moving fences repeatedly would add cost and complexity.

- Camp programming will remain robust, with activities relocated to other parks; details included in brochures and January Q&A.

Board Direction:

- Consensus: Proceed with full-scale Lincolnwood Fest under staff’s recommended adjustments (no car show, Family Tent limited to Saturday).
- Support for enhanced fencing and exploring shuttle service.
- Emphasis on proactive communication regarding park closures, camp logistics, and parking changes.
- Trustees encouraged staff to treat shuttle as a pilot program for future events.

Next Steps:

- Finalize site plan with SEM and confirm fencing specifications (6-foot chain link).
- Obtain shuttle cost estimates; determine feasibility and routing.
- Complete agreement with School District 74 for parking lot use.
- Continue public outreach:
 - Website updates, newsletters, signage, and January camp Q&A session.
 - Marketing campaign to inform residents about park closures and alternative amenities.
- Coordinate with Police for traffic management, crosswalk safety, and parking enforcement.
- Monitor construction timeline for Pratt Avenue and adjust parking/shuttle plans accordingly.

3. Herbicide and Pesticide Use in Lincolnwood Parks

Background:

Lincolnwood maintains 13 parks:

- 11 neighborhood parks under landscape maintenance contract with Flex.
- Proesel Park maintained by Public Works.
- Centennial Park maintained under separate contract with Brightview.

In Spring 2025, numerous complaints were received regarding weed overgrowth (clovers, dandelions) in neighborhood parks. Contributing factors included heavy rainfall and wind, which accelerated weed spread. Flex provides weekly mowing and limited manual weed pulling, but weeds reappeared within days. Herbicides have not been used since 2016.

Staff presented photos of affected parks (Drake, Springfield, Goebelt, G.G. Rowell) and cost estimates from Flex for herbicide application (weekly, biweekly, or every third week) for April–November. Park Board requested financial analysis in June.

Board Discussion:

- Weed Control Options:
 - Herbicide application considered but raises environmental and health concerns.

- Trustees noted weekly application is excessive; suggested 3–4 treatments annually if pursued.
- Manual removal is labor-intensive and costly; internal staff resources limited.
- Environmental & Safety Concerns:
 - Trustees expressed strong reservations about chemical use due to risks for children, pets, and staff.
 - Herbicides viewed as inconsistent with Village’s sustainability goals.
 - Alternative ideas discussed:
 - Natural management programs (e.g., Midwest Green Region pilot).
 - Overseeding and fertilization to improve turf density.
 - Community “Adopt-a-Park” volunteer program for manual weed removal.
 - Use of robotic mowers for large parks (mentioned as future consideration).
- Appearance Standards:
 - Trustees emphasized maintaining clean, green lawns as a reflection of Village standards and community pride.
 - Dandelions cited as primary concern for aesthetics and resident complaints.
 - Acknowledged tension between environmental stewardship and public expectations.
- Current Practices:
 - Centennial Park receives fertilization and insect control under Brightview contract.
 - Proesel Park receives periodic seeding and maintenance by Public Works.
 - Other parks receive mowing only; no routine fertilization or herbicide use.
- Cost Considerations:
 - Herbicide program estimated at \$32,000 annually for weekly treatments; hand-pulling estimated at \$1.44 million for weekly treatments. Less frequent applications would reduce cost.
 - Overseeding and watering also costly; watering infrastructure limited.
- Consensus:
 - Majority opposed herbicide use, even with “eco-friendly” formulations.
 - Board agreed weeds are undesirable but directed staff to explore non-chemical solutions and improved maintenance strategies.

Board Direction:

- Do not implement herbicide use at this time.
- Continue natural maintenance practices (mowing higher, frequent inspections).
- Investigate alternative strategies:
 - Soil analysis and natural turf management programs.
 - Overseeding and fertilization plans for high-use parks.
 - Community engagement options (Adopt-a-Park).
- Report back with cost-effective recommendations to reduce weed presence without chemicals.

Next Steps:

1. Maintain current mowing and inspection schedule; adjust mowing height to 3 inches to shade weeds.
2. Research and evaluate natural turf management programs (e.g., Midwest Green Region).
3. Explore feasibility and cost of overseeding and fertilization for select parks.
4. Develop communication plan to manage resident expectations and highlight environmental benefits of chemical-free parks.
5. Consider pilot volunteer program for manual weed removal in 2026.
6. Return to Board with updated recommendations and potential budget impacts.

Closed Session

Motion made by Trustee Martel to move into Closed Session to discuss closed session minutes of the Village for approval or semi-annual review per section 2(c)(21), purchase or lease of property per section 2(c)(5) and pending litigation per section 2(c)(11). Seconded by Trustee Sargon.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Gussis, Martel

NAYS: None

ABSENT: None

The motion passed.

Reconvene

The Committee of the Whole was reconvened at 7:31 pm.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 7:31 P.M., seconded by Trustee Klatzco.

The meeting was adjourned by voice vote.

Meeting Adjourned.

Respectfully Submitted,

Sokol Delisi
Village Clerk



MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: December 31, 2025

SUBJECT: January 6, 2026 Meeting of the Committee of the Whole

The Committee of the Whole (COTW) meeting is scheduled for 6:00 P.M. on Tuesday evening. Please find below a summary of the items for discussion.

1. Pre-Packaged Liquor for Special Events (i.e., Fatpour Movie Night) (6:00 – 6:30 P.M.)

In June 2025, Fatpour Tap Works reached seeking permission to sell pre-packaged drinks for one day for a movie night at District 1860. While State law allows these sales, the Village Code restricts sales by Fatpour to on-premises consumption only. To allow the sale of off-premises consumption for the June 2025 Fatpour/District 1860 movie night, the Village Board waived enforcement of the Village Code. To support future events and business at the District 1860 Planned Unit Development (PUD), the concept of a new supplemental liquor license category that permanently or temporarily allows for off-premises consumption of pre-packaged liquor was raised for discussion. [Attached](#) is a memo from Assistant Village Manager, Madeline Farrell, with policy questions for the Village Board to consider regarding a new supplemental liquor license at District 1860.

2. Alternative Parking Solutions in the MB Zoning District (6:30 – 7:30 P.M.)

Several businesses in the Village's MB (Light Manufacturing and Business) zoning district are parking vehicles in certain off-street parking lots that exceed the designed capacity to accommodate various vehicles. This is particularly occurring in two areas, the Northeast Industrial District (NEID) and the Devon/Lincoln Industrial Area. [Attached](#) is a memo from Community Development Director, Patrick Ainsworth, providing information regarding past discussions on this topic as well as possible options moving forward.

If you should have any questions concerning these matters, please feel free to contact me.



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Madeline Farrell, Assistant Village Manager

DATE: January 6, 2026

SUBJECT: Pre-Packaged Liquor for Special Events

Background

In June 2025, Fatpour Tap Works reached out to the Mayor seeking permission to sell pre-packaged drinks for one day for a movie night at District 1860. The Village Attorney advised that while State law allows these sales, the Village Code restricts sales by Fatpour to on-premises consumption only. The Village has issued a Class A liquor license to Onion Lincoln Enterprises, LLC d/b/a Fatpour Tap Works Lincolnwood for retail sale for consumption on the premises located at 7244 North Lincoln Avenue. To allow the sale of off-premises consumption for the June 2025 Fatpour/District 1860 movie night, the Village Board waived enforcement of the Village Code.

Discussion

To support events and business at the District 1860 Planned Unit Development (PUD), the concept of a new supplemental liquor license category that permanently or temporarily allows for off-premises consumption of pre-packaged liquor was raised for discussion.

Pre-packaged liquor can be defined as alcoholic beverages sold in the manufacturer's original, sealed container. Pre-packaged liquor is ready for consumption with no additional preparation.

As of today, Fatpour Tap Works, Mia Francesca, and Fat Rosie's all hold Class A liquor licenses. Class A licenses allow for retail sale for consumption on the premises. Class A liquor license holders can operate between the hours of 9:00 a.m. and 1:00 a.m. the next day; except that the 1:00 a.m. closing hour shall be extended to 2:00 a.m. Sunday.

During the COVID-19 pandemic, the Illinois General Assembly amended the state Liquor Control Act to allow liquor licensees to sell mixed drinks and single servings of wine for consumption off premises with a carry-out or delivery order, with certain restrictions. The Village granted similar permission during the pandemic, through the Mayor's authority as Local Liquor Control Commissioner. However, while the state law remains effective through July 2028, the Village's authorization of these off-premises sales

expired when pandemic-era restrictions were lifted. Accordingly, in Lincolnwood, only off-premises liquor licensees may sell alcohol for off-premises consumption; Class A liquor licensees may not.

Staff Recommendation

To encourage events and business within the District 1860 PUD and to offer a standard solution for future requests, staff recommend adding a supplemental liquor license category for Class A liquor license holders within the District 1860 PUD. The recommended supplemental liquor license category would require liquor commissioner authorization and would allow for off-premises consumption of pre-packaged liquor during special events only. Staff recommend limiting off-premise consumption to the District 1860 PUD. Staff does not recommend limiting the supplemental liquor license to special events that require a special permit.

Policy Questions

- 1. Does the Village Board support a new liquor license category that allows businesses already licensed for liquor sales within the District 1860 Planned Unit Development to offer pre-packaged liquor for off-premises consumption?*
- 2. Should the off-premise consumption be limited to the District 1860 Planned Unit Development? For example, should consumption be restricted to the District 1860 terrace or the Village Green space between the hotel and the District 1860 building?*
- 3. Should the off-premise consumption of alcoholic beverages be limited to special events that may or may not require a special permit in addition to the special license category?*

Financial Impact

There is no direct financial impact.

Next Steps

If the Board directs the creation of a new supplemental liquor license category, Staff will work with the Village Attorney to prepare an amendment to the Village Code.

Documents Attached

1. PowerPoint Presentation

Background

- In June 2025, Fatpour Tap Works sought permission to sell pre-packaged drinks for one day for a movie night at District 1860.
- While State law allows these sales, the Village Code restricts sales by Fatpour to on-premises consumption only as the Village has issued a Class A liquor license for retail sale for consumption on the premises.
- To allow the sale of off-premises consumption for the June 2025 Fatpour/District 1860 movie night, the Village Board waived enforcement of the Village Code.

COTW Discussion

- To support events and business at the District 1860 Planned Unit Development (PUD), the concept of a new supplemental liquor license category that permanently or temporarily allows for off-premises consumption of pre-packaged liquor was raised for discussion.
- Pre-packaged liquor can be defined as alcoholic beverages sold in the manufacturer's original, sealed container.
- Pre-packaged liquor is ready for consumption with no additional preparation.

Class A Licenses

- In the District 1860 PUD, Fatpour Tap Works, Mia Francesca, and Fat Rosie's hold Class A liquor licenses.
- Class A licenses allow for retail sale for consumption on the premises.
- Class A liquor license holders can operate between the hours of 9:00 a.m. and 1:00 a.m. the next day; except that the 1:00 a.m. closing hour shall be extended to 2:00 a.m. Sunday.
- During the COVID-19 pandemic, the state Liquor Control Act was amended to allow liquor licensees to sell mixed drinks and single servings of wine for consumption off premises with a carry-out or delivery order, with certain restrictions. The Village granted similar permission during the pandemic, but this authorization has expired.
- In Lincolnwood, only off-premises liquor licensees may sell alcohol for off-premises consumption; Class A liquor licensees may not.

Staff Recommendation

- Staff recommend adding a supplemental liquor license category for Class A liquor license holders within the District 1860 PUD.
- Staff recommend that the supplemental liquor license category:
 1. Require liquor commissioner authorization
 2. Limit off-premise consumption to the District 1860 PUD
 3. Allow for off-premises consumption of pre-packaged liquor during special events only. Staff does not recommend limiting the supplemental liquor license to special events that require a special permit.

Policy Questions

1. Does the Village Board support a new liquor license category that allows businesses already licensed for liquor sales within the District 1860 Planned Unit Development to offer pre-packaged liquor for off-premises consumption?
2. Should the off-premise consumption be limited to the District 1860 Planned Unit Development? For example, should consumption be restricted to the District 1860 terrace or the Village Green space between the hotel and the District 1860 building.
3. Should the off-premise consumption of alcoholic beverages be limited to special events that may or may not require a special permit in addition to the special license category?

Parking demand that exceeds the intended capacity of any given off-street parking lot results in a number of concerns such as possible non-compliant parking configurations, parking congestion resulting in vehicles parking on the public right-of-way thereby creating circulation issues, and limiting truck maneuverability. This type of parking arrangement has persisted for some time and led to multiple discussions with the Village Board and Plan Commission in 2024. Below is a timeline of those discussions, with links to public meetings and corresponding reports (click on each hyperlink to access all previous research, documents, and presentations):

- [June 18, 2024 – Committee of the Whole Meeting](#) – Discussion took place introducing the parking situation within the MB zoning district along with on-street parking restrictions and conditions. Possible solutions were brought up to address parking on private property and within the public right-of-way. Village Board directed Community Development Staff to work with the Plan Commission (this recommending body is now the Plan Commission/Zoning Board of Appeals) on a text amendment to allow for more flexible parking configurations in the MB zoning district.
- [September 3, 2024 Plan Commission Meeting](#) – Community Development staff presented the parking situation in the MB zoning district to the Plan Commission and presented options to address this situation. The Plan Commission directed staff to create a text amendment to allow for flexible parking arrangements on private property under certain circumstances through an administrative approval process. The Plan Commission made a motion for Community Development staff to come back to a future Plan Commission Meeting and present the draft text amendment.
- [September 30, 2024 Plan Commission Meeting](#) - After a thorough discussion, the Plan Commission recommended a text amendment that would allow for flexible parking arrangements to occur on a case-by-case basis, requiring a parking plan to be submitted to the Community Development Director for administrative review and approval. The Plan Commission also set a time limit for any parking plan approval to a two-year period.
- [October 15, 2024 Village Board Regular Meeting](#) – The text amendment that was recommended by the Plan Commission was reviewed and discussed by the Village Board. During the discussion at this meeting, the following concerns and comments were raised: would this text amendment set a precedent for the rest of the Village, enforcement issues may still persist after a parking plan is approved, such parking scenarios should go through a variance-like process, and the criteria to evaluate each parking lot configuration may not be clear. After the discussion took place, the Village Board did **not** approve the proposed text amendment.

Since then, staff have continued monitoring the situation and found that parking concerns persist in MB-zoned areas. Police Chief Jay Parrott will attend the Committee of the Whole Meeting to address on-street parking questions in conjunction with the discussion of possible off-street parking solutions/options.

Note, presentations made in previous public meetings discussed reconstructing public roads to accommodate different parking configurations. Since such actions would entail substantial

capital investment and not be conducted for some time, this memorandum and presentation will be focusing more on off-street parking options for a near-future timeframe.

Staff Observation and Analysis

During recent staff site visits to the two areas of Lincolnwood with MB zoned properties, the following observations were noted:

- Identifying the addresses that contained tandem (or stacked) parking arrangements on private off-street parking lots
- Understanding the utilization rates of municipal off-street parking lots in the NEID area
- Identifying MB zoned areas that contain a concentration of off-street parking lot entrances and abutting on-street parking areas with limited options for relief

With regards to off-street parking lots containing tandem (or stacked) parking, staff found several MB zoned properties both in the Lincoln/Devon area and the NEID area that encompassed such parking configurations. In one case, a parking lot had three vehicles parked parallel to the street with no visible striping.



This photo shows vehicles parked parallel to the roadway in a stacked fashion.

Such parking scenarios arise when the number of vehicles exceed the off-street parking spaces provided for a specific property. It is understood that truck traffic and limited on-street parking force property and business owners to work with their employees to park in a tandem fashion. Despite this approach to parking more vehicles on a private, off-street parking lot, it may not comply with Zoning Ordinance provisions.

Unique to the NEID area, there are 230 off-street parking spaces that are owned and maintained by the Village of Lincolnwood. These parking spaces have been added to the benefit of the employers in this area with limited parking options. However, it is noted in the 2024 and 2025 observations that some lots remain underutilized. The utilization rate of all municipally owned parking spaces in June 2024 was 47% and in December 2025, the utilization rate was 56%. During the observation period in December 2025, all parking spaces were plowed and lit to encourage nearby employees to utilize these off-street parking spaces. Note, there are no off-street parking spaces owned and maintained by the Village of Lincolnwood in the Devon/Lincoln area. Additionally, there are no municipally owned off-street parking spaces off

of N. Ridgeway Avenue in the NEID area which contains a large concentration of on-street parking. Any employee or visitor associated with the 7100 block of N. Ridgeway would have to walk approximately 1,000 feet from the closest municipal parking lot should they choose to park in another off-street parking lot.

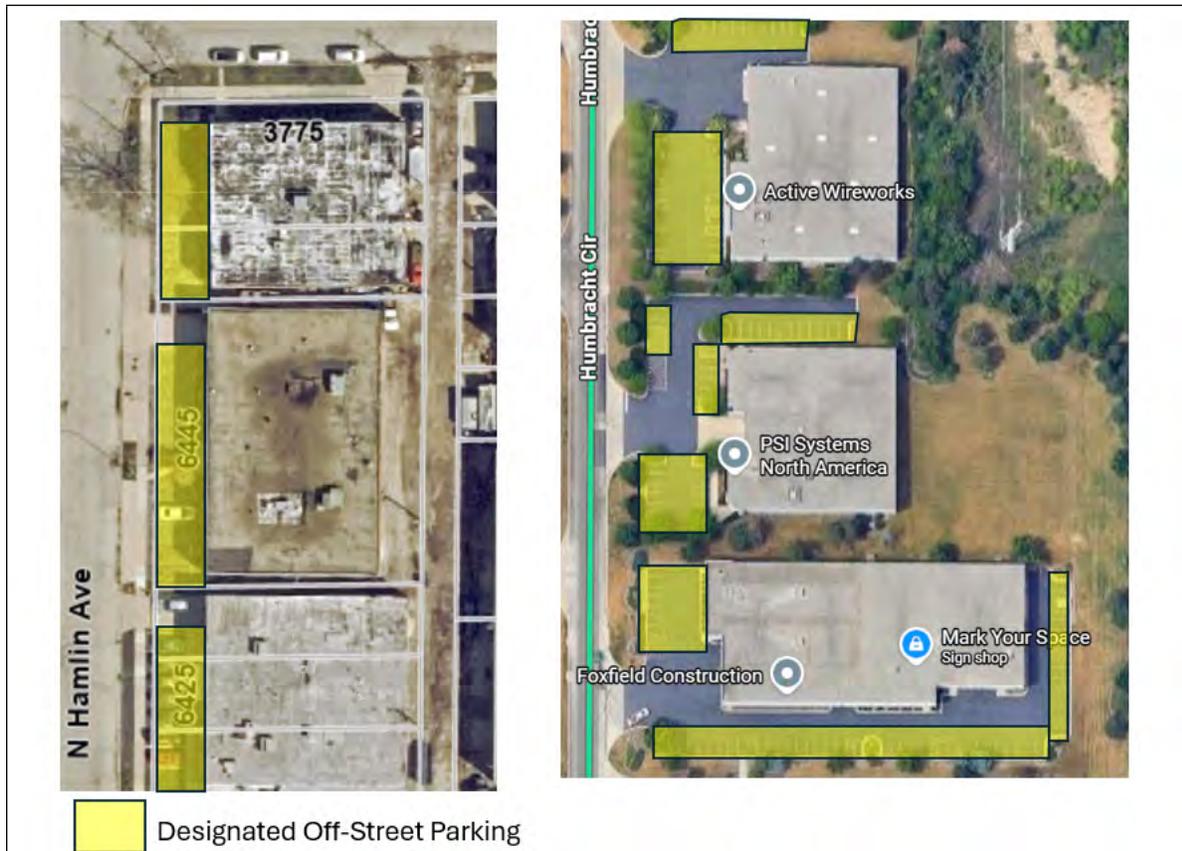
While observing N. Ridgeway Avenue in the NEID area, Community Development staff also noted that there is a particularly dense concentration of vehicles occupying nearly all private off-street parking spaces as well as vehicles parked on the street. This presents a challenge for trucks and other delivery vehicles when making deliveries or having to back into a loading dock within the MB zoned properties. In essence, more off-street parking capacity would be needed to accommodate additional vehicles which can encourage less on-street parking. This parking situation is also discussed in more depth below.

With regards to the Devon/Lincoln area, there are a number of businesses that contain parking lots with tandem parking arrangements. Additionally, some of the vehicles parked in a tandem fashion are partially on private property and partially on the public right-of-way as shown in the image below. The parking design associated with these structures matches the construction era of the 1960s and 1970s. Such parking lot designs shown in the image below do not follow modern parking lot designs.



While the parking arrangement shown above allows for more vehicles to be parked off the street, the parking configuration creates a potential hazard for vehicles backing up onto the street due to blocked visibility as well as possibly creating an issue for vehicles traversing down streets such as the one shown above (6400 block of N. Ridgeway Avenue). As previously mentioned, the Devon/Lincoln MB zoned area has no municipally owned off-street parking lots. Options to help address this and other situations are presented later in this memorandum.

It is also important to highlight the parking lot location and design of industrial properties constructed in the 1960s and 1970s compared to more modern industrial development as shown in the image below.



If one traverses down a street in the MB zoning district and compares that experience to a newly constructed industrial park in another municipality, one main observation will be the design and layout of off-street parking spaces. One primary difference in parking lot construction in the MB zoning district compared to more modern industrial designs is the properties constructed in the 1960s and 1970s primarily contains a singular row in the front yard of off-street parking whereas modern off-street parking lots are spread throughout a property - the image above shows such a comparison (on the left is the 6400 block of N. Hamlin Avenue in Lincolnwood and on the right is an industrial street in Bartlett, IL, which was built around 2006). Moreover, the ratio of building size to property size in this zoning district is generally higher when compared to modern construction. This limits the amount of land left for off-street parking, loading, circulation, and landscaping. As such, when reading through the various regulations cited below, please recall the existing built environment of the MB zoning district.

Municipal Code Analysis

In 2024, there were several discussions at various public meetings about stacked or tandem parking configurations and how such scenarios exist if there are regulations that help determine off-street parking requirements. There are code provisions, mostly from the Zoning Ordinance, that are highlighted below to help understand how certain properties are approached by staff when evaluating off-street parking. Note, the code sections referenced below are also found in their entirety within the attachment entitled, “Referenced Municipal Regulations”.

Existing Off-Street Parking Facilities and Quantities Provided

The Village of Lincolnwood's Zoning Ordinance, like many other surrounding communities, allows for the continuation of off-street parking lots that were designed and constructed prior to the effective date of the current Zoning Ordinance under certain circumstances. The effective date of the current Zoning Ordinance was November 6, 2008. With regards to the Section 7.01 Off-Street Parking and Loading – Scope of Regulations, the following provision is identified addressing off-street parking improvements established prior to the effective date:

.....where a building permit has been issued prior to the effective date of this Zoning Ordinance, and provided that construction is begun within six months of such effective date and diligently prosecuted to completion, parking and loading facilities in the amounts required for the issuance of said building permit may be provided in lieu of any different amounts required by this ordinance.

The section identified above acknowledges previous off-street parking space counts constructed prior to 2008 and would not require a property owner to reconstruct a parking lot due to the adoption of a new Zoning Ordinance with updated parking regulations. Such protection is logical because it would be unfair to property owners to reconfigure or reconstruct parking lots based on the adoption of a new Zoning Ordinance.

The next section to highlight, Section 7.02, Existing Parking Facilities, further acknowledges previously approved and constructed off-street parking facilities, but this regulation does ensure that property owners do not reduce off-street parking spaces below the requirements of the current regulations. This regulation states the following: "Off-street parking facilities in existence on the effective date of this Zoning Ordinance and located on the same lot as the building or use served shall not hereafter be reduced below the requirements for a similar new building or use under the provisions of this ordinance."

In essence, the Zoning Ordinance allows for the continuation of the parking lots that were constructed in the 1960s and 1970s under certain circumstances. In the event that one user takes over a building from a previous user and they are the same land use classification as the previous user, such as industrial user to another industrial user, and there is no intensification of the existing building, then there is no requirement to adjust the existing off-street parking lot(s). It is important to note Section 7.01(3) acknowledges scenarios for when a building changes use, staff will need to evaluate the off-street parking requirement of the new proposed use in comparison to the current Zoning Ordinance regulations. However, many of the businesses in these business parks have been operating out of their Lincolnwood property, or properties, for many years with the primary uses of manufacturing, light industrial, and warehousing which is partially why the two MB zoning districts experience the parking situations witnessed today.

Tandem/Stacked Parking

Since there are several businesses in these two areas that have been in operation for a long time, this may indicate that these organizations have been growing employee headcount due to their long-standing operations. These properties are landlocked, which would be a reason that certain employers have their employees park in a tandem or stacked fashion. These parking configurations are not allowed within the current Zoning Ordinance. Specifically, Section 7.06 of the Zoning Ordinance states the following regarding access to off-street parking spaces:

“Each required off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. All off-street parking facilities shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement”

The concept of stacked/tandem parking was also reviewed in five surrounding communities, (Glenview, Niles, Skokie, Wilmette, and Evanston), and none of these communities allowed for such parking configurations, unless authorized in a Planned Unit Development. Generally, parking access requirements follow very similar language from community to community in order to create continuity of off-street parking lot design. This consistency assists users by traversing various parking lots in a safe and consistent manner for both vehicles and pedestrians. A tandem or stacked parking plan being reviewed today by Community Development would be denied based on the code section listed above. Also note, it is unknown when exactly various businesses started parking vehicles in stacked or tandem fashion.

Administrative Review and Approval Process

There is one additional municipal code to note that has a tangential overlap with the topic at hand, valet parking. Ordinance 2023-3710 codified valet parking is a *temporary parking management technique* that does not require zoning review. Under Section 9-18-1 of the Lincolnwood Municipal Code, valet parking is permitted through an application process reviewed by multiple departments and primarily handled by the Police Department. This regulation enables staff to administratively review and approve valet services. As such, it is important to cite this regulation to showcase that Lincolnwood’s Municipal Code has created an administrative process to address one type of parking situation. This memorandum does not suggest that the properties in the MB zoning district have a valet parking system, but rather consider addressing stacked and tandem parking situations through an administrative process that is codified in the Lincolnwood Municipal Code. Reintroducing an administrative approval process for special parking arrangements is further discussed as an option to explore below.

Recommended Options to Discuss and Explore

Since the primary development of Lincolnwood’s industrial areas took place in the 1960s and 1970s, before more modern off-street parking standards were established, there are a number of options to explore in an attempt to address non-conforming off-street parking arrangements. It is understood that not all options below are comprehensively presented. It is the intent of this memorandum to discuss the options at the January 6, 2026 Village Board Committee of the Whole meeting and for staff and the appropriate recommending body to receive direction for further exploration and eventual recommendation.

Option #1 – Engagement Campaign for Non-Compliant Properties

Since there are nearly 100 open municipal parking spaces available within the Northeast Industrial District (NEID), staff would do a proactive engagement campaign to work with the businesses that are non-compliant with the use of their private parking configurations and encourage their staff and visitors to utilize these parking spaces. It is understood that these parking lots are not immediately adjacent to such businesses. For example, one business located in the NEID that encompasses stacked parking is approximately 900 feet away from the closest municipal parking lot. However, this can be an achievable option given that the quantity of

vehicles that are double or triple parked in the NEID area observed was less than the number of parking spaces available in the municipally owned lots.

Pursuing this option will assist with having these properties come into compliance with the Zoning Ordinance and utilize a resource that is readily available. Note, if there are companies with multiple shifts, then staff will need to ensure that their parking needs are accommodated by possibly adjusting the hours of the municipally owned parking lots in the NEID area.

It is understood that this option does not solve the tandem or stacked parking scenarios in the Devon/Lincoln area, so staff would start working with the businesses in the NEID area while pursuing alternative solutions for the businesses in the Devon/Lincoln area.

Option #2 – Install Additional Off-Street Parking Lots in Specified Areas

Since the Village has proactively added off-street parking lots in the past, Community Development staff can evaluate additional off-street parking lot sites that would be based on the geographic need for such parking options. If additional off-street parking spaces are provided, then on-street parking restrictions can be reviewed and subsequently implemented which will assist with truck and delivery vehicle maneuverability.

One possible off-street parking lot is a public right-of-way that has not been improved as a roadway, Arthur Avenue west of Hamlin Avenue in the Devon/Lincoln area. The area shown in the image below is approximately 7,000 SF of land area which could accommodate parking spaces and still allow for vehicle circulation from the abutting uses. This area could also accommodate public parking for trail access.

If such an option were to be explored, Community Development staff would engage nearby business owners to understand their parking and circulation needs, work out at least two parking configurations and explore the financial opportunities to construct an off-street parking lot such as the utilization of Tax Increment Financing (TIF) funds. Parking lots in the NEID area were constructed utilizing TIF funds. Such parking lot improvements could be designed and constructed within a 12-month timeframe and on-street parking restrictions may soon follow to ensure that any future municipal parking lot is utilized.



This image shows a possible location for additional off-street parking in the Devon/Lincoln area.

When properties in the Devon/Lincoln area undergo redevelopment or a less intense land use change, the Village can encourage and work with new owners to add off-street parking opportunities for nearby organizations under appropriate agreements. Since this area is within the Devon/Lincoln TIF District, TIF funds could help offset costs for publicly accessible parking spaces. This scenario may be applicable in ongoing conversations about conversion of existing buildings into parking lots.

With regards to Ridgeway Avenue in the NEID area, staff can evaluate underutilized properties or portions of properties with the intent to install an additional off-street parking lot to accommodate employee parking. As part of that evaluation, staff would report back on possible viable options for additional off-street parking lots with the number of possible spaces and costs.

Option #3 – Consider a Zoning Code Text Amendment Enhancing Shared Parking for Off-Street Parking Lots

One other option to explore that may result in no capital expenditures from the Village is enhancing the Village’s established shared parking ordinance. Section 7.07 of the Zoning Ordinance entitled, “Collective parking, shared parking facilities and reduction in parking requirements” currently opens up *specific* opportunities for private properties to share or reduce off-street parking under certain circumstances (this code section is identified in the attachment entitled, “Referenced Municipal Regulations”). The text in this section could be expanded to allow neighboring property owners to share excess parking with other neighboring properties.

One example of a possible text amendments for Section 7.07 that can accommodate more shared off-street parking scenarios which could include:

- Increasing the allowable distance for a shared parking facility from 300 feet to 700–900 feet
- Restricting shared parking to the same zoning district or adjacent non-residential districts
- Allowing administrative approval without a public hearing

Essentially, with the right blend of text amendments, more opportunities can be created to reduce stacked or tandem parking configurations and allow staff to work with such property owners administratively. However, such activities may require considerable staff time depending on participation.

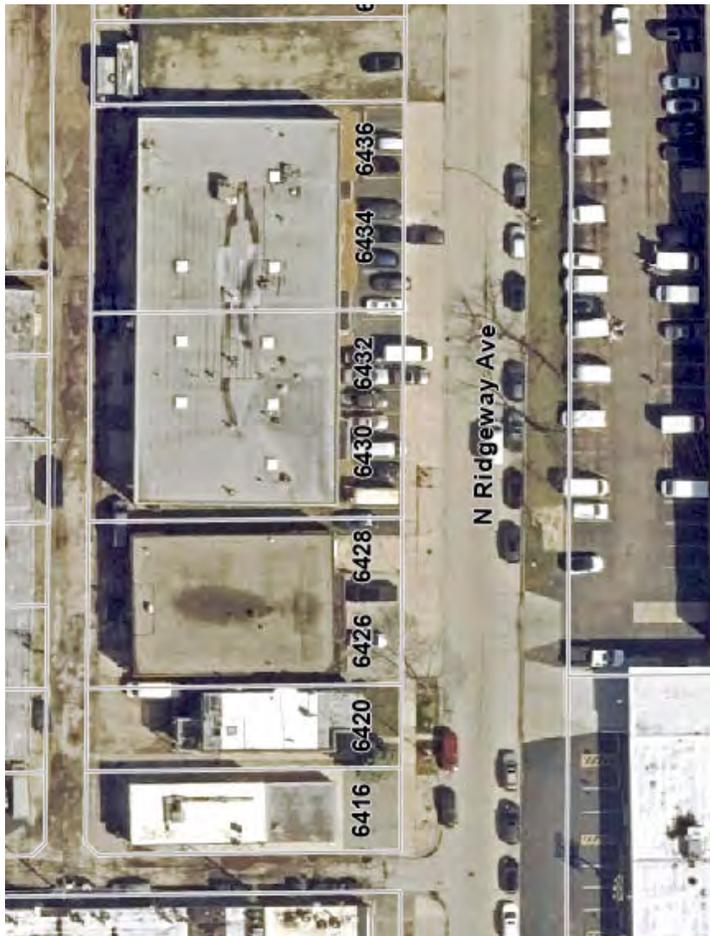
Option #4 – Consider an Amended Version of the 2024 Text Amendment Proposal

As part of the discussion last year, the Plan Commission and Community Development staff presented an administrative approval process to allow for stacked parking configurations in specific lots under certain requirements and circumstances. Such requirements included a property owner to submit a parking plan and have several departments review the parking plan to allow for stacked parking to remain as part of that administrative approval process.

This proposed process is similar to an already established administrative process, approving a valet parking application. Both processes, the previously presented stacked parking plan and the already-established valet application, allow for staff from multiple departments to review parking requests on a case-by-case basis. While the valet parking process has a list of regulations related to the operations of this service (the full code section with the codified criteria is provided in the attachment entitled, “Referenced Municipal Regulations”), there is a built-in review that is

parallel to the stacked parking plan concept presented in 2024. If it is the desire of the Village Board, staff can re-visit this concept and come up with additional criteria for property owners when going through an administrative approval process. Such a review process would involve Fire, Police, Public Works and Community Development.

An example that may be able to go through this process are the units on the 6400 block of N. Hamlin Avenue. The building stock was built in the 1960s and such buildings are setback approximately 26 to 28 feet from the front property line. There is a large, paved right-of-way where vehicles are parked in a tandem fashion to get more vehicles off the street (it appears that one vehicle is parking on private property and then another vehicle is parked immediately behind it, but it is technically parked in the right-of-way). If certain criteria and regulations are established to allow such parking to continue administratively through a multi-department approval process, then staff can help work with these properties. Two examples of such regulations that could be put in place includes not allowing vans, box trucks or other delivery vehicles to be parked on the outside space so as to increase visibility for vehicles backing up and not allowing more than two cars to be parked in a stacked fashion at any given time. An image of this particular area is below.



This image shows the 6400 block of N. Hamlin Avenue.

Conclusion

As presented above, off-street parking lots that contain vehicles parked in a stacked or tandem fashion may not be in compliance with the Zoning Ordinance. However, these instances of non-compliance may mean that these organizations are experiencing a sign of success when the number of employees exceeds the number of off-street parking spaces provided. Any off-street parking enforcement should be paired with a means to come into compliance while still providing parking for the area employees and guests to these area organizations. Staff is looking to approach this situation in a business-friendly manner while also maintaining the public health, safety and welfare.

Finally, it may be prudent for the Village Board to discuss a hybrid approach to addressing the various parking scenarios based on the circumstances and geography of the parking situations. That would involve Community Development staff further investigating the direction from the Village Board. As such, staff is seeking direction from the Village Board on this topic.

Recommendation

The options selected should be referred to the appropriate recommending body for further exploration to help address alternative parking solutions within Lincolnwood's MB zoning district.

Documents Attached

1. Referenced Municipal Regulations
2. PowerPoint Presentation

REFERENCED MUNICIPAL REGULATIONS

Chapter 15. Zoning - Article VII. OFF-STREET PARKING AND LOADING

7.01 Scope of Regulations.

The off-street parking and off-street loading provisions of this Zoning Ordinance shall apply as follows:

(1) Off-street parking and off-street loading facilities shall be provided as required by the regulations of this Article **VII** for all buildings and structures erected and all uses of land established in each district after the effective date of this Zoning Ordinance. However, where a building permit has been issued prior to the effective date of this Zoning Ordinance, and provided that construction is begun within six months of such effective date and diligently prosecuted to completion, parking and loading facilities in the amounts required for the issuance of said building permit may be provided in lieu of any different amounts required by this ordinance.

(2) When the intensity of use of any building, structure or premises shall be increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement in the amount specified herein requiring parking or loading facilities, such additional parking and loading facilities as herein required shall be provided.

(3) Whenever the existing use of a building or structure shall hereafter be changed to a new use, parking or loading facilities shall be provided as required for such new use. However, if the said building or structure was erected prior to the effective date of this Zoning Ordinance, additional parking or loading facilities are mandatory only in the amount by which the requirements for the new use would exceed those for the existing use, if the latter were subject to the parking and loading provisions of this ordinance.

7.02 Existing parking facilities.

Off-street parking facilities in existence on the effective date of this Zoning Ordinance and located on the same lot as the building or use served shall not hereafter be reduced below the requirements for a similar new building or use under the provisions of this ordinance.

7.07. Collective parking, shared parking facilities and reduction in parking requirements.

(1) Collective parking provision. Off-street parking facilities for separate uses may be provided collectively if the total number of spaces provided is not less than the sum of the separate requirements for each such use and provided that all regulations governing location, in relation to the use served, are adhered to. Further, no parking spaces or portion thereof shall serve as a required space for more than one use unless otherwise authorized by the Plan Commission/Zoning Board of Appeals in accordance with procedures set forth herein in Article V.

(2) Shared parking facilities; reduction in parking requirements. Cumulative parking requirements for mixed-use occupancies may be reduced where it can be determined that the peak

requirement of the several occupancies occurs at different times during the day. The Shared Parking Report 2nd Edition, published by the Urban Land Institute may be used as a guideline in the estimation of parking demand. For a shared parking arrangement, the Zoning Officer may make an administrative adjustment that reduces the off-street parking requirements for each participating commercial property by a maximum of 15%. To approve such an administrative adjustment, the Zoning Officer shall find:

- a. The collective parking facility is located within 300 feet walking distance of each of the uses, as measured from the entrance of each use to the nearest parking space in the collective parking facility.
- b. Convenient, safe, accessible and visible pedestrian connections are located between the facilities and all of the shared properties.
- c. The commercial properties do not have the same hours of operation, i.e., there is some substantial difference in business hours; an example follows:

- i. Business 1: Monday to Friday: open 9:00 a.m. to 5:30 p.m., closed Saturday, Sunday.

- ii. Business 2: Monday to Saturday: open 11:00 a.m. to 7:00 p.m., closed Sunday.

(3) Parking for delivery-oriented businesses. The Zoning Officer may make an administrative adjustment that reduces the off-street parking requirements for a delivery-oriented business by a maximum of 20%, or by allowing spaces that would be otherwise required for patron parking to be utilized by vehicles providing delivery of goods to patrons.

[Added 4-24-2023 by Ord. No. 2023-3686]

Chapter 9. Business Licenses and Commercial Regulations Article 18. VALET PARKING

[Added 7-18-2023 by Ord. No. 2023-3710]

9-18-1. Scope of article.

This Article 18 provides for the regulation of valet parking at establishments within the Village, as unregulated valet parking may cause traffic flow stoppages, unanticipated traffic movements, parking violations and unauthorized use of public areas and private parking spaces. Valet parking benefits businesses and their patrons by helping alleviate perceived parking deficiencies, enhancing customer service, and encouraging maximum use of less accessible parking spaces. The purpose of this article is to regulate valet parking to ameliorate potential undesirable effects on public areas or public safety.

9-18-2. Definitions.

For the purposes of this article, the following words and phrases have the following meanings;

ATTENDANT

A person employed by a valet parking operator who drives a vehicle while providing valet parking.

BUSINESS LOCATION

The licensed business for which a valet parking operation is provided.

VALET PARKING OPERATION

The receiving, taking possession of, driving, moving, parking, or leaving standing any vehicle that is left at one location to be driven to another location for parking, whether or not a charge is levied and whether or not done under contract to the business or organization for which the vehicles are being parked, or done independently. "Valet parking operation" does not include operators of public or private off-street parking operations or facilities at which customers park their own vehicles and remove the keys themselves.

VALET PARKING OPERATOR

A person who employs one or more attendants for the purpose of providing a valet parking service or who provides such services as a contractor.

VALET PARKING SERVICE

A parking service provided to accommodate patrons of any business establishment, which service is incidental to the business of the establishment and by which an attendant on behalf of the establishment takes temporary custody of a patron's motor vehicle and moves, parks, stores, or retrieves the vehicle for the patrons' convenience.

9-18-3. **Certificate of registration and plan required.**

No person may operate a valet parking operation within the Village without first obtaining a certificate of registration issued by the Village pursuant to this Article 18. No valet parking operation may be conducted, except in accordance with a valid valet parking plan approved by the Village in accordance with this article.

9-18-4 **Specific registration application requirements.**

(A) An application filed with the Village pursuant to Section 9-1-5 of this Code for valet parking registration must include, in addition to the requirements set forth in Section 9-1-5 of this Code;

- (1) Proof that all proposed drivers and operators are properly licensed to drive vehicles by the State of Illinois;
- (2) Identification of all other municipalities for which the applicant has a current business and/or vehicle license, or has had at any time a business and/or vehicle license;
- (3) The names, home addresses, and personal telephone numbers of all persons who own at least 5% of the proposed business;
- (4) The names and home addresses of any supervising officer, director or manager who will oversee the applicant's personnel that may conduct the valet parking;
- (5) Proof of insurance, as set forth in Section [9-18-5](#);
- (6) A copy of the valet parking plan for any business location where the valet parking service will be provided as set forth in Section 9-18-7; and
- (7) Payment of the valet parking registration fee, in the amount set forth in the annual fee resolution.^[1]

[1] *Editor's Note: See Ch. [A25](#), Fees.*

(B) Applications for a valet parking registration must be made to the Village Manager or their designee, on a form provided by the Village. Each such application must be in writing, signed by the applicant or by a duly authorized officer of an entity, verified by oath or affidavit.

(C) The Chief of Police, Fire Chief and Community Development Director must review each

application and submit their recommendations for approval or denial to the Village Manager. Upon a determination that the application meets all requirements of this article, the Village Manager will approve the application.

9-18-5 Insurance requirements.

The applicant must provide proof to the Village that the applicant has obtained liability insurance covering all locations at which the applicant operates or seeks to operate in the minimum amounts of \$1,000,000 per occurrence for public liability, property damage, and bodily injury; and \$100,000 per occurrence for garage keepers' legal liability. The insurance policy must be for a term at least co-extensive with the duration of the registration and may not be subject to cancellation except upon 30 days prior notice to the Village. Upon termination or lapse of the applicant's insurance coverage, any registration issued to the applicant will automatically expire.

9-18-6 Valet parking operation.

(A) The holder of a valet parking registration must at all times conduct valet parking operations in accordance with this article.

(B) The valet parking operator and all employees must be the age of 18 or older.

(C) The valet parking operator and its employees must, when conducting a valet parking operation, wear a clearly legible patch, insignia, or badge on their clothing stating the name of the valet operation.

(D) Valet parking spaces may be designated with a portable device, no taller than four feet (cones, for instance) with no marking, letters, words, numbers or lights on them. The portable devices may only be placed no earlier than one hour before valet parking operations begin, and must be removed within one hour of the cessation of valet parking operations.

(E) No permanent signs for valet parking or other signs or devices designating valet parking spaces may be used, other than the portable devices described in Section [9-18-6\(D\)](#) of this Code.

(F) Valet parking operations may not be provided in a manner that impedes circulation in a parking lot.

(G) Valet parking operations may only be conducted in areas shown on an approved valet parking plan. In the event that all of the parking spaces available in that parking plan are in use, the valet parking operations may use other available spaces in the subject parking lot or other legal on-site or off-site parking spaces. Under no circumstances may parking spaces not identified in the approved valet parking plan be reserved at any time. Valet parking operations outside of the approved plan area must cease when vacancies occur within the approved plan area.

(H) Vehicles in staging areas used for valet dropoff, as shown on an approved valet parking plan, may be stored or parked for no longer than five minutes per vehicle.

(I) Fire lanes may not be used to hold, park, or store vehicles, and must not be blocked or impeded by any valet parking operation activity.

(J) No valet parking operator or attendant may drive or park a vehicle in a manner that violates any law related to moving vehicles or parking.

(K) Every valet parking operator must place or cause the operator's agent to place on the dashboard of each patron's vehicle a ticket stating the valet company and its phone number in such a manner so as to be conspicuously visible through the windshield of the vehicle.

(L) All valet parking attendants must, upon taking custody of a patron's vehicle, issue a numbered receipt to each customer, containing the name, address, and telephone number of the company providing the valet service, a statement that the company has liability insurance as required by this article, and the charge for the valet service.

(M) All vehicle keys must be placed in a secured key storage area in order to prevent theft.

9-18-7 Valet parking plan.

(A) Requirements. No business location or person in the Village may provide a valet parking service nor may any valet parking operation be conducted unless a valet parking plan for that business or person has been approved in accordance with this article.

(B) Submission and approval of plan. The business location will be responsible for submitting the valet parking plan and obtaining approval from the Village.

(C) Procedure. Valet parking plans must be processed by application to the Village Manager or their designee who will administer the provisions of this article.

(D) Valet parking plan contents.

(1) All buildings, parking lot layouts, streets, and fire hydrants within 150 feet of where valet parking operations will take place.

(2) The location of all valet parking spaces, which may be on-site, off-site, or on-street parking spaces (including, without limitation, parkway parking spaces).

(3) The location of dropoff and holding areas.

(4) The location and elevations (pictures, renditions) of all structures to be used during valet parking operations.

(5) Valet parking, circulation routes, and patterns.

(6) The time of valet parking operations.

(7) The number of parking spaces to be reserved for valet parking.

(8) The parking pattern (vehicle movement pattern).

(9) A valet parking report, including the following;

(a) Data showing that the reserved spaces are available.

(b) If spaces off the property being served or spaces shared by others, in a shopping center for instance, are utilized, a letter from the off-site property owner or the owner of the spaces that are shared, agreeing to the time and location of the designated valet spaces to be provided. Unless the off-site valet spaces are in excess to those required by code, a parking study must be provided showing the off-site spaces are actually available during valet parking operations.

(c) The number of valets to be used.

(10) The name, address and telephone number of all valet parking operators to be used.

(11) If applicable, agreements with off-site businesses to use their property for valet operations and a parking study showing such spaces are available.

(12) Any other information deemed necessary by the Village.

conducted, except in accordance with a valid valet parking plan approved by the Village in accordance with this article.

9-18-8. Specific suspension and revocation regulations.

In addition to the grounds set forth in Section 9-1-16(A) of this Code, the Village Manager may, in his or her discretion and in accordance with the procedures set forth in Section 9-1-16, suspend or revoke any registration for valet parking upon the occurrence of any of the following:

(A) The valet parking operator, or any employee or agent thereof, violates any federal, state, or Village laws or regulations at the business location; or

(B) The valet parking operator, or any employee or agent thereof, in the course of the valet parking operations, commits any traffic, driving, or parking violation, without limitation, driving in excess of the speed limit, not stopping at a stop sign, failing to stop while exiting a driveway or alleyway,

failing to yield to pedestrians, making any illegal turns, or blocking roadway traffic on any street, alley, or roadway.

9-18-9. Penalties.

(A) Any person violating any provision of this Article 18 will be fined in an amount set forth in the Annual Fee Resolution.[1] Every day that a violation continues will constitute a distinct and separate offense.

[1] Editor's Note: See Ch. A25, Fees.

(B) Valet parking operators will be liable for any vehicular parking violation during the time that the subject vehicle was under the control of the valet parking operator.

Background

Throughout 2024: COTW and the Plan Commission discussed observed traffic impacts and parking operations in the M-B Light Manufacturing & Business zoning district

- Stacked (tandem) parking observed in MB zoning areas (NEID & Devon/Lincoln area)
- Causes: employee overflow, limited lot space
- Issues: zoning non-compliance, truck access, street congestion
- Previous discussions held in 2024 with Village Board and Plan Commission

2024 Recap

June 18, 2024: Village Board directs staff to explore text amendment to address stacked parking in MB district

September 3, 2024: Plan Commission discussed concept and supports administrative approval process

September 30, 2024: Draft amendment proposed with 2-year limit passes Plan Commission

October 15, 2024: Proposed text amendment is presented to Village Board but does not get approved for certain reasons

Tandem Parking in MB District

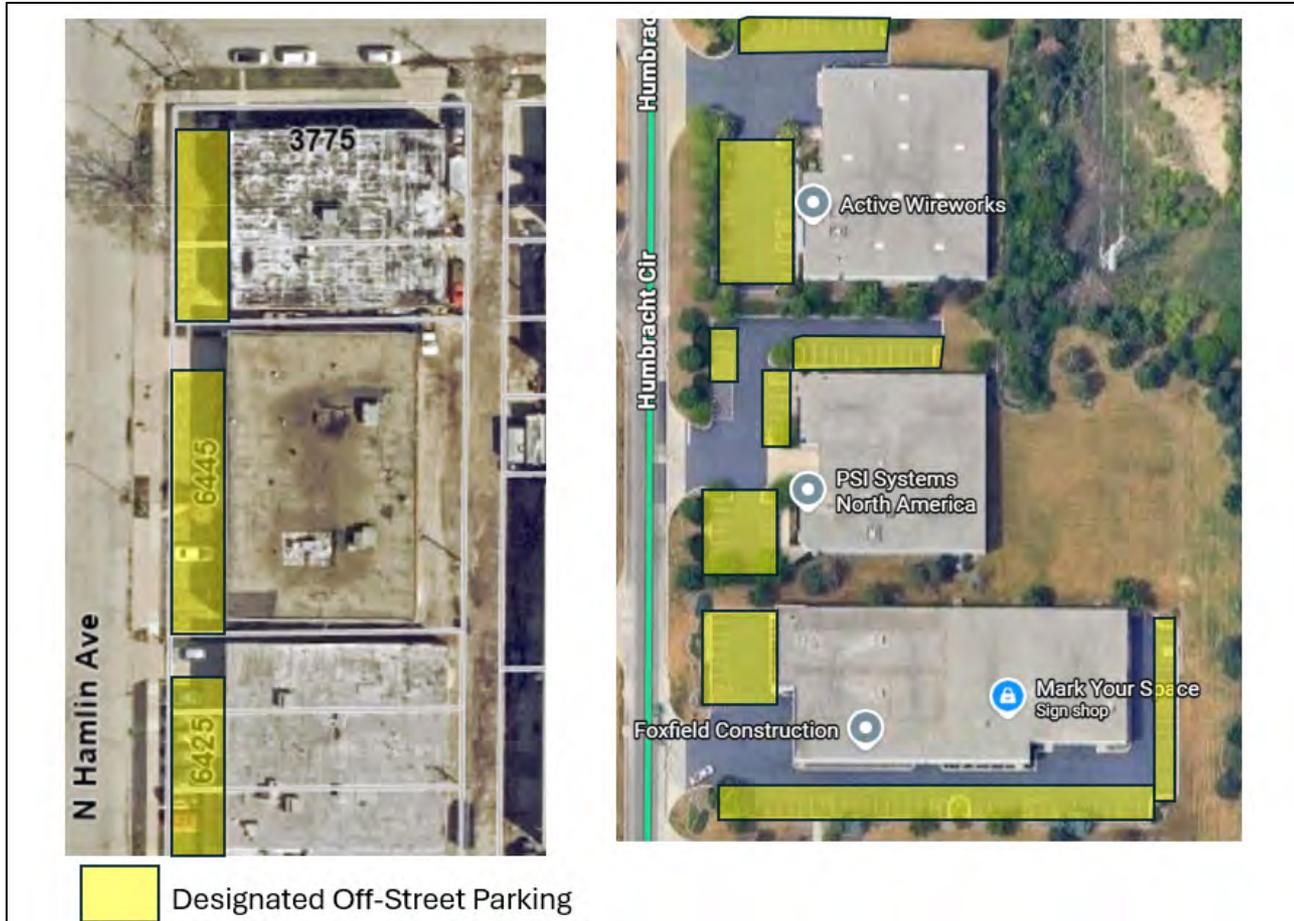


Northeast Industrial District (NEID)



Devon/Lincoln Industrial Area

MB Zoned Property Comparison to Modern Development



Public Parking Lot Utilization



Public Parking Lot Utilization June 2024 Observations

Parking Lot Location	Most Adjacent Uses	Parking Capacity	Estimated % Utilization
1. North of Public Works	Public Works, Brown Wood Products	78 spaces	75%
2. Central Park Avenue	LTC Interiors, Town Center Warehouse	7 spaces	0%
3. Northeast Parkway and Central Park Avenue	Ravenswood Studio, Luci Creative, Edler Warehousing	25 spaces	100%
4. Union Pacific Trail (northern portion)	Ravenswood Studio, Luci Creative, Edler Warehousing, Professional Moving Specialists	60 spaces	30%
5. Union Pacific Trail (southern portion)	CJ Foods	60 spaces	15%

Total capacity: 230 spaces

Total estimated utilization: 110 spaces

Total estimated unused spaces: 120 spaces

Public Parking Lot Utilization December 2025 Observation

Parking Lot Location	Most Adjacent Uses	Parking Capacity	Estimated % Utilization
1. North of Public Works	Public Works, Brown Wood Products	78 spaces	60%
2. Central Park Avenue	LTC Interiors, Town Center Warehouse	7 spaces	0%
3. Northeast Parkway and Central Park Avenue	Ravenswood Studio, Luci Creative, Edler Warehousing	25 spaces	100%
4. Union Pacific Trail (northern portion)	Ravenswood Studio, Luci Creative, Edler Warehousing, Professional Moving Specialists	60 spaces	36%
5. Union Pacific Trail (southern portion)	3700 Morse Avenue	60 spaces	36%

Total capacity: 230 spaces

Total estimated utilization: 130 spaces

Total estimated unused spaces: 100 spaces

Number of vehicles observed in a stacked parking fashion: 50 vehicles

Municipal Code Review

Zoning Ordinance prohibits stacked or tandem parking (Section 7.06)

Surrounding communities (Glenview, Niles, etc.) also prohibit stacked/tandem parking

Valet parking, which is a parking management activity, allowed via administrative process similar to what was proposed for stacked parking in 2024

Option #1 – Use Existing Parking Options (NEID)

- Encourage use of NEID municipal lots
- Work with non-compliant businesses
- Adjust lot hours for shift workers
- Recognize alternative solutions needed for Devon/Lincoln area

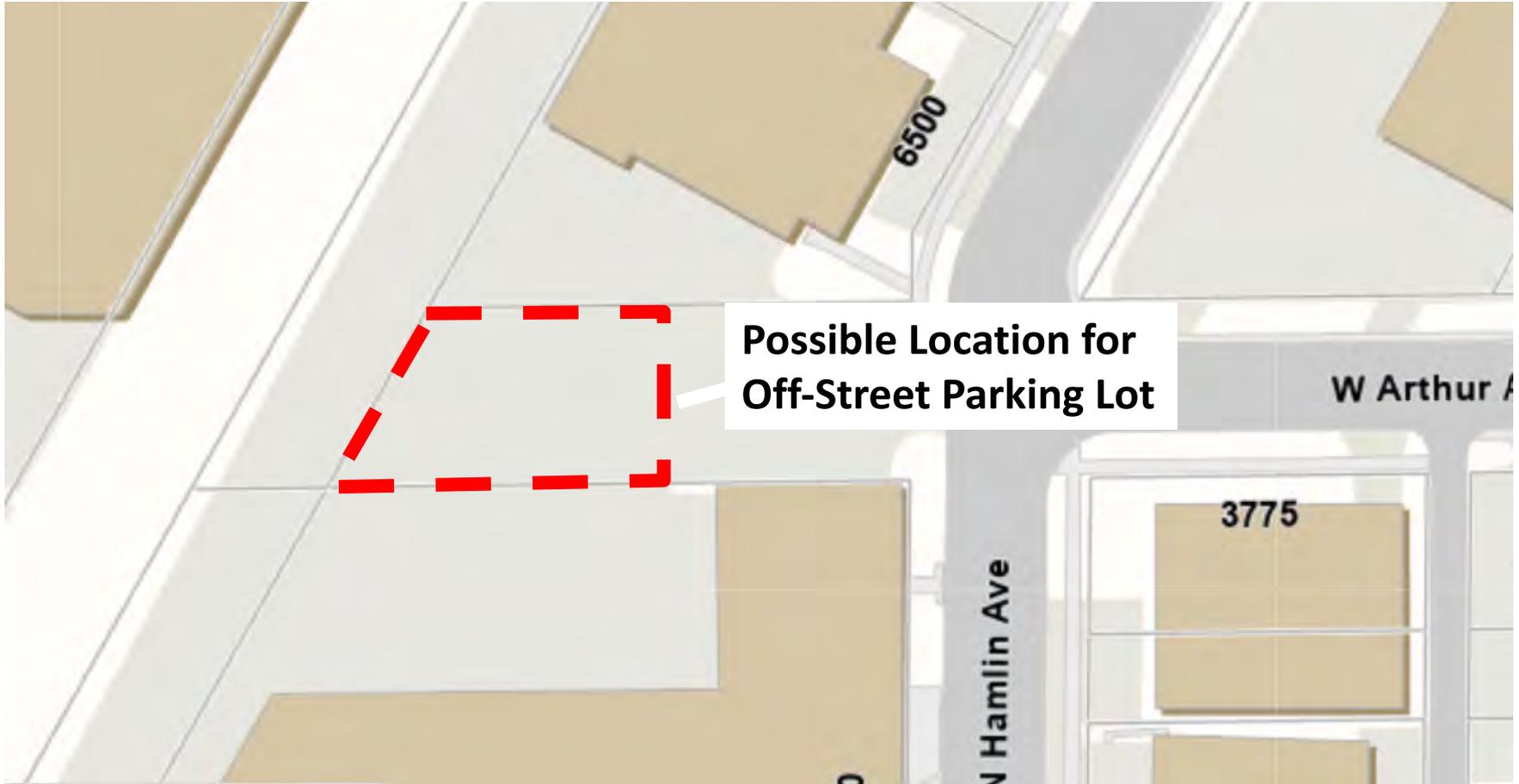
Public Parking Lots in NEID



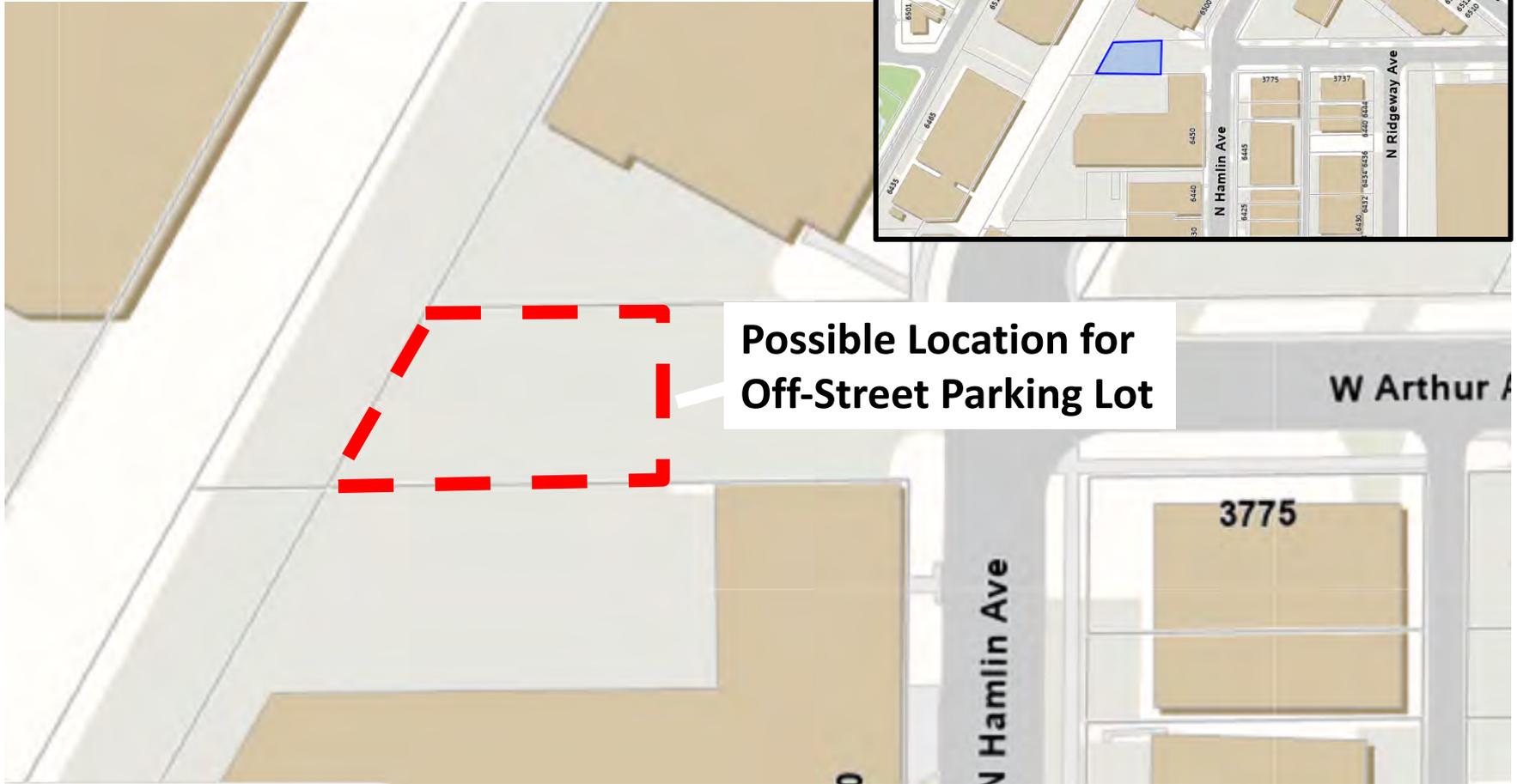
Option #2 – Construct Additional Municipal Off-Street Parking Lots

- Evaluate new lot sites (e.g., West Arthur Ave)
- Use TIF funds, engage businesses
- On-street parking restrictions timed with new parking lots
- Evaluate sites on Ridgeway Avenue in NEID area

Parking Lot Option



Parking Lot Option



Option #3 – Consider Text Amendment Enhancements for Shared Off-Street Parking

- Increase flexibility in the opportunities for shared parking such as increasing the allowable distance from shared parking facilities (e.g., 900 ft)
- Ensure that proper restrictions are in place
- This process would be administratively handled

Option #4 – Reconsider 2024 Text Amendment

- Establish criteria for stacked parking
 - Require property to apply for a stacked parking plan
- Allow administrative approval process, similar to established Valet Parking (case-by-case basis and multi-department review)

Requested Action

Staff seeks the Board's direction regarding the following actions:

- Outreach to tenants in the northeast industrial district regarding the availability of public parking lots
- Consider additional off-street parking lot locations and funding sources
- Enhance the collective/shared parking provisions in the Zoning Ordinance
- Re-consider a Zoning text Amendment to allow stacked parking in the M-B district under certain circumstances or conditions