



**VILLAGE BOARD OF TRUSTEES
REGULAR MEETING NOTICE/AGENDA
May 12, 2026, 7:00 PM**

**RICHARD T. FLICKINGER MUNICIPAL CENTER, COUNCIL CHAMBERS
6101 CAPULINA AVENUE, MORTON GROVE, IL 60053**

In accordance with the Illinois Open Meetings Act, all Village Board and Commission meetings are open to the public. This meeting can be viewed remotely via the live stream link found at: www.mortongroveil.org/stream. If an Executive Session is placed on the agenda, the meeting shall commence at 6:00 p.m. and the time between 6:00 p.m. and 7:00 p.m. shall be used for the Executive Session per 1-5-7:A of the Village of Morton Grove Municipal Code. If the Agenda does not include an Executive Session, the meeting will begin at 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Regular Meeting – April 28, 2026
5. **Special Reports**
6. **Public Hearings – None**
7. **Plan Commission Reports – Presented by Zoe Heidorn, Director of Community & Economic Development**
 - a. **Case PC 25-11:** Request for approval of a Preliminary Plat of Subdivision to create eight new lots of record for the development of four attached single-family dwellings and five detached single-family dwellings as part of a Planned Unit Development with waivers to Sections 12-2-5, 12-2-6, 12-3-5, 12-4-2, and 12-8-4 for the property commonly known as 6037 Lincoln Avenue.
 - b. **Case PC 26-05:** Request for an amendment to a Special Use Permit and a waiver to Section 12-2-6:G to allow an expansion of a daycare facility and a detached accessory structure within a required side yard for the property commonly known as 5633 Dempster Street.

8. **Residents' Comments (agenda items only)**
9. **President's Report** – *Administration, Council of Mayors, Northwest Municipal Conference, Dempster Street Corridor Steering Committee*
10. **Clerk's Report** – *Family & Senior Services, Advisory Commission on Aging, Condominium Association, Maine Township*
11. **Staff Report**
 - a. **Village Administrator**
 - 1) **Ordinance 26-10** (*Introduced April 28, 2026, Second Reading*); Amending Title 1 Chapter 4 Section 2 Entitled “Monetary Penalties and Fines for Specific Violations and Offenses” of the Municipal Code of the Village of Morton Grove
 - 2) **Case PC 25-11**
 - 1) It is Requested that the Village Board Formally Concur with the Recommendation of the Plan Commission to Deny the Request for Case PC 25-11.
 - b. **Corporation Counsel**
12. **Reports by Trustees**
 - a. **Trustee Khan** – *Finance Department, Appearance Commission, (Trustee Travis)*
 - b. **Trustee Minx** – *Fire Department, Fire Pension Board, Fire and Police Commission, Special Events Commission, RED Center, NIPSTA (Trustee Thill)*
 - 1) **Resolution 26-33:** Authorizing the Closure of Dempster Street for the Annual Fourth of July Parade
 - c. **Trustee Shiba** – *Building Department, Environment & Natural Resources Commission, Legal Department, IT Department, Sawmill Station TIF (Trustee White)*
 - 1) **Resolution 26-34:** Authorizing an Agreement with Clarity Partners for Website Design, and Website Hosting for the Village Website
 - d. **Trustee Thill** – *Public Works Department, SWANCC (Solid Waste Agency of Northern Cook County), MG-Niles Water Commission, Traffic Safety Commission (Trustee Minx)*
 - e. **Trustee Travis** – *Police Department, Police Pension Board, Fire & Police Commission, Community Relations Commission, Niles Township Government (Trustee Khan)*
 - f. **Trustee White** – *Community & Economic Development Department, Economic Development Commission, Plan Commission/ Zoning Board, Lincoln/Lehigh TIF (Trustee Shiba)*

- 1) **Ordinance 26-11** (*Introduced May 12, 2026, First Reading*): Approving an Amendment to a Special Use Permit and Authorizing the Construction of a Detached Accessory Structure Serving an Existing Daycare Facility at 5633 Dempster Street in Morton Grove, Illinois

13. **Presentation of Warrants** –\$2,436,421.92

14. **Other Business**

15. **Residents' Comments**

16. **Adjournment**

**MINUTES OF A REGULAR MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE
RICHARD T. FLICKINGER MUNICIPAL CENTER COUNCIL CHAMBERS
APRIL 28, 2026**

CALL TO ORDER

- I. Village President Janine Witko convened the Regular Meeting of the Village Board at 7:00 p.m. in the Council Chambers of Village Hall and led the assemblage in the Pledge of Allegiance.
- II. Village Clerk Eileen Harford called the roll. Trustees Saba Khan, Rita Minx, Ashur Shiba, John Thill, Connie Travis, and Keith White were present.

III. **APPROVAL OF MINUTES**

Mayor Witko asked for a motion to approve the Minutes of the April 14, 2026, Regular Village Board Meeting as presented. Trustee Minx so moved, seconded by Trustee Shiba.

Motion passed unanimously via voice vote.

IV. **SPECIAL REPORTS**

NONE

V. **PUBLIC HEARINGS**

NONE

VI. **PLAN COMMISSION REPORTS**

Mayor Witko introduced Zoe Heidorn, Director of Community and Economic Development, to present a Plan Commission report.

- 1A. **Case PC 25-06: Request for Approval of a Preliminary Plat of Subdivision in accordance with Chapter 12-8 and a Special Use Permit for redevelopment to establish warehousing and light manufacturing uses at the properties commonly known as 8125-45 River Drive and 8120-40 Lehigh Avenue in Morton Grove, IL.**

VI. **PLAN COMMISSION REPORTS** (continued)

- a. Ms. Heidorn she was pleased to present this case, which is a request for approval of a preliminary plat of subdivision and a special use permit to authorize the construction and operation of warehousing and light manufacturing uses at 11-acre properties at 8125-45 River Drive and 8120-40 Lehigh Avenue, all within the office/research/manufacturing district.
- b. The Applicant, Kurv Industrial, formerly known as Bridge Industrial, is seeking authorization to construct a 210,000 square foot facility to house the operations of BBJ La Tavola, (BBJ) a linen and events rental business currently based in Niles, along with a second unknown tenant.
- c. On June 3, 2025, the application was reviewed by the Appearance Commission and was recommended for approval. On June 5, 2025, the Traffic Safety Commission also recommended approval of the project as presented. The Applicant initially brought their request for approval to the Plan Commission at a public hearing on June 17, 2025. Due to concerns with the application, the Commission continued the case to a second public hearing on July 29, 2025, at which time the Commissioners voted to table the item to a future date to allow the Applicants to respond to comments.
- d. On March 12, 2026, the Plan Commission reviewed the revised application. Based on Commission discussion and concerns raised, the motion to recommend approval of the application failed by a vote of 3-3.
- e. Since the March 12 Commission meeting, and in response to the comments received, the Applicant has worked with staff to make significant changes to the building map and to revise the application to propose only one tenant under the Special Use Permit, BBJ La Tavola. A revised site plan and summary of changes was included in each Board member's meeting packet.
- f. Ms. Heidorn said that Kurv and BBJ are present this evening and are requesting Board action to remand the revised project back to the Plan Commission for reconsideration. If the Mayor and Trustees are amenable, the Applicants would also welcome the opportunity to provide a brief presentation outlining the proposed changes. Ms. Heidorn said she would be happy to answer any questions at this time. If there are none, she said, and if the Board is amenable, she would turn it over to the Applicants.

Mayor Witko asked if any members of the Board had any questions for Ms. Heidorn.

- g. Trustee Shiba asked, "Once the facility is up and operational, are we going to have any issues with traffic?" adding, "I'd hate to have a developer come in and build something and then we ask them to make changes because their facility interferes somehow with something already there. Have we dotted those i 's and crossed those t 's?" Ms. Heidorn responded, "Yes. The significant change here is the Special Use Permit being assigned specifically to BBJ. They have made representations, done traffic and parking impact studies, and reduced the number of box trucks and daily truck trips. The operations of their business would have to be aligned with the representations before the Plan Commission." She added, "In the future, if BBJ were to vacate the site, any future user would have to be in keeping with the conditions of the Special Use Permit, along the lines of BBJ's operations, or the future user would have to be a less intense use.

VI. **PLAN COMMISSION REPORTS** (continued)

- h. Trustee Shiba asked, with all the changes that have been made, is this sufficient for them to operate? Ms. Heidorn said, yes, they have noted that it is sufficient.
- i. Mayor Witko asked, “If BBJ were to leave the development in 5 or 10 years, what can the Village do to ensure the site doesn’t become a huge distribution center?” Ms. Heidorn said basically the Village would use its UDC as it applies in Manufacturing Districts, as well as Special Use Permits to limit things such as truck intensities, distribution, warehousing, and manufacturing. Staff has the discretion to determine if that type of use should be considered a permitted use or a Special Use. For future users, and this would be provided in the recommendations for approval, there are more specific guidelines dealing with, for example, truck counts permitted by right, and even if a future user would come in with less than the current truck counts, staff would have the ability to require a Special Use Permit, especially if they determine there are other impacts associated with the requested use. She said it was her understanding, after conversations with Bridge, that this is not the type of site that could be used for a traditional distributor.
- j. Trustee Thill wanted to clarify that none of the trucks leaving the site would be allowed to go northbound on Lehigh. Ms. Heidorn said that’s correct. She noted that Kurv and BBJ have provided a truck routing plan that would direct trucks onto River to use the signalized intersection at River and Oakton. That includes semis.
- k. Trustee Minx said, based on the letter in the Board packet, it indicated that the change in the building area is almost a 20% decrease, the office area a 1.5% decrease, and the parking area a 16.1% decrease. She said they had asked for the height to be 43 feet, but it appears the interior height is going to be 40 feet. She asked Ms. Heidorn to speak to that and explain how it’s measured. Ms. Heidorn said this was a topic of much discussion. What was originally proposed was a height of 40 feet measured from the finished floor. She noted that it is an 11-acre site and the grade does vary. At some points, it would be 43 feet above grade. At others, less than 40 feet. They have now proposed a compliant, less-than-40-foot-height-from-grade across the board.
- l. Trustee Minx asked, other than consolidating parcels, what else makes this require a Special Use rather than a permitted use? Ms. Heidorn replied that staff was requiring that this be a special use, basically to be able to go through this process. Staff had questions about traffic impacts, future use of the site, etc., just as does the Board. Because of the scale of the development and the scale of the operations, and to be able to provide controls that would protect the Village now and in the future, the special use permit process seemed appropriate.
- m. Trustee Minx said she also had questions about the 6B tax classification status. Ms. Heidorn said that’s not within the scope of the special use permit or plat of subdivision request.
- n. Trustee Thill asked if any revenue would be brought into the Village from this development, other than property taxes. Ms. Heidorn said yes, BBJ provided information to staff today indicating that, in 2025, they had revenue from sales tax for the Village of Niles in the amount of \$42,000.00. They anticipate that it will go up to \$50,000 once they’re operating in Morton Grove.
- 1B. Mayor Witko then invited the Applicants to come forward to do their presentation to the Board.

- VI. **PLAN COMMISSION REPORTS** (continued)
- a. Curt Pascoe, Executive Vice President of Development with Kurv Industrial, who assured the Board that Kurv Industrial is Bridge Industrial, rebranded. The team the Village has been working with remains the same. He said the design of the proposed development has been influenced by staff feedback and Metro on Main. He said real brick (not painted) will be used. The building will be LEED certified and will include bird-friendly glass on the windows.
 - b. The site plan shows a single-tenant building for BBJ La Tavola. Mr. Pascoe said his team is hoping that the Board action taken tonight will be to remand the project back to the Plan Commission for reconsideration. Mr. Pascoe said, as mentioned during the Plan Commission hearings, BBJ is looking to consolidate multiple locations from Niles. Their operations include a showroom/office, linen fabrication, laundering, equipment rentals, and interior storage of rented products. These unique operations will require new construction and a long-term commitment.
 - c. Mr. Pascoe went over the changes to the proposed project made subsequent to the last review by the Plan Commission on March 12, 2026. Those changes include: a single-tenant development; a reduction in size from 210,870 square feet to 169,698 square feet; an increase in the western building setback from 110 feet to over 200 feet; greenspace that exceeds what is required by Code; tree planting that exceeds Code; building height reduced to 40 feet to be compliant with the Code; a reduced dock count (19); a modern truck court to eliminate trucks stacking on the road; and an agreed number of maximum daily truck traffic.
 - d. Mr. Pascoe said the benefits of this development to the community would be economic, infrastructure-related, and sustainability/green space-related.
 - ❖ Economic benefits would include 250+ jobs, \$38 million in a top-tier business investment; a development that will generate sales tax while preventing long-term vacancy and decline.
 - ❖ Infrastructure benefits are the environmental remediation of the site, the inclusion of stormwater management and detention where none currently exists; the reconstruction of the Park Avenue roadway; and the contribution to Lehigh lighting and pedestrian upgrades.
 - ❖ Sustainability/green space benefits include over 260 trees preserved and planted (which exceed Village Code requirements); a bird-friendly building design, a building that is LEED designed and certified; energy-efficient building systems; and a project that exceeds the Village's green space requirements.
 - e. Mr. Pascoe then introduced Greg Sullivan, CEO of BBJ La Tavola.
 - f. Mr. Sullivan explained that BBJ is looking to consolidate its operations all under one roof, to become more efficient as an organization. He said they do have a large facility in Napa, CA, and similarly, they'd like to have a centralized location in Morton Grove. He said he's been the CEO for the past 10 years, and acknowledged that BBJ La Tavola is one of the most recognized and influential textile brands in the global event industry. He recounted the difficulties in moving, especially some of the larger systems they have, and assured the Board that, once they're here, they won't be leaving any time soon. He reiterated that he'd like this building to be a headquarters for the operations in the Midwest area.

VI. **PLAN COMMISSION REPORTS** (continued)

- g. Mayor Witko noted that BBJ has submitted a Letter of Intent to the Village, but there's no lease as of yet. She was concerned about approving the project only to learn the proposed tenant doesn't have a lease. Ms. Heidorn said that a signed lease could definitely be one of the conditions of the Special Use Permit.
- h. Mayor Witko asked Mr. Sullivan why the facility would need 19 truck bays with only 8 box trucks. He said the some of the bays can be used for other things, such as the compactors for recycling materials, and for staging the box trucks. Mr. Sullivan said, "The opportunity to stage the box trucks before they go out in the morning is important to us."
- i. Mayor Witko's last question to Mr. Sullivan was about the building height. She said that it seems that the building height is a concern, and asked him if he would be willing to reduce the height somewhat. Mr. Sullivan said that the height was needed for them to be able to store all their material. He said right now, they have to throw away material that still has some life in it and could be repurposed, but because they don't have adequate space to store it, they have to get rid of it. There are also seasonal items that need to be stored. He intimated that building height wasn't necessarily a deal breaker, but the height is, for the reasons he stated, important to them.
- j. Trustee Minx thanked Mr. Sullivan and Mr. Pascoe for coming out tonight and addressing the Board. She said that not all the Trustees attend the Plan Commission meetings, so they learned a lot tonight.

Mayor Witko asked Village Administrator Chuck Meyer to speak to next steps.

- k. Mr. Meyer said the Board basically has three options: they can affirm the Plan Commission's denial of the project or override the Commission and approve this project, or it can remand the project back to the Commission for reconsideration. Mayor Witko asked the Board members if they had comments on this.
- l. Trustee Minx said, having lived a long time in Morton Grove, she has seen errors in judgment over the years made by past Village Board members. She remembered a Board in the 1950's deciding not to expand the Village, although other towns were expanding rapidly at the time. It was a missed opportunity that left Morton Grove land-locked. Trustee Minx felt that, having a new business that's willing to work with staff and the Board, and is looking to come in and be here for 10 to 20 to 30 years, and is prepared to take on the remediation of the site (which will be a costly endeavor) was an opportunity the Board should consider very carefully. She felt that, if the Village does its due diligence, this project could be a win-win for the community.
- m. Mayor Witko said it's true the Kurv Industrial and BBJ La Tavola have made huge compromises, considering the project they had first come in with.
- n. Trustee Shiba said, "It's a beautiful building, and you'll be generating revenue and bringing jobs to Morton Grove. You're investing in us, and we're investing in you." Mr. Sullivan, the CEO, said, "We are the lightest manufacturing use you'll ever see."

VI. **PLAN COMMISSION REPORTS** (continued)

- o. Mayor Witko asked if any Board members had anything else to say before she opened this up to residents' comments.
- p. Trustee Thill complimented the Applicants on the compromising that they've done, and also on the presentation this evening.
- q. Trustee Khan complimented the Applicants on doing a wonderful job of providing information, but noted that some residents still had concerns. She asked Mr. Meyer if the Board had to pick one of the three options now, or if they should wait till after residents have had a chance to speak. Mr. Meyer responded that either way was fine, just so long as a decision is made before the end of tonight's meeting. Mayor Witko said she would rather listen to the residents first before making a decision. Trustee Khan agreed.

VII. **RESIDENTS' COMMENTS (PROPOSED INDUSTRIAL PARK PROJECT ONLY)**

Mayor Witko opened residents' comments, but only for anyone who wanted to speak about the proposed industrial park project.

- a. **Mazhar Khan, 8542 Mango**, had several questions, including one about accessibility for disabled visitors, but Mayor Witko cautioned him that this was only an opportunity to comment, not to ask questions or have a conversation. She said that, if the Board decides to remand this case back to the Plan Commission, the time and place to ask his questions would be at the Commission's public hearing.
- b. **Robert Busam**, who is partners with **Mike Tracy of Design Installation Systems, Inc.**, said he had sent the Board members a copy of a packet of comments and questions he had originally sent to the Plan Commission. He said he likes to think of himself as "heavily invested" in Morton Grove, as he has done business here for the last 30 years and owns, with Mr. Tracy, several residential buildings.
- c. Mr. Busam said he sees this project as having two elements: a financial element, and a zoning/"neighborhood" element. The financial element is obtaining the 6B approval; without that, Mr. Busam said, this project won't happen. Mayor Witko said we're not talking about the 6B now. Mr. Busam said it does need to be considered. With an approved 6B tax classification, the Village could likely lose \$7.2 million in property taxes over a decade. It's something to keep in mind.
- d. Regarding the neighborhood element, this project changes the face of the community. Mr. Busam said he's not quite sure why 19 truck bays are needed for 6 to 8 box trucks. He wondered how this would end up looking over the long term—no one has seen a storage plan yet, and having compactors in the bays doesn't seem sound. He felt this project was trying to squeeze a big box into an area where it doesn't fit. They are reducing parking spaces for employees plus visitor or clients. Mr. Busam felt that some of the "benefits to the community" had been overstated. They had said 250+ jobs would come to the Village. But he felt that the people who work for BBJ now only need to move five blocks to still have their jobs. This is not particularly a boon for the Village.

VII. RESIDENTS’ COMMENTS (PROPOSED INDUSTRIAL PARK PROJECT ONLY) (continued)

- e. Mr. Busam said, being neighbors of the current building, he thought they looked fine and felt the Village should continue to collect property taxes and wait for a better option. He said he really doesn’t feel a building of the size proposed is appropriate for this neighborhood.
- f. **Mike Tracy, 8110 River**, said he’s been through six mayors; Mayor Witko is number 7. He felt he was a good custodian of the properties he owns; he’s heavily invested in Morton Grove, and he’s been doing this for a while, so he knows what he’s talking about. Mr. Tracy said there are no signed agreements yet for this property. Traffic studies have been done and suddenly 100 semi trips is reduced to three—that didn’t make sense. He’s seen (and sent pictures) of semis trying to turn left on River or on Park Avenue—it’s impossible for them to make the turn. There’s really no place for them to turn around, especially if they happen to go north on Lehigh. Mr. Tracy felt strongly that not enough thought had been put into repurposing the buildings. He said that he’s a builder, so he understands about investing for growth. He said if anyone would have asked him his opinion, he would have shared it. He had thoughts about making one of the two existing buildings 40 feet high, but leaving the other building alone. The loading docks are already there, right in between the two buildings. He concluded by stating that he doesn’t think the project as proposed is appropriate for that area; he’s against it and he’s going to fight it.

Mayor Witko asked if anyone else would like to comment.

- g. **Nathan Richter**, representing the current owners of the site, said that the building was acquired in 2017. The owners have actively pursued getting the building stable. This site is not functional as an office site. He said he was in favor of the proposed redevelopment project. He felt it was not only realistic, but would be an asset to the Village.

There being nothing further, Mayor Witko asked for a motion from the Board. Trustee Minx moved to remand this case back to the Plan Commission for reconsideration. Trustee Thill seconded the motion.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

- h. Mayor Witko said this means there will now be another Public Hearing on this project. She thanked the Applicants for their time this evening.

VII. RESIDENTS’ COMMENTS (AGENDA ITEMS ONLY)

NONE

VIII.

PRESIDENT'S REPORT

1. Mayor Witko invited Police Chief Mike Weitzel to the podium for some departmental recognition.
 - a. Chief Weitzel thanked the Board for the opportunity to share this recognition, noting that the MGPD formally presents these awards to their employees at their February department meeting. Chief Weitzel said he appreciated the chance to highlight these individuals before the Board and the community so their outstanding achievements can be recognized more broadly. He said, this evening, he would be presenting the Morton Grove Police Department's awards for the 2025 Civilian Employee of the Year and the 2025 Officer of the Year. He then invited Community Service Officer Marven Moreno to the podium.
 - b. He said that CSO Moreno has been selected as the MGPD's Civilian Employee of the Year and called out comments about his many contributions to the Department from CSO Moreno's supervisor.
 - c. "CSO Moreno joined the MGPD in 2003 and, for the last 22 years, has become an invaluable part of our organization. He was nominated for this honor because he has been an extremely dependable employee, one who consistently goes above and beyond what is expected. He regularly steps up and offers help before even being asked. In 2025, CSO Moreno took 27 extra shifts and worked nine shifts for special events, demonstrating his commitment to supporting the Department and helping whenever he can. He also plays a big role in helping the MGPD respond to FOIA requests, with 62.5 hours of evidence redaction in 2025. This work takes time, patience, and attention to detail, and CSO Moreno has been a huge help in keeping up with the workload. He is a reliable employee who consistently works hard, steps up, and makes a difference in the Department."
 - d. Chief Weitzel said he concurred with the remarks of CSO Moreno's supervisor, and is very grateful that Moreno is a part of the MGPD team. Mayor Witko called him "an unsung hero," as the Board congratulated and thanked him.
2. Next, Chief Weitzel asked the Morton Grove Police Department's "2025 Officer of the Year," Officer Michael Zachacki to join him at the podium. He also asked the Board's indulgence in calling Lt. Jeff Gordon from the Lincolnwood Police Department to the podium for a special announcement.
 - a. Chief Weitzel said, "Lt. Gordon is the Commander of the Major Crash Assistance Team (MCAT) under the umbrella of NORTAF (North Regional Major Crimes Task Force). MCAT is an indispensable unit that allows us to investigate serious traffic accidents involving fatalities or great bodily harm." Chief Weitzel said there have been a number of these types of accidents over the last few years, adding that these cases could not have been solved, nor the guilty held accountable, if not for Jeff and his team. Chief Weitzel said the reason he asked Jeff to come to the podium is because Mike Zachacki has been serving as a Team Leader on the MCAT team. Mike is an expert crash reconstructionist—quite possibly the best in the State—and Jeff asked the chief about a month ago to make Mike available to be their Operations Supervisor, which is the #2 position on the team and carries with it tremendous responsibility. This will also give Mike an opportunity to make even more of an impact on regional law enforcement agencies. Chief Weitzel said he would be remiss if he didn't acknowledge and thank Sgt. Dan Keeler from the Evanston Police Department who is also present tonight and who has been serving as the Operations Supervisor for the past 11 years.

VIII.

PRESIDENT'S REPORT (continued)

- b. Chief Weitzel said Mike's watch commander, Eric Eimer, had summarized some of Mike's exceptional contributions to the MGPD: "Mike performs many duties in addition to his job as a Patrol Officer. His specialty is the NORTAF MCAT, a vital task force whose investigations have a major impact on Morton Grove and many of our surrounding communities. He's been responsible for conducting and leading the bulk of crash reconstruction work for serious accidents across member agencies. His expertise has directly contributed to accurate case outcomes, successful prosecutions, and the overall integrity of investigations involving significant injury and loss of life. In recognition of his leadership, technical expertise, and consistent performance, Officer Zachacki, effective June 1, 2026, will assume the role of Operations Supervisor for NORTAF MCAT, serving as the second in command on the team. In this capacity, he will oversee operational deployments, coordinate investigative resources, and ensure the highest standards of reconstruction practices are maintained across the team.
- c. Officer Zachacki is typically designated as the Lead Investigator for all the high-profile and complex MCAT cases, such as the 2024 Mother's Day crash in Glenview. His investigation into the Glenview triple-fata case from January 2025 was requested by two organizations to be presented at their upcoming 2026 conferences (Illinois Division International Association for identification and Illinois Association of Technical Accident Investigators)."
- d. Officer Zachacki has been accredited by ACTAR (the Accreditation Commission for Traffic Accident Reconstruction) as an accident reconstructionist. ACTAR is a prestigious, selective, and internationally recognized accreditation. The exam is very difficult and has been attempted by numerous officers and industry professional, including officers from our neighboring agencies, without success. There has only been other person in Illinois to gain accreditation since 2022, bringing the total number in Illinois to only 41.
- e. Officer Zachacki was the Illinois Association of Technical Accident Investigators (IATAI) Member of the Year. In October of 2025, he was reelected to his second term as IATAI Secretary. He manages and maintains the IATAI website and Google Workspace platform, and in October, he assisted with coordinating a five-day training class and conference for IATAI which was attended by over 90 industry professionals. He is a Certified Vehicle System Forensic Technician, Examiner, and Operator, and in March 2025, he became a Crash Data Retrieval Trainer Mentor.
- f. Mike responded to 15 MCAT activations in 2025 and was the lead investigator of six cases, spending over 1,200 hours reconstructing the crashes and writing the extremely detailed and complicated reports. He also served warrants and downloaded black box data for other agencies, such as Maywood and Skokie. Chief Weitzel said "The importance of Officer Zachacki's work with MCAT cannot be understated. The cases he investigates are high profile, politically sensitive, and of great consequence. His exhaustive investigations and reports are used to provide answers, determine fault, exonerate the innocent, compensate victims, and bring closure to families and communities."
- g. Chief Weitzel said Mike does all this while being a full-time Patrol Officer, a Field Training Officer, an Assistant UAS Program Coordinator, a CPR instructor, and a Backup Evidence Custodian. He volunteered for the Special Olympics Illinois Polar Plus, the Special Olympics Illinois Plane Pull, and he presents the MGPD's drone program and crash investigation to the MGPD Explorers. He also

VIII.

PRESIDENT'S REPORT (continued)

assists supervisors with many projects, including video presentations for the Village and the Traffic Safety Challenge applications.

- h. Chief Weitzel said, "Officer Zachacki is one of the hardest-working and accomplished officers in the Morton Grove Police Department. He is also possibly the best Accident Investigator in the State of Illinois. The impact of his work affects not only Morton Grove, but many other communities as well. All of law enforcement benefits from specialists like him, who are willing to exceed expectations and devote an incredible amount of time and effort to their craft. We at the MGPD are extremely fortunate to have Officer Zachacki as a member of our team." Chief Weitzel continued, "I've seen how diligently you have discharged your duties over the course of the last calendar year, and I commend you for your unwavering commitment to public safety and your tireless efforts that have made a significant impact on our community. Please accept my congratulations on this achievement, and I look forward to your future contributions to the success of our agency."
3. Next, **Mayor Witko proclaimed the week of May 17–23, 2026 as National Public Works Week** in the Village. She said that, since 1960, National Public Works Week has been celebrated throughout the US and Canada during the third week of May to educate the public on the importance of public works in their daily lives. The theme for 2026 National Public Works Week is "Rooted in Service, Powered by Community," highlighting three cornerstone ideals that motivate public works professionals and give them their sense of purpose. Public works professionals often never meet those whose lives they have positively impacted, because, when things are going right, no one knows public works is there. Yet, with or without fanfare, public works is ever-present, working in the background to advance quality of life for all.
 - a. Mayor Witko said the Morton Grove Department of Public Works maintains a well-trained staff of 38 full-time employees who serve as the backbone of all Village maintenance services. The department is comprised of five divisions: Water and Sewer, Streets, Vehicle Maintenance, Engineering, Facilities Maintenance, and the Forestry division. Our Public Works professionals are responsible for the planning, development, operation, and maintenance of the Village's public works systems, including storm and sanitary sewers, water mains, streets, bridges, street lights, traffic signals, public buildings, public fleets, trees, solid waste collection, and recycling—all of which are essential to meeting the needs of our residents. The Public Works Department staff is dedicated to ensuring an excellent quality of life for our residents by keeping Morton Grove a safe, sustainable, and resilient community.
 - b. Mayor Witko said the Village Board and Village residents are extremely proud of the members of the Public Works Department and are very grateful for their collective and individual efforts to improve the quality of life in Morton Grove. She urged all citizens to join her and the Village Board in paying tribute to our public works professionals and in recognizing the substantial contributions they make to protect our health and safety and to advance our quality of life.
4. **Mayor Witko then proclaimed the week of May 3–9 as International Compost Awareness Week.**

VIII.

PRESIDENT'S REPORT (continued)

- a. Mayor Witko noted that International Compost Awareness Week (ICAW) is the largest and most comprehensive education initiative of the compost industry and is celebrated worldwide annually during the first full week of May. ICAW is designed to promote the benefits of composting and compost itself for effective resource management, soil health, and plant growth.
 - b. Composting returns organic resources to the soil, promotes water conservation during extreme drought and flooding conditions, reduces water consumption and non-point pollution, stores carbon in soils reducing climate impacts, and is a proven method of decreasing the dependence on chemical fertilizers and decreasing erosion. Organic materials make up approximately 30% of the material going to landfills, and composting is one of the primary methods to reach waste diversion goals. Materials such as yard trimmings, vegetable cuttings, biosolids, and food scraps, are all composted and converted into compost. Further, composting creates green jobs and infrastructure for cities and states that implement composting programs.
 - c. Mayor Witko noted this year's theme is "Compost! Feed the Soils that Feeds Us" was chosen with the goal of highlighting composting in all kinds of communities at any scale—from backyard home composting to community composting, to large-scale facilities, to all those who recognize the many benefits of using compost on our soils. Composting is essential in developing a sustainable resource management plan for any community. It empowers communities to manage their own waste, create job opportunities, and support healthy soils with locally made compost. The mayor urged all Morton Grove residents to explore the benefits of composting, and to check out composting services such as Groot and WasteNot for all organic waste, including landscape trimmings and food scraps, and to do their part to create a more sustainable planet.
5. Mayor Witko announced that American Legion Post 134 will be holding their annual Memorial Day Ceremony on Sunday, May 24, 2026, at 1:30 pm. Please join us as we honor our veterans at the Civic Center, located at 6140 Dempster Street, next month.
 6. Mayor Witko said the Village is very fortunate to have excellent programs for our community youth through Scouting America. The Scouts are strong supporters of providing character development and leadership training to more than a million young people between the ages of 5 and 21 years. They are also present in school districts throughout our community. To learn more, please visit www.scouting.org.
 7. Lastly, Mayor Witko noted that, after the Village Board meeting two weeks ago, she, Trustees Shiba and Travis, and staff traveled to Springfield to meet with legislators and State Officials to advocate on behalf of Morton Grove and our residents. Mayor Witko said the Morton Grove contingent was able to meet with several legislators and elected officials and advocated for the needs of Morton Grove, including our new Police Department and Village Hall.

IX. **CLERK'S REPORT**

Clerk Harford had no formal report this evening.

X. **STAFF REPORTS**

A. Village Administrator:

1. Mr. Meyer presented for a first reading **Ordinance 26-10, Amending Title 1, Chapter 4, Section 2 Entitled "Monetary Penalties and Fines for Specific Violations and Offenses" of the Municipal Code of the Village of Morton Grove.**
 - a. He explained that this Ordinance will amend Title 1, Chapter 4, Section 2 of the Code, to include specific penalties for violations of the Code related to parking offenses. In reviewing the Village's standard fines, it was found that the Village's minimum fine amount (ranging from \$20 to \$30) was low compared to neighboring communities. Additionally, it was found that the Village's standard maximum fine was high (\$750) compared to neighboring communities. To standardize fines, a recommended fine schedule for certain fines would be a minimum fine of \$75 and maximum fine of \$150. As this is the first reading of this Ordinance, no action will be taken tonight.
2. Mr. Meyer announced that, thanks to the hard work of Zoe Heidorn and Boyle Wong, we now have a Morton Grove Days store up and running on Red BubbleUp. The store features merchandise with the Morton Grove Days 250 logo, such as t-shirts, stickers, hats, pins, and more. All proceeds from the store will go directly to the Morton Grove Days 501(c)3 account. Visit MGDays.redbubble.com.

B. Corporation Counsel:

Corporation Counsel Liston had no formal report this evening.

XI. **TRUSTEES' REPORTS**

A. Trustee Khan:

Trustee Khan had no formal report this evening.

B. Trustee Minx:

1. Trustee Minx presented **Resolution 06-30, Authorization to Execute a Repair Agreement with 312 Truck Repair & Body Painting of Chicago, IL.**
 - a. She explained that, in order to provide continued reliable service, Fire Engine 5, a 2015 Smeal/ Spartan Chassis, is in need of body repairs and refinishing. Fire Department personnel distributed a

XI. **TRUSTEES' REPORTS** (continued)

B. Trustee Minx: (continued)

- b. Request for Proposals to numerous contractors and received two quotes for the scope of work defined. 312 Truck Repair & Body Painting of Chicago supplied the lowest cost alternative, with required qualifications and reputable references. The funds were allocated in the 2026 Capital Outlay Budget for these repairs. The Fire Department intends to maintain and utilize this 2015 Fire Engine for a minimum of 10 years of additional service. The fiscal impact of this Resolution is \$40,675.45.

Trustee Minx moved to approve Resolution 26-30, seconded by Trustee Shiba.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

C. Trustee Shiba:

Trustee Shiba had no formal report this evening.

D. Trustee Thill:

Trustee Thill had two resolutions to present this evening:

1. **Resolution 26-31, Authorizing a Contract Amendment with American Surveying and Engineering P.C. for Land Acquisition Services for Oakton Street Pedestrian Facility.**
 - a. This Resolution authorizes the Village Administrator to finalize negotiation and execute a contract amendment with American Surveying and Engineering P.C. for Oakton Street Pedestrian Facility land acquisition services.
 - b. The Villages of Morton Grove, Niles, and Skokie have partnered to construct a shared use path along Caldwell Avenue and Oakton Street. A safety enhancement to the path is to construct a short portion of the path on a permanent easement on private property at 7901 Caldwell Avenue. A boundary has been developed, the value of the permanent easement has been appraised, and the negotiation phase has begun with the property owner. The property owner has requested changes to the alignment, so the boundary must be formally revised, the value re-appraised, and terms negotiated.
 - c. The Villages have agreed that Morton Grove would lead the land acquisition phase and to equally share land acquisition costs, so two-thirds of the cost is reimbursable.

XI. **TRUSTEES' REPORTS** (continued)

D. Trustee Thill: (continued)

The fiscal impact of this Resolution is \$10,811.84, of which \$7,207.89 is reimbursable.

Trustee Thill moved to approve Resolution 26-31, seconded by Trustee Travis.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

2. **Resolution 26-32, Authorizing a Contract with Golden Fence, Inc. of McHenry, Illinois for the Department of Public Works Security Fence Project.**

- a. The Public Works facility at 7840 Nagle Avenue is used to store equipment and materials for building and maintaining the Village of Morton Grove’s essential physical infrastructure system and for providing vital services to its residents. The Public Works Maintenance and Storage Yard serves as a storage area for these items. Following the site investigation of the existing perimeter chain-link fence, which secures the equipment and materials within the maintenance and storage area, Public Works staff determined that the fence is beyond repair and has reached the end of its useful life. On March 4, 2026, the Public Works’ Facilities Division advertised a bid packet on the Village’s website, soliciting bids to remove and replace the perimeter chain-link securing the maintenance and storage area. Two sealed bids were received. The low bidder was Golden Fence, Inc. of McHenry, IL in the amount of \$42,000.00. The bid contained technical errors that did not affect the contract with Golden Fence, Inc. in an amount not to exceed \$50,400, including a contingency of \$8,400.00 to support the potential need for changes to the fence design for unseen conditions that may be encountered during installation of the security fence. This contract must conform to the requirements of the Prevailing Wage Act. The fiscal impact of this Resolution is \$42,000.00

Trustee Thill moved, seconded by Trustee Keith White, to approve Resolution 26-32.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

- 3. Trustee Thill encouraged all residents to join the Village on Saturday, May 9, from 9am to noon at the Public Works building, 7840 Nagle Avenue, for an electronics recycling event. All you need to do is bring your ID to prove that you are a Morton Grove or SWANCC community resident, put your electronics in your car, and drive to the Public Works facility. There, staff will guide you through the process and remove unwanted electronics from your vehicle. Common items include phones, computer monitors, and TVs. Visit the Village’s website for more information.

XI. TRUSTEES' REPORTS (continued)E. Trustee Travis:

Trustee Travis reminded the assemblage to mark their calendars for the Community Garage Sale, which will be held from Friday, June 12 to Sunday, June 14. Visit the Village's website to sign up.

Trustee Travis announced that it's time to register to adopt a planter to help beautify the Waukegan Road and Dempster Street corridors. Participants will be able to pick up their planters on June 6 at Village Hall from 9:00 am to 11:00 am. There are still planters available. Registration ends on Friday, May 22. To register, please visit the Village's website.

Trustee Travis noted that the Police Department is supporting the Special Olympics Illinois this year through its annual "Cop on a Rooftop" promotion. Please join us at the Dunkin Donuts at 9480 Waukegan Road on the morning of Friday, May 15 for a chance to meet with our police and support this great cause.

F. Trustee White:

Trustee White had two ordinances under his report this evening. This is the second reading for each of these Ordinances.

1. **Ordinance 26-08, Approving an Amendment to a Special Use Permit Authorizing the Installation of Roof-Mounted Solar Energy Collection Systems at 8625 Waukegan Road in Morton Grove.**
 - a. He explained that SLDIL Portfolio LLC and Opal Energy Group, LLC, on behalf of Public Storage, Inc. (together, the Applicants) had submitted a complete Special Use Permit application to the Dept. of Community and Economic Development seeking authorization to install roof-mounted community solar energy collection systems for the sale of energy generated at the property at 8625 Waukegan Road, and a behind-the-meter solar energy collection system to supply the on-site user with energy to conduct operations. At a public hearing on January 20, 2025, the Plan Commission unanimously recommended approval with conditions. Thereafter the Village learned that the Application did not include all the roof-mounted solar energy systems proposed to be installed at the subject property. The Applicants submitted an amended application to include all roof-mounted solar energy systems proposed to be installed at the subject property, including a community solar energy collection system for the sale of energy generated at the subject property, and a behind-the-meter solar energy collection system to supply the on-site public storage facility with energy to conduct their operations. The Plan Commission held another public meeting in March 2026 where the updated application was reviewed. Based on the Application, staff report, and testimony provided at the public hearing, the Plan Commission voted unanimously to recommend approval of the amendment to the Special Use Permit with conditions relating to final design and permitting.

Trustee White moved to adopt Ordinance 26-08, seconded by Trustee Thill.

XI. **TRUSTEES' REPORTS** (continued)

F. Trustee White: (continued)

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

2. **Ordinance 26-09, Approving a Special Use Permit Authorizing the Construction of an Accessory Structure Greater than 750 square feet with Select Variations at 9230 Newcastle Avenue in Morton Grove, Illinois.**

Trustee White explained that Matthew and Melissa Davito (the Applicants) had submitted a complete Special Use Permit application requesting approval to construct a new 816-square foot detached garage, concrete driveway, and patio at 9230 Newcastle Avenue. Previously, in 2025, they had submitted a Special Use Permit application requesting approval of a 960-square foot garage. At that time, the Plan Commission voted to recommend denial of that application. Subsequently, the Applicants submitted a new application wherein the height and floor area of the proposed structure has been reduced. According to the Unified Development Code, accessory structures are limited to a maximum floor area of 750 square feet unless a Special Use Permit has been obtained. The Applicants are also seeking approval of a waiver to exceed the maximum impermeable rear yard coverage of 50%, to allow rear yard coverage of 54.8%. At its public hearing on March 12, 2026, the Plan Commission voted unanimously to recommend approval of the Special Use Permit, with conditions relating to final design and permitting.

Trustee White moved to adopt Ordinance 26-09, seconded by Trustee Minx.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

XII. **WARRANTS**

Trustee Khan presented the Warrant Register for April 28, 2026, in the amount of \$762,411.34. She moved to approve the Warrants as presented, seconded by Trustee Minx.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

XIII.

OTHER BUSINESS

NONE

XIV.

RESIDENTS' COMMENTS

Jeffrey Ray, the new Executive Director of the Morton Grove Public Library, appeared before the Board to introduce himself. He was warmly welcomed and thanked for stopping in.

XV.

ADJOURNMENT

There being no further business before the Board, Trustee Minx moved to adjourn the meeting, seconded by Trustee Thill.

Motion passes unanimously via voice vote.

The meeting adjourned at 8:12 p.m.

PASSED this 12th day of May 2026.

Trustee Khan	_____
Trustee Minx	_____
Trustee Shiba	_____
Trustee Thill	_____
Trustee Travis	_____
Trustee White	_____

APPROVED by me this 12th day of May 2026.

Janine Witko, Village President
 Board of Trustees, Morton Grove, Illinois

APPROVED and FILED in my office this 13th day of May 2026.

Eileen Scanlon Harford, Village Clerk
 Village of Morton Grove, Cook County, Illinois

Minutes by Teresa Cousar

To: Village President and Board of Trustees

**From: Chris Kintner, Plan Commission Chairperson
Charles Meyer, Village Administrator
Teresa Hoffman Liston, Corporation Counsel
Zoe Heidorn, Director of Community & Economic Development**

Date: May 5, 2026

**Re: Plan Commission Case PC 25-11
Request for approval of a Preliminary Plat of Subdivision to create eight (8) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings as part of a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, 12-4-2, and 12-8-4 for lot width, lot area, lot standards, floor area ratio, front yard, impervious lot and rear yard coverage, driveway setback, open accessory parking space setback for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois (10-20-122-076-0000). The applicant is Tibu Builders on behalf of Madina Homes, LLC.**

Executive Summary

Tibu Builders (“applicant”), on behalf of Madina Homes, LLC (“owner”), submitted a complete application to the Department of Community and Economic Development requesting approval of a Subdivision and Planned Unit Development (PUD) for the property commonly known as 6037 Lincoln Avenue (“subject property”). The request seeks to authorize subdivision of the property and the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings. Various waivers are also requested to allow the proposed development as presented.

The Plan Commission first heard PC 25-11 in October 2025 and, citing several inconsistencies in the application materials, voted to continue the case until the applicant could submit a more complete application and address comments and concerns raised. The applicant submitted revised materials to the Department of Community and Economic Development in 2026 and requested that the public hearing process resume. The proposed development was considered by the Plan Commission at its regularly scheduled meeting on April 21, 2026. After considering the application modifications, testimony provided by the applicant, and public comment, a motion to recommend approval of the application to the Village Board of Trustees failed by a vote of 5-0.

Application Overview

The subject property is 67,989 square feet (1.56 acres) in area and is currently vacant. The northern portion along Lincoln Avenue is zoned R-3 General Residence District, consistent with adjacent single-family properties to the east and west, while the southern portion is zoned R-2 Single-Family Residence, also consistent with neighboring properties to the east and west. The property to the south is zoned M-2 General Manufacturing and is improved with an industrial building.

In 2020, a nearly identical development was approved under Case PC 20-07 (Ord. 20-18), along with a map amendment approved under PC 20-06 that aligned the extent of the R-3 General Residence District boundary with the southern lot line of the townhome and common area lots. Although the PUD expired due to inactivity, the map amendment remains in effect, extending the R-3 District across the northern third of the site, where attached single-family dwellings are proposed and permitted by Code.

Plat of Subdivision

The applicant submitted a preliminary plat of subdivision entitled “Plat of Medina Gardens Subdivision,” which proposes to subdivide the subject property into eight (8) lots to allow for the future development of four (4) townhomes and five (5) detached single-family residences. The applicant is requesting waivers from the minimum lot width for Lots 1 through 3 to allow a lot width of 43.84 feet for three of the five single-family lots. If approved, the submitted plat will be approved as a preliminary plat of subdivision. A final plat of subdivision will be submitted for review and approval at a later date following the completion of required site improvements. The final plat may only be recorded following Board approval by ordinance.

Site Design

The proposed townhome development on Lot 6 and Outlot A will be accessed by a private driveway extending from Lincoln Avenue. The applicant will be responsible for constructing the four-unit townhome development and its common areas, and all stormwater infrastructure, sitework, and public infrastructure for the entire development.

The five (5) single-family detached homes on Lots 1 through 5, along with the shared parking area on Outlot B, are proposed to be accessed via an extension of Elm Street into the development. This extension would provide vehicular access to the homes and terminate in a cul-de-sac. The applicant has indicated that the cul-de-sac, as well as the associated parkway and sidewalks, would be dedicated to the Village upon completion, at which point the Village would assume maintenance responsibility.

The applicant intends to sell Lots 1 through 5, which may be improved by the applicant or by their future buyers. General footprints for the proposed single-family residences are proposed by the applicant, but final designs will be determined by the future buyers. Unless explicitly approved under the PUD ordinance or authorized by the Zoning Board of Appeals at a later date, future homes will be required to comply with all applicable development controls of the R-2 district.

The applicant is requesting the following waivers from the dimensional requirements of the Unified Development Code to authorize the development as presented:

Lots 1-5 & Outlot B (5 Single-family Residences)

- **Waiver to allow a zero-foot driveway setback** (minimum 3 feet per Section 12-2-5:B)
- **Waiver to allow a zero-foot setback for open accessory parking spaces** (minimum 3 feet per section 12-2-6:G)

Lot 6 + Outlot A (4 Townhomes)

- **Waiver to allow a 20-foot front yard** (minimum 25 feet per Section 12-4-2:D)
- **Waiver to allow a floor area ratio (FAR) of 0.652** (maximum 0.6 per Section 12-4-2:D)
- **Waiver to allow impervious lot coverage of 73.73%** (maximum 65% per Section 12-4-2:D)
- **Waiver to allow impervious rear yard coverage of 51.84%** (maximum 50% per Section 12-4-2:D)
- **Waiver to allow a zero-foot driveway setback** (minimum 3 feet per Section 12-2-5:B)

Traffic and Parking Impact

The applicant submitted a traffic impact study prepared by Kimley-Horn and Associates, Inc., in accordance with Chapter 12-7. Section 12-7-3:1 requires detached single-family dwellings to provide a minimum of two (2) off-street parking spaces per dwelling unit. Two (2) enclosed parking spaces are proposed within each single-family residence's attached garage, for a total of twelve (12) enclosed off-street parking spaces. Guest parking is not a requirement for single-family detached development. However, as a result of the 2020 Plan Commission review process, the former applicant added five (5) guest parking spaces to the east of the cul-de-sac to alleviate concerns with guest parking along the existing Elm Street roadway.

Per the submitted traffic impact study, the overall development provides a total of 27 parking spaces, or 3.0 parking spaces per dwelling unit. The ITE Parking Generation manual establishes an average peak parking demand of 1.83 spaces per dwelling unit for single-family homes. As such, the study concludes that there is adequate off-street parking to accommodate the parking demand of the proposed development.

Commission Review**Appearance Commission**

On October 7, 2025, the Appearance Commission reviewed Case PC 25-11. At the conclusion of the discussion, the Appearance Commission recommended approval (6-0) of the application with recommended conditions. The staff report to the Appearance Commission has been included as "**Attachment A**."

Traffic Safety Commission

On October 2, 2025, the Traffic Safety Commission (TSC) reviewed Case PC 25-11 and the submitted traffic and parking impact study. At the conclusion of the discussion, the TSC voted unanimously (7-0) to recommend approval of the application with comments (see "**Attachment B**").

Departmental Review

The proposed project was reviewed by several department representatives and the following comments were issued:

- **Building:** In review of the proposed project, the Manager of Building and Inspectional Services issued the following comment on July 7, 2025: “*The concern would be maintenance of all proposed fences.*” No other comments were received based on subsequent updates to the plans and project.
- **Fire:** On April 7, 2026, the Fire Prevention Bureau Coordinator issued the following comments: “*The Fire Department wants to ensure that the following criteria are met for evaluation for the firetruck turning exhibits:*”

Morton Grove Fire Truck Data for Fire Truck Turning Analysis

Overall Length	47.8 feet
Overall Width (Including Mirrors)	9.5 feet
Overall Body Height	11.666 feet
Minimum Body Ground Clearance	0.625 feet
Track Width	8.36 ft
Lock to Lock Time	6 seconds
Max Wheel Angle	45 degrees

Overall Length - Front wheel overhang + wheel base + rear wheel overhang

Track Width - Wheel track width is the distance between the centerline of two wheels on the same axle.

Axle Track - The distance between the hub flanges on an axle.

Lock to Lock Time - The time taken to turn the primary steering from full left lock to full right lock”

- **Public Works /Engineering:** In review of the proposed project, the Village Engineer issued several comments dated April 12, 2026, included in Attachment C.

Plan Commission Public Hearing

The Village provided public notice for the April 21, 2026, Plan Commission public hearing for Case PC 25-11 in accordance with the Unified Development Code. The *Morton Grove Champion* published a public notice on April 2, 2026. The Village notified surrounding property owners via mail and placed a public notice sign on the subject property on April 2, 2026.

Plan Commission – April 21, 2026, Proceedings: Five members of the Plan Commission were in attendance at the public hearing for Case PC 25-11 held on April 21, 2026.

Zoe Heidorn, Director of Community & Economic Development, provided a brief introduction to the application. The staff report dated April 14, 2026, and attached hereto as “Attachment D,” was entered into the public record.

Ms. Heidorn said that Sebastian Tibu, on behalf of Tibu Builders and Madina Homes LLC, is requesting approval of a Preliminary Plat of Subdivision and Planned Unit Development for the property at 6037 Lincoln Avenue to create eight lots of record for the development of a four-unit townhome development on the north portion of the property and five single-family detached homes on the south portion of the property. The applicant is seeking variations for lot width, lot area, lot standards, floor area ratio, front yard, impervious lot and rear yard coverage, driveway setback, and open accessory parking space setback. The case was previously considered by the Plan Commission in October 2025 following unanimous recommendations of approval by the Appearance Commission and Traffic Safety Commission. At the October Plan Commission meeting, the Commissioners, members of the public, and staff raised concerns with drainage on the property, missing application materials, and overall project design, and the Commissioners voted to table the case until a later date.

Ms. Heidorn said that in early 2026, in response to the comments issued at the October Commission meetings, the applicant submitted a lighting plan dated May 2020, a landscaping plan depicting trees that were previously removed, a summary of changes relating to comments issued by the Village Engineer, specifically relating to a two-foot additional separation between the water main and storm sewer and a 15-foot separation between Lots 4 and 5 for the storm sewer. Revised engineering plans and a plat of subdivision were also submitted, but no significant changes were noted by staff.

Ms. Heidorn said that staff has concerns with the applicant's plans to dedicate the proposed cul-de-sac to the Village, placement of the underground detention system at a relatively higher elevation on the site, and the proposed lighting

levels along the west lot line abutting a single-family residence.

Chairman Kintner asked about the variation required for Outlot B. Ms. Heidorn explained the request for waivers due to the use of the lot as a parking area. She said that the lot is to be used as a dedicated guest parking area, and that it could not be developed in any other manner.

The lot coverage variations requested for the townhomes were discussed, and it was noted that the development will have underground stormwater detention. Ms. Heidorn said that staff would prefer that the detention area be located at the lowest elevation on the property. She said that the current design could present future problems with stormwater drainage and detention.

There was discussion regarding lighting levels at the west property line adjacent to the townhome development, which should approach zero. Ms. Heidorn confirmed that there were high foot-candle levels along the lot line that were not yet addressed by the applicant.

Chairman Kintner asked how the maintenance of the cul-de-sac would be formalized. Ms. Heidorn said that a public access easement and maintenance agreement would be established to provide the Village with the right but not the responsibility to maintain the cul-de-sac area. Discussion ensued regarding the future landscape and building designs for the single-family lots. Ms. Heidorn clarified that the future designs for the five single-family homes on the lots will all need to be reviewed by the Appearance Commission.

The Commissioners discussed the tree removals performed on the property by a prior owner. Ms. Heidorn said that a tree preservation ordinance has been adopted since the original plan for this property was approved under a PUD and subdivision ordinance. The tree replacement plan for the development will include a requirement for ten new trees to offset the prior removals.

Discussion ensued regarding the R-2 and R-3 residential zoning districts and the allowed development types therein.

Commissioner Stein asked how single-family homes are reviewed and when the Appearance Commission review is required. Ms. Heidorn clarified the process for review of single-family homes through submission of a Design Workbook. Based on the submitted information, staff could require Appearance Commission review if the style was determined to be inconsistent with the surrounding neighborhood.

Mr. Tibu of Tibu Builders was sworn in. Chairman Kintner reminded the applicant that it is their right to continue the case due to the number of Commissioners present. Ms. Heidorn explained that if the applicant sought a vote tonight, there are staff concerns that could warrant significant modifications and reapplication in the near future. Mr. Tibu said they would proceed. He said they would address the lighting concerns along the lot line.

Chairman Kintner further discussed the lighting, the orientation of the townhomes to the west lot line, storm water detention, and their need to be addressed.

Commissioner Mohr asked for the zoning district of the adjacent lot to the west. Ms. Heidorn confirmed that it is also in the R-3 District.

Chairman Kintner noted discrepancies with the cul-de-sac designs that need to be clarified. Commissioner Stein noted discrepancies with the townhome access drive and location of the storm water detention area. Commissioner Wiedeman-Stone said she also has concerns with the stormwater management design. She said that the community is facing unprecedented levels of flooding and therefore needs systems to be very well-designed to be sensitive to current conditions and accommodate future stormwater demands.

There was no public comment.

Commissioner Liston made a motion to recommend approval of a Preliminary Plat of Subdivision to create eight (8) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings as part of a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, 12-4-2,

and 12-8-4 for lot width, lot area, lot standards, floor area ratio, front yard, impervious lot and rear yard coverage, driveway setback, open accessory parking space setback for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois (10-20-122-076-0000), subject to the following conditions:

1. *Prior to Board approval of the preliminary plat of subdivision, the plat shall be updated to reflect that the common area serving the five (5) single-family residences, including the cul-de-sac, parkways, and sidewalks, shall be retained by the development as a common area and depicted as "Outlot C". The Village shall be provided a permanent access easement across Outlot C to establish the right, but not the obligation, to enter the property and provide Village services, subject to review and approval by the Village Administrator.*
2. *Prior to filing any Site Improvement Permit Application, the applicant shall submit a final landscaping plan and tree preservation plan that includes 10 replacement trees, subject to review and approval by the Village Administrator. In the event that no appropriate planting location for the required replacement trees can be identified on the subject property, the Village Administrator may approve alternative planting locations on private or public property, with preference given to locations closest in proximity to the development. Species of replacement trees shall be submitted to the Department of Public Works for review and approval.*
3. *Prior to filing any Building Permit Application for the development of Lots 1 through 5, final elevations, materials, and a landscape plan shall be submitted for review and approval by the Appearance Commission.*
4. *The site and buildings shall be developed and operated consistent with the plans and supporting documents in the application, amended, as necessary, to comply with conditions from the Traffic Safety Commission, Plan Commission and/or Village staff, identified in this report and/or presented at the Plan Commission public hearings.*
5. *Prior to filing any Site Improvement Permit Application, the applicant shall submit final engineering plans in accordance with Village requirements for review and approval by the Village Engineer and shall comply with all recommendations provided by the Village Engineer in the plan review comment form dated April 12, 2026.*
6. *Within one (1) year after receiving the approval of the preliminary plat by the Village Board of Trustees, or any such extension of time, the applicant shall submit a final plat substantially conforming to the approved preliminary plat, together with the supporting documentation*
7. *The subdivision shall be recorded in accordance with all materials submitted with the subdivision application and in accordance with the requirements of Title 12, Chapter 8.*
8. *Prior to filing any Building Permit Application for the development of Lot 6 and Outlot A, the applicant shall provide the Village with final elevations and material specifications for review and approval. Final elevations and materials must be deemed consistent with the approved elevations and materials, as determined by the Director of Community and Economic Development and Chairperson of the Appearance Commission. If such designs are deemed to be inconsistent with the approved plans or if materials are deemed to be of a lower quality than the approved materials, then the applicant will be required to file an application for an amendment to the Appearance Certificate.*
9. *Parking shall be prohibited within the cul-de-sac and access drive serving the townhome development and "No Parking" signs and "One Way" signs shall be installed, subject to review and approval by the Village Engineer.*
10. *Prior to filing any Site Improvement Permit Application, the applicant shall submit a snow removal/storage plan, for review and approval by the Village Engineer.*
11. *The applicant shall demonstrate that the firetruck turning exhibits comply with standards for firetruck analysis maintained by the Fire Department, and that the final site plan adequately accommodates the Department's fire truck data, subject to review by the Fire Prevention Bureau Coordinator.*
12. *Lighting along the subject property's lot lines shall measure as close to zero (0) footcandles as possible. All lighting on the subject property shall be directed away from surrounding properties and all lighting fixtures shall be of full cutoff design. Light shall be directed only within the subject property and shall not extend beyond the property line in any direction, except for minimal indirect reflection. Prior to submittal of a Building Permit Application, a revised photometric plan verifying compliance shall be submitted for review and approval by the Village Engineer.*

Commissioner Stein seconded the motion and Chairman Kintner called for the vote.

Commissioner Liston	voting	no
Commissioner Mohr	voting	no
Commissioner Stein	voting	no
Commissioner Wiedeman-Stone	voting	no
Chairman Kintner	voting	no

Motion failed (5-0)

Final Plans and Supporting Documents

The application's final plans and supporting documents considered by the Plan Commission include the following and are attached hereto as "**Attachment E**":

1. *Planned Unit Development Application, submitted by Madina Homes, LLC, dated September 8, 2025*
2. *Legal Description, submitted by Madina Homes, LLC, received September 8, 2025*
3. *Plat of Medina Gardens Subdivision, prepared by A.P. Surveying Company, P.C., dated July 12, 2020*
4. *Letter from Bono Consulting, Inc., to Chris Tomich, Village Engineer, dated December 2, 2025*
5. *Site Improvement Plans, prepared by Bono Consulting, Inc., dated December 2, 2025*
6. *Landscape Plan, prepared by BK Architect Co., undated*
7. *Stormwater Report, prepared by Bono Consulting, Inc., dated September 22, 2022*
8. *Photometric Plan, prepared by F. Gallagher, Legacy Designs, Inc., dated May 8, 2020*
9. *Architectural Drawings, Elevations, and Renderings, prepared by BK Architect Co., undated*

Attachments

- **Attachment A** – Staff Report to the Appearance Commission for PC 25-11, prepared by Brandon Nolin, AICP, Community Development Administrator, dated September 30, 2025
- **Attachment B** – Plan Review Comment Form for PC 25-11, prepared by Amit Shah, Traffic Safety Commission Chair dated October 14, 2025
- **Attachment C** – Plan Review Comment Forms for PC 25-11, prepared Chris Tomich, Village Engineer dated April 12, 2026
- **Attachment D** – Staff Report to the Plan Commission for PC 25-11, prepared by Zoe Heidorn, Director of Community & Economic Development, dated April 14, 2026
- **Attachment E** – Final Plans and Supporting Documents for PC 25-11

Attachment A

Staff Report to the Appearance Commission for PC 25-11
Prepared by Brandon Nolin, AICP, Community Development Administrator
Dated September 30, 2025

To: Chairperson Pietron and Members of the Appearance Commission

From: Brandon Nolin, AICP, Community Development Administrator

Date: **September 30, 2025**

Re: Appearance Commission Case AC 25-16

Request for an Appearance Certificate and approval of site, landscape, and building plans with select waivers associated with PC 25-11, a request for approval of a Subdivision and Planned Unit Development to develop four (4) attached single-family dwellings and five (5) single-family dwellings, for the property commonly known as 6037 Lincoln Avenue (10-20-122-076-0000) in Morton Grove, Illinois.

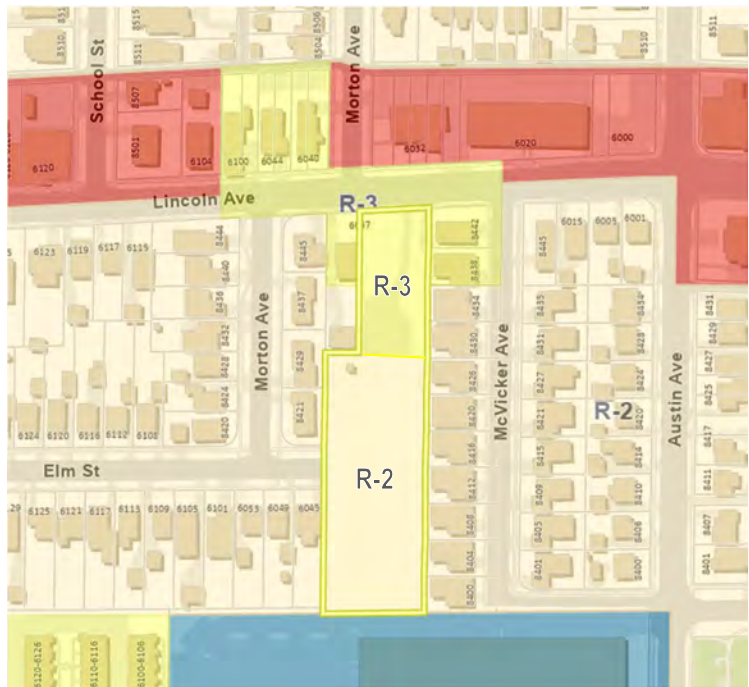
Project Overview

Tibu Builders (“Applicant”), on behalf of Madina Gardens, LLC (“Owner”), submitted a complete application for Subdivision and Planned Unit Development to the Department of Community and Economic Development requesting approval of a subdivision of 6037 Lincoln Avenue (“subject property”) and development four (4) attached single-family dwellings and five (5) single-family dwellings. Pursuant to Section 12-16-4:A.2, Appearance Commission review is required for all Planned Unit Development applications.

Subject Property

The subject property, commonly known as 6037 Lincoln Avenue, measures 67,989 square feet (1.56 acres) in land area and is currently vacant. The northern portion of the subject property fronting Lincoln Avenue is zoned R-3 General Residence District as are two single-family properties to the east and the single-family property to the west. The southern portion of the subject property is zoned R-2 Single-family Residence.

Properties to the east and west are also zoned R-2 and improved with single-family homes. The property to the south is zoned M-2 General Manufacturing and is improved with an industrial building.



Subject Property Location Map

Project Overview

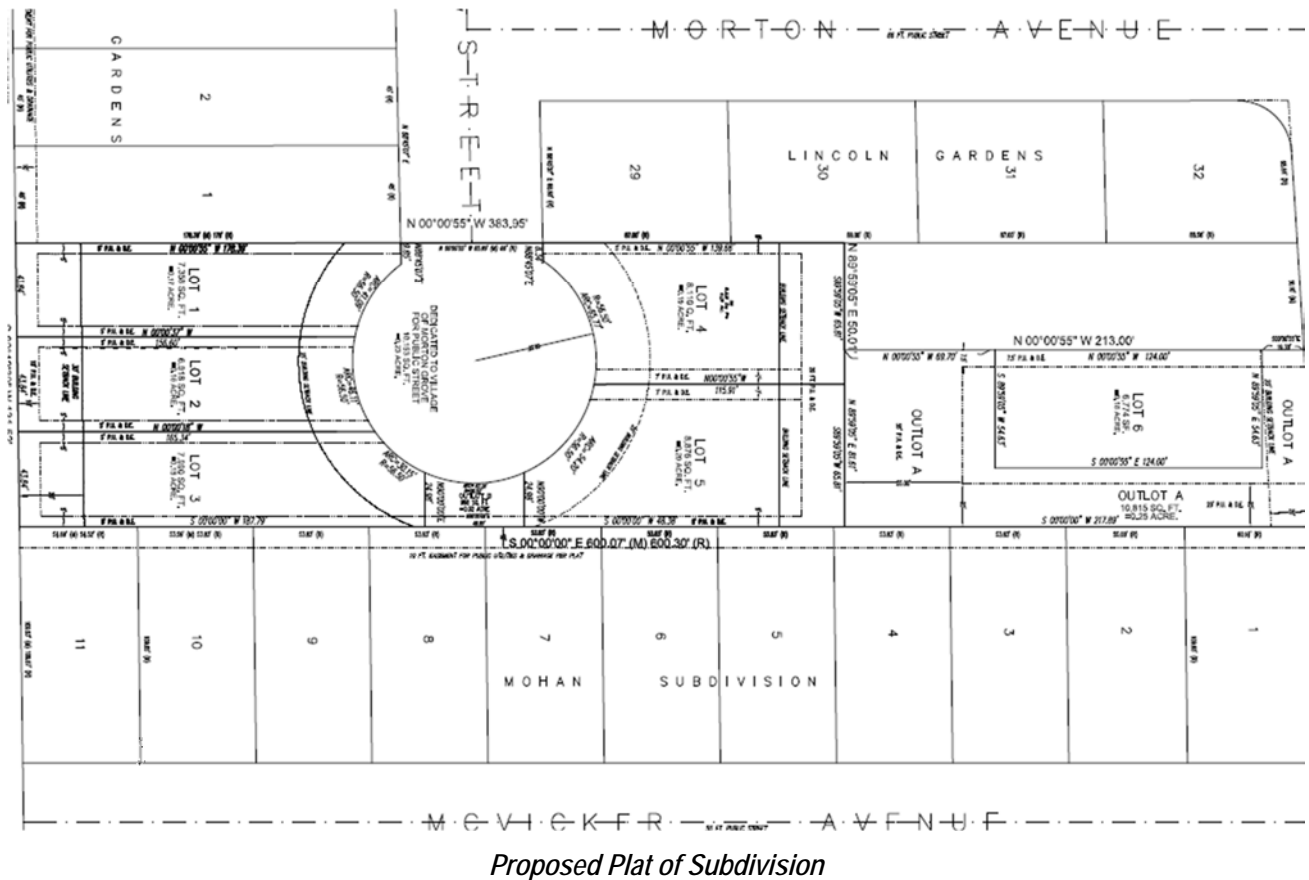
The applicant is proposing the subdivision of the subject property into seven (7) lots with proposed uses as follows:

- **Lots 1-5:** Five (5) single-family dwellings
- **Lot 6:** Four (4) attached single-family dwellings (townhomes) to be sold as condominiums
- **Outlot A:** Shared stormwater facilities, guest parking and access drive serving townhomes

In 2020, a similar development was proposed and entitled under case PC 20-07 (Ord. 20-18). A map amendment was also approved under PC 20-06 that aligned the extent of the R-3 General Residence District boundary with the location of the approved townhome and common area lots. While the approved planned unit development has expired due to lack of building activity, the map amendment was implemented and does not expire.

The proposed Lot 6 and Outlot A are located entirely within the R-3 General Residence District and attached single-family development is a Permitted Use. Lots 1-5 are currently located and will continue to be located within the R-2 Single Family Residence District, within which attached single-family dwellings are prohibited.

The four (4) proposed townhomes will be accessed by a driveway connecting to Lincoln Avenue to the north and the five (5) single-family residences will be accessed by an extension of Elm Street, which will terminate in a cul-de-sac within the development site. The proposed cul-de-sac and abutting sidewalk are to be constructed by the developer and dedicated as public right-of-way.



The applicant is requesting the following waivers from the dimensional requirements of the Unified Development Code to permit the development as presented:

Lot 6 + Outlot A (4 Townhomes)

- Waiver to allow a 20-foot front yard (minimum 25 feet)
- Waiver to allow a floor area ratio (FAR) of 0.652 (maximum 0.6)
- Waiver to allow impervious lot coverage of 73.7% (maximum 65%)
- Waiver to allow impervious rear yard coverage of 51.84% (maximum 50%)

Lots 1-5 (5 Single-family Residences)

- Waiver to allow a lot width of 43.87 feet (minimum 50 feet)
- Waiver to allow a zero-foot driveway setback on Lot 1 (minimum 3 feet)



Proposed Site Plan

Review of the Appearance Certificate Application

In accordance with the above requirements, the Applicant filed an Appearance Certificate Application for the proposed development project. The Applicant is designing and constructing the four (4) proposed townhomes and has provided complete architectural, landscape, and signage plans for this portion of the development for the Commission’s review and approval. However, the five (5) single-family lots are to be sold independently, with final architectural and landscaping designs to be determined by future buyers. To ensure the future single-family residences are designed to be compatible with the surrounding neighborhood, staff recommends that the Appearance Commission include a condition of approval in its issuance of an Appearance Certificate in the case of AC 25-16.

In the case of AC 25-16, the Appearance Commission may forward comments on the general appearance and compatibility of the overall development. However, the Appearance Certificate issued in the case of AC 25-16 will only approve the building and landscape plans for the townhome portion of the development as discussed below.

Landscape Plan

The Applicant submitted a landscape plan for the overall development site. However, landscape details are generally omitted for Lots 1 through 5, which will be improved with five (5) detached single-family residences. As such, the requested Appearance Certificate in the case of AC 25-16 will only approve the landscape plan for the townhome development site (Lot 6 and Outlot A) and the landscape area located directly east of the proposed cul-de-sac, located within Lots 3 and 5, which serves to screen the paved cul-de-sac from adjacent property. As discussed, final landscape plans shall be presented to the Appearance Commission for approval prior to the issuance of any Building Permit for single-family residential development on Lots 1 through 5.

The following table compares the proposed landscape plan with the Village’s landscaping requirements, which are established in Chapter 12-11 of the Unified Development Code:

Landscaping Controls	Code Requirement	Proposed – Lot 6/Outlot A	Waiver Request
<p>Minimum landscaping requirement (Sec. 12-11-2:B.1.e)</p>	<p>Foundation plantings: Landscape bed measuring no less than three feet (3') in depth; Min. 50% coverage of the landscape bed; Installed across min. 50% of the length of the façade; No less than eighteen inches (18") in height at the time of planting.</p>	<p>Sodding proposed within front yard (Lincoln Avenue); Foundation plantings occupying approx. 80-90% of façade length incl. 11 shrubs and 1 decorative evergreen (White Fir); No notes regarding landscape bed dimensions</p>	<p>Compliant (pending confirmation of minimum landscape bed width)</p>

<p>Trees in required yard abutting a street (Sec. 12-11-2:B.2)</p>	<p>One (1) tree shall be planted or preserved on private property per required yard abutting a street unless inadequate space is available, as determined by the building commissioner. Every reasonable effort must be made to retain existing trees in all development.</p>	<p>1 tree (Red Oak) proposed within required front yard; 2.5" dia.</p>	<p>Compliant</p>
<p>Trees in adjacent public rights-of-way (Sec. 12-11-2:B.5)</p>	<p>The placement of trees in public parkways, areas or rights of way adjacent to private property is required where they do not exist already. Trees shall have a DBH, of not less than two and one-half inches (2.5"), and shall be spaced not more than forty feet (40') apart.</p>	<p>No trees proposed within 49.76 linear ft. of adjacent Lincoln Avenue right-of-way due to insufficient parkway width</p>	<p><i>Waiver of 1 tree requested</i></p>
<p>Landscaping adjacent to other properties (Sec. 12-11-3:B.2)</p>	<p>Buffer yard min. 5 ft. width with landscape screening min. 5 ft. height + 1 tree per 40 linear ft. Landscaping not required if area is screened by intervening buildings or structures</p>	<p>6-ft. vinyl fencing proposed along lot lines of adjacent properties, landscaping not required</p>	<p>Compliant</p>
<p>Screening (12-11-4)</p>	<p>Trash areas shall be screened with permitted types of screening with a minimum height of 5 ft.</p>	<p>5.17 ft. masonry wall proposed to screen trash areas</p>	<p>Compliant</p>

As shown in the table on the previous page, the proposed landscape plan for the townhome development site requires the following waivers to the following Sections of the Code:

- **Section 12-11-2:B.5** – Applicant requests a waiver of 1 tree to allow zero tree plantings within the adjacent public right-of-way, due to insufficient parkway width.

Due to the extremely narrow width of parkway located within the stretch of Lincoln Avenue abutting the subject property, staff supports the requested waiver to allow zero trees to be planted within the adjacent public right-of-way.

Tree Preservation

The Applicant submitted a tree preservation and removal plan for the overall development site. The plan indicates that, in total, 22 existing trees are to be preserved in perpetuity and zero (0) trees are to be removed. Numerous trees were removed from the subject property by the previous owner. Given the current condition of the property, the proposed development meets Village requirements for tree preservation.

Plant Selection

Staff is concerned with the use of burning bush as a landscape planting across the development site. Per the Morton Arboretum, "Burning bush is a popular large shrub common in yards and gardens throughout North America. This Asian shrub is invasive and should not be planted. It is known for its bright red fall color. It has invasive traits that enable it to spread aggressively. This shrub is under observation and may be listed on official invasive species lists in the near future." Staff has included a recommended condition of approval for consideration by the Appearance Commission in its issuance of an Appearance Certificate in the case of AC 25-16.

Development Design

BK Architect designed the townhome development on Lot 7 and Outlot A. Attached garages are provided on the ground-level and accessed from the east, while the townhomes' front entries face west. The contemporary townhomes feature a gabled roof with varied roof pitches. Along the east elevation, a stepback above the first floor garages reduces the building's bulk. Along the north and west elevations, projections, cutouts, and variations in material break up the building's mass and add visual interest.



East Elevation



West Elevation

Proposed exterior finishes include:

- Brick veneer in Summerset (red)
- Hardie plank horizontal siding in Pearl Gray
- Hardie panel vertical siding Evening Blue
- Windows in dark brown cladding
- Asphalt shingles in Royal Slate
- Gutters, fascia, and soffit in light gray

A conforming 6-foot vinyl privacy fence is proposed along the east, south, and west lot lines of the townhome development site. The fence is proposed to feature brown posts and light gray panels.



Townhome Development Rendering (viewed from Northeast)

Building-mounted and ground-mounted luminaires are proposed throughout Lot 6 and Outlot A to provide safe and appropriate exterior lighting for outdoor areas. The proposed luminaires are of a modern design fitting with the overall townhome development style.

The applicant is expected to provide additional information to the Appearance Commission describing the durability and maintenance of the proposed materials.



Proposed Ground Mounted Luminaire

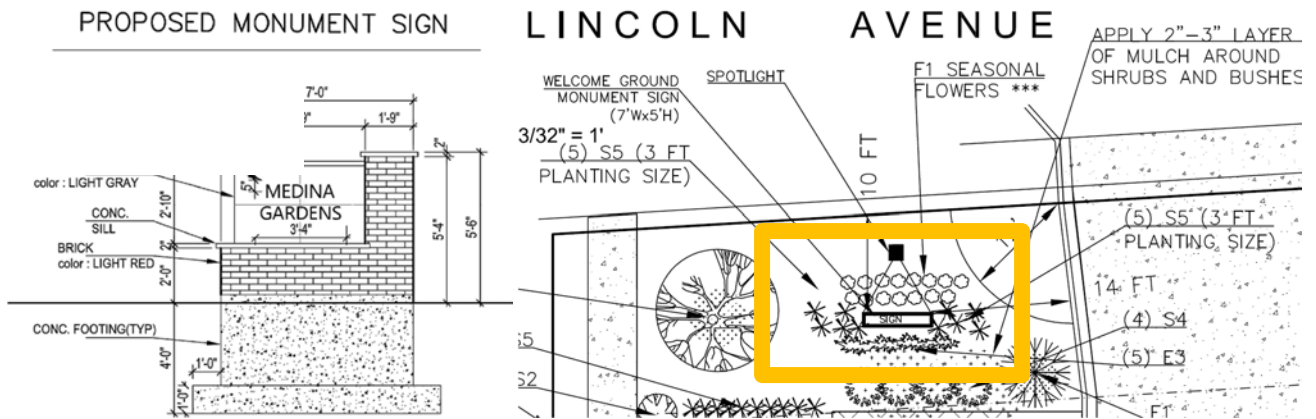


Townhome Development Materials Palette

Final architectural plans and exterior materials for Lots 1 through 5 will be submitted to the Appearance Commission for review and approval as the lots are developed by their future buyers. However, the final single-family residence designs and material palettes are expected to be compatible with the townhome development design.

Signage

A monument sign measuring 7 feet in width by 5.5 feet in height is proposed in a location 10 feet from the lot line abutting Lincoln Avenue. The sign is located within a landscaped bed that extends at least 2 feet from the base on all sides, as required by Village Code. The proposed signage complies with all requirements of Chapter 10-10 and requires no waivers from the Appearance Commission.



Proposed sign elevation (Upper Left), Sign Landscape Plan (Upper Right), and Sign Rendering

Appearance Commission Review

In accordance with Unified Development Code Section 12-12-1:C, all site, landscape and building plans are to be reviewed by the Appearance Commission, and an Appearance Certificate by the Commission granted, prior to the issuance of a building permit. Further, per Section 12-16-2:C.2, the Appearance Commission is charged with reviewing the exterior elevations, sketches, and materials and other exhibits as to whether they are appropriate to or compatible with the character of the immediate neighborhood and whether the submitted plans comply with the provisions of the regulations and standards set forth in chapter, 12 "Design Standards," of this title.

The Design Standards (Sec. 12-12-1:D) are as follows:

D. Criteria and Evaluation Elements: The following factors and characteristics relating to a unit or development and which affect appearance, will govern the appearance review commission's evaluation of a design submission:

1. Evaluation Standards:
 - a. Property Values: Where a substantial likelihood exists that a building will depreciate property values of adjacent properties or throughout the community, construction of that building should be barred.
 - b. Inappropriateness: A building that is obviously incongruous with its surroundings or unsightly and grotesque can be inappropriate in light of the comprehensive plan goal of preserving the character of the municipality.
 - c. Similarity/Dissimilarity: A builder should avoid excessively similar or excessively dissimilar adjacent buildings.
 - d. Safety: A building whose design or color might, because of the building's location, be distracting to vehicular traffic may be deemed a safety hazard.
2. Design Criteria:
 - a. Standards: Appearance standards as set forth in this chapter.
 - b. Logic Of Design: Generally accepted principles, parameters and criteria of validity in the solution of design problems.
 - c. Architectural Character: The composite or aggregate of the components of structure, form, materials and functions of a building or group of buildings and other architectural and site composing elements.
 - d. Attractiveness: The relationship of compositional qualities of commonly accepted design parameters such as scale, mass, volume, texture, color and line, which are pleasing and interesting to the reasonable observer.
 - e. Compatibility: The characteristics of different uses of activities that permit them to be located near each other in harmony and without conflict. Some elements affecting compatibility include intensity of occupancy as measured by dwelling units per acre; floor area ratio; pedestrian or vehicular traffic generated; parking required; volume of goods handled; and such environmental effects as noise, vibration, glare, air pollution, erosion, or radiation.
 - f. Harmony: A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.
 - g. Material Selection: Material selection as it relates to the evaluation standards and ease and feasibility of future maintenance.
 - h. Landscaping: All requirements set forth in chapter 11, "Landscaping and Trees", of this title. (Ord. 07-07, 3-26-2007)

Recommendation

If the Appearance Commission approves the request for an Appearance Certificate for site, building, and landscape plans with associated waivers associated with PC 25-11, a request for approval of Subdivision to develop four (4) attached single-family dwellings and five (5) single-family dwellings, for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois, staff recommends the following conditions of approval:

- 1) *Prior to filing any Building Permit Application for the development of Lots 1 through 5, final elevations, materials, and a landscape plan must be reviewed and approved by the Appearance Commission.*
- 2) *Prior to filing any Building Permit Application, the Applicant must submit a revised landscape plan for Lot 6, Outlot A, and the landscape buffer screening the cul-de-sac paved ground surface area that replaces all "burning bush" plantings with a desirable species similar in height and character, subject to staff review and approval.*
- 3) *Prior to filing any Building Permit Application for the development of Lot 6 and Outlot A, the Owner/Applicant shall provide the Village with final landscape plans, elevations, and material specifications for review and approval. Final elevations and materials must be deemed consistent with the approved elevations and materials, as determined by the Land Use Planner and Chairperson of the Appearance Commission. If such designs are deemed to be inconsistent with the approved plans or if materials are deemed to be of a lower quality than the approved materials, then the Owner/Applicant will be required to file an application for an amendment to the Appearance Certificate.*

Attachment B

Plan Review Comment Form for PC 25-11
Prepared by Amit Shah, Traffic Safety Commission Chair
Dated October 14, 2025

REVIEWING:

BUILDING

FIRE

POLICE

PUBLIC WORKS/ENGINEERING

TSC

VILLAGE OF MORTON GROVE, ILLINOIS
PLAN REVIEW COMMENT FORM

DATE DISTRIBUTED: 09/08/2025

CASE NUMBER: PC 25-11

APPLICATION: Request for approval of a Preliminary Plat of Subdivision to create seven (7) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings, and a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, and 12-4-2 for lot width, floor area ratio, front yard, impervious lot and rear yard coverage, fencing, and driveway setback, waivers to Section 12-8-4 for lot standards, and waivers to Chapter 12-9 for accessway design, for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois.

A Planned Unit Development Application has been submitted to the Plan Commission for action. Please return your review to the Department of Community and Economic Development by **Friday, Sept. 26, 2025**.

Thank you,
Brandon Nolin, AICP
Community Development Administrator

COMMENTS OR CONCERNS

-
1. There should be no on-street parking allowed in the cul-de-sac with signage provided.
 2. Signage should be placed to indicate the development's private road.
 3. Appropriate design vehicle turning templates should be provided.
 4. A snow removal plan should be provided.

These comments accurately represent existing Village regulations or policies.

Name (please print): Amit Shah

Signed: 

Date: 12/14/2025

Attachment C

Plan Review Comment Forms for PC 25-11
Prepared Chris Tomich, Village Engineer
Dated April 12, 2026

VILLAGE OF MORTON GROVE, ILLINOIS
PLAN REVIEW COMMENT FORM

DATE DISTRIBUTED: 03/12/2026

CASE NUMBER: PC 25-11

APPLICATION: Request for approval of a Preliminary Plat of Subdivision to create seven (7) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings, and a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, and 12-4-2 for lot width, floor area ratio, front yard, impervious lot and rear yard coverage, fencing, and driveway setback, waivers to Section 12-8-4 for lot standards, and waivers to Chapter 12-9 for accessway design, for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois.

A Planned Unit Development Application has been submitted to the Plan Commission for action. Please return your review to the Department of Community and Economic Development by **Friday, March 27, 2026**.

Thank you,
Brandon Nolin, AICP
Community Development Administrator

COMMENTS OR CONCERNS

General

1. The right-of-way in the cul-de-sac is proposed to be dedicated to the Village. The Department of Public Works does not support accepting the right-of-way dedication. We would prefer a permanent ingress/egress easement to give the right, but not the obligation to enter the property to turn around when provide Village services, like street sweeping, leaf collection, snow removal, and ice control.
2. The stormwater management of the site causes concerns for reliable protection of new and existing properties and we question the practicality of the scheme. This is a fundamental aspect of this development and changes could affect other notable parts of the site. This is a constrained site and the suitability of the stormwater management system could affect the viability of the layout of the site. Principal concerns to be addressed are the emergency overland flow routes through the site, tributary from upstream properties, the location(s) of planned outfalls relative to existing outfalls. Based on these concerns and review of the plans, we recommend additional consideration of a proposed drainage plan with the detention system located within the proposed cul-de-sac.
3. The Village must own the water main and sanitary sewer. The Village has customarily assigned maintenance and operation of the water main and sanitary sewers located on private property to the development. It is recommended that all water main and sanitary sewer installed on private property be maintained and operated by the homeowner's association for this development.
4. Draft declarations were not submitted and are needed for preliminary plan approval.
5. Permits will be required from the Illinois Environmental Protection Agency and Metropolitan Water Reclamation District of Greater Chicago for the utilities to be installed. It remains the developer's responsibility to identify any and all permits required to construct these improvements.

Plans

6. The utility corridors in the portion of the site south of the multi-family development are narrower than would be preferred. The water main would be installed 10 feet from the building foundation at Lot 5 and roughly 5 feet from a storm sewer. The proposed 12-inch storm sewer is to be installed roughly 2 feet from a building foundation within a 5-foot public utility easement on Lot 1 and Lot 3. Leakage adjacent to the building foundation may cause water intrusion for the building on Lot 1 and Lot 3. A 24-inch diameter storm sewer is proposed to be installed roughly 4 feet from a building foundation within a 10-foot public utility easement. These pipes can be constructed, but some cannot be maintained with excavating equipment in the future when point repairs are needed. Replacement with trenchless techniques would be required. It must be acknowledged that the need for storm sewer maintenance can be expected to be infrequent. This is not a practical design because of the difficulty of maintenance and the vulnerability of the building foundations. Again, considering an alternative proposed drainage plan described above may reduce the buildings' exposure to risk future water hazards.
7. Increased physical separation between utilities and between a water main and building foundation is recommended. Future maintenance of water main as proposed will be difficult and more expensive than an unconstrained site.
8. The cul-de-sac design does not match the grading or pavement width of other cul-de-sacs within the Village. The proposed grading may provide superior stormwater management while still accommodating traffic needs. The 23-foot width of the cul-de-sac pavement is less than the minimum pavement width required by the Municipal Code. The minimum width from back of curb to back of curb is 33 feet and allows parking on one side. The cul-de-sac will need to operate with a one-way circulation. On-street parking should be prohibited. Prohibited parking would need to be a condition of the subdivision approval if the cul-de-sac is to remain private property. The Village would prohibit on-street parking if the cul-de-sac is to be dedicated to the Village.
9. The proposed site access from Lincoln Avenue is shown to be slightly skewed to the west. The applicant should clarify if there are any concerns regarding this geometric feature or recommendations for additional traffic control. A center line pavement marking on the private road at the access point might be recommended to reinforce alignment for a left-turning vehicle from westbound Lincoln Avenue to discourage encroachment into the northbound exit lane due to the access's skew.
10. The proposed storm sewer is to be installed roughly 2.5 feet from a building face within a 5-foot public utility easement on Lot 3. This sewer can be constructed, but cannot be maintained with excavating equipment in the future when point repairs are needed. Replacement with trenchless techniques would be required. Leakage adjacent to the building foundation may cause water intrusion for the building on Lot 3. For these two reasons, this is not a practical design. Maintenance costs would be high, but infrequent.

Traffic Study

11. The Traffic Study does not include or evaluate design vehicle turning templates for either portion of the development but should have. The applicant should provide information which confirms safe property access and circulation paths for design vehicles including fire vehicles, moving vans, and garbage trucks.
12. The Traffic Study does not evaluate on-street parking on Lincoln Avenue by the development's proposed private road access. The applicant should clarify whether adequate access site distances will be provided and whether any changes are recommended to on-street parking or adjacent landscaping to safely accommodate site access. An ordinance to change any regulated parking limits described in the Village Code might need to be included with an application approval.
13. Parking restrictions should be considered for the guest parking spaces near the townhouses to prevent long term vehicle storage by any resident which could result in guest parking encroaching on nearby neighborhood streets.
14. The dimensions of the proposed off-street parking spaces at the end of the cul-de-sac should be added to verify it meets dimensional requirements.
15. Snow removal procedures should be clarified by the applicant. Regarding the Townhomes Area, snow must not be pushed onto Lincoln Avenue. It should be clarified how snow will be placed safely within the southwest corner of the townhome area behind the sidewalk. Regarding the Cul-de-sac Area, staff is concerned that there will not be adequate areas to store accumulating snowfalls within the cul-de-sac due to narrow parkways with closely spaced driveway aprons. Also, it is more challenging and time consuming for crews to direct the snow into the center landscaped circle of the cul-de-sac. This is another reason it may be less desirable to have the cul-de-sac dedicated to the Village.

16. The conclusion of the Traffic Study recommends consideration of a stop sign at the north-leg of the existing intersection of Morton Avenue at Elm Street. This is an isolated, low-volume T-intersection. The normal right-of-way rule is likely to continue to control traffic safety as it has for decades. The Village can take action at any time to install a stop sign if conditions warrant. This should not be a condition of the subdivision approval.
17. Village staff agrees with the Traffic Study's conclusion statement, "As the site design progresses, care should be taken with landscaping, signage, and monumentation at the private street access with Lincoln Avenue to ensure that adequate horizontal sight distance is maintained."

These comments accurately represent existing Village regulations or policies. Name (please print): Chris Tomich, Village Engineer

Signed: ***Chris Tomich***

Date: 4/12/2026

Attachment D

Staff Report to the Plan Commission for PC 25-11
Prepared by Zoe Heidorn, Director of Community & Economic Development
Dated April 14, 2026

To: Chairperson Kintner and Members of the Plan Commission

From: Zoe Heidorn, Director of Community & Economic Development
Anne Ryder Kirchner, Planner/Zoning Administrator

Date: April 14, 2026

Re: Plan Commission Case PC 25-11
Request for approval of a Preliminary Plat of Subdivision to create eight (8) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings as part of a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, 12-4-2, and 12-8-4 for lot width, lot area, lot standards, floor area ratio, front yard, impervious lot and rear yard coverage, driveway setback, open accessory parking space setback for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois (10-20-122-076-0000). The applicant is Madina Homes, LLC.

STAFF REPORT

Public Notice

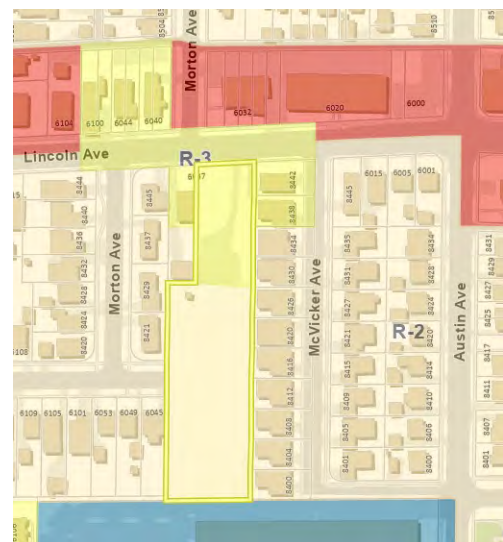
The Village provided public notice for the April 21, 2026, Plan Commission public hearing for Case PC 25-11 in accordance with the Unified Development Code. The *Morton Grove Champion* published a public notice on April 2, 2026. The Village notified surrounding property owners via mail and placed a public notice sign on the subject property on April 2, 2026.

The Village provided prior notice for a public hearing before the Plan Commission to consider Case PC 25-11 on March 12, 2026, but, prior to the hearing, staff noted discrepancies between the submitted plat of subdivision and project plans. Staff requested correction of the discrepancy prior to Plan Commission review, the public hearing for Case PC 25-11 on March 12 was cancelled, and staff provided new public notice for the case to be heard at the April 21, 2026, Plan Commission meeting, at which the corrected materials will be reviewed and considered.

The Plan Commission first heard PC 25-11 in October 2025, and, citing several inconsistencies in application materials, voted to continue the case until a time when the applicant could submit a more complete application and address comments and concerns raised. The applicant submitted revised materials to the Department of Community and Economic Development in 2026 and requested that the public hearing process resume. The portion of approved minutes relating to Case PC 25-11 from the October 2025 meeting is included as "**Attachment A.**"

Application Summary

Tibu Builders ("applicant"), on behalf of Madina Homes, LLC ("owner"), submitted a complete application to the Department of Community and Economic Development requesting approval of a Subdivision and Planned Unit Development (PUD) for the property commonly known as of 6037 Lincoln Avenue ("subject property") to authorize subdivision of the subject property and the development four (4) attached single-family dwellings and five (5) detached single-family dwellings. Various waivers are being requested to allow the proposed development as presented. The 1.56-acre subject property exceeds the minimum land area requirement set forth in Section 12-6-3 of one (1) acre to be eligible for development under a PUD.

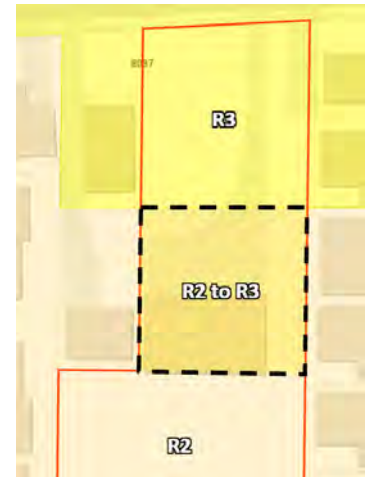


Subject Property Location

Subject Property

The subject property measures 67,989 square feet (1.56 acres) in land area and is currently vacant. The northern portion of the subject property fronting Lincoln Avenue is zoned R-3 General Residence District, as are two single-family properties to the east and the single-family property to the west. The southern portion of the subject property is zoned R-2 Single-family Residence. Properties to the east and west are also zoned R-2 and improved with single-family homes. The property to the south is zoned M-2 General Manufacturing and is improved with an industrial building.

In 2020, a nearly identical development was proposed and entitled under case PC 20-07 (Ord. 20-18). A map amendment was also approved under PC 20-06 that aligned the extent of the R-3 General Residence District boundary with the location of the approved townhome and common area lots. While the approved PUD expired due to lack of building activity, the map amendment was implemented. The former applicant requested the map amendment to bring the full northern third of the property into the R-3 District, which allows attached single-family development. Attached single-family dwellings are a prohibited use in the R-2 Single Family Residence District.



2020 Map Amendment

Project Overview

The applicant is proposing the subdivision of the subject property into eight (8) lots with proposed uses as follows:

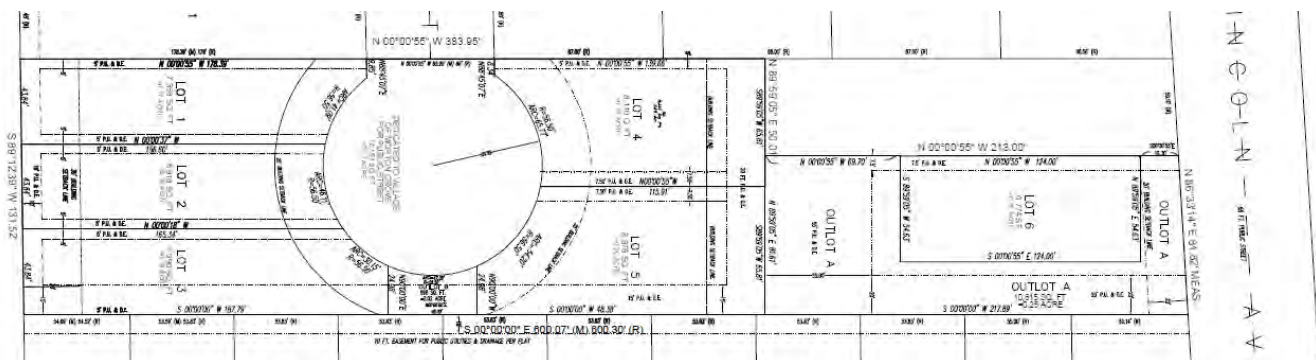
- **Lots 1-5:** Five (5) detached single-family dwellings
- **Lot 6:** Four (4) attached single-family dwellings (townhomes) to be sold as condominiums
- **Outlot A:** Shared stormwater facilities, guest parking and access drive serving townhomes
- **Outlot B:** Shared guest parking

The proposed Lot 6 and Outlot A are located entirely within the R-3 General Residence District, which allows townhome development. Lots 1 through 5 and Outlot B are located within the R-2 Single Family Residence District, which is designed to allow only detached single-family residential development.

The four (4) proposed townhomes will be accessed by a driveway on Outlot A connecting to Lincoln Avenue to the north and the five (5) single-family residences and Outlot B will be accessed by an extension of Elm Street, which will terminate in a cul-de-sac within the development site. The proposed cul-de-sac and abutting sidewalk are to be constructed by the developer and proposed to be dedicated to the Village as public right-of-way.

Preliminary Plat of Subdivision

The applicant submitted a preliminary plat of subdivision entitled "Plat of Medina Gardens Subdivision," which proposes to subdivide the subject property into eight (8) lots to allow for the future development of four (4) townhomes and five (5) detached single-family residences. If this application is approved, the submitted plat will be approved as a preliminary plat of subdivision. A final plat of subdivision will be submitted to the Village for review and approval at a later date following the completion of required site improvements. The final plat may only be recorded following Board approval by ordinance.



Preliminary Plat of Medina Gardens Subdivision

The future maintenance of Lots 1 through 5 will be the responsibility of the future homeowners, and the maintenance of Outlot B and other common facilities will be the responsibility of a homeowner's association made up of the five homeowners. The future maintenance and operation of the four-unit townhome development will be the responsibility of the four future condominium owners, with maintenance of Outlot A and other common facilities to be the responsibility of a condominium association. The owners and associations will be party to a common stormwater facility easement and maintenance agreement, which will ensure the future maintenance and operation of the stormwater facilities serving the development. The draft declarations and agreement will be subject to review and approval by Village staff.

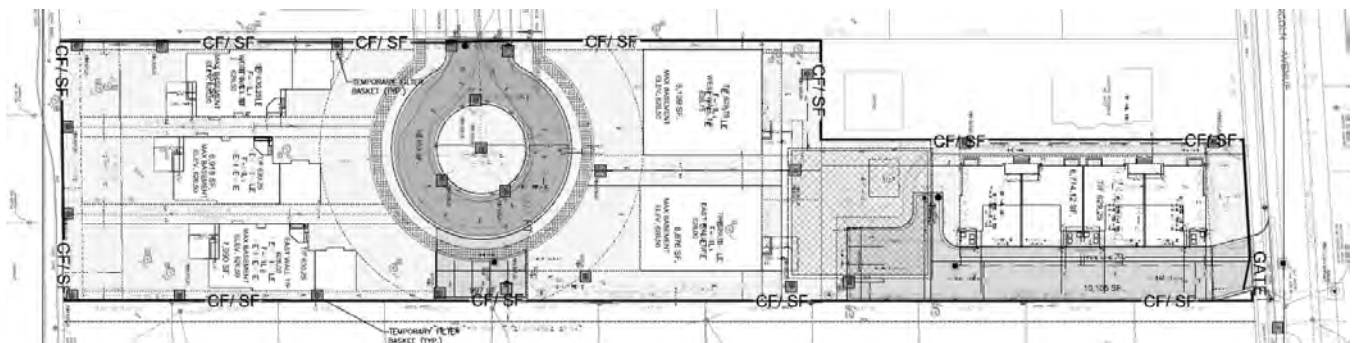
The following table provides an overview of the eight (8) proposed lots against applicable dimensional controls for the underlying zoning district.

Lot	Min. Lot Area (12-4-2:D.1)	Proposed Lot Area	Min. Lot Width (12-4-2:D.2)	Proposed Lot Width	Compliance
1 (R-2)	5,900 sq. ft.	7,358 sq. ft.	50 ft.	43.84 ft.	<i>Waiver of 6.16 ft. requested for lot width</i>
2 (R-2)	5,900 sq. ft.	6,918 sq. ft.	50 ft.	43.84 ft.	<i>Waiver of 6.16 ft. requested for lot width</i>
3 (R-2)	5,900 sq. ft.	7,990 sq. ft.	50 ft.	43.84 ft.	<i>Waiver of 6.16 ft. requested for lot width</i>
4 (R-2)	5,900 sq. ft.	8,110 sq. ft.	50 ft.	65.81 ft.	<i>Compliant</i>
5 (R-2)	5,900 sq. ft.	8,876 sq. ft.	50 ft.	65.81 ft.	<i>Compliant</i>
6 (R-3)	5,900 sq. ft.	6,774 sq. ft.	50 ft.	54.63 ft.	<i>Compliant</i>
Outlot A (R-3)	5,900 sq. ft.	10,814.80 sq. ft.	50 ft.	81.82 ft.	<i>Compliant</i>
Outlot B (R-2)	5,900 sq. ft.	998 sq. ft.	50 ft.	46.00 ft.	<i>Waiver of 4,902 sq. ft. requested for lot area; waiver of 4.00 ft. requested for lot width</i>

The applicant is making a request for waivers from the minimum lot width for Lots 1 through 3 to allow a lot width of 43.84 feet for three of the five single-family lots. Most properties located along the Elm Street block faces to the immediate west of Lots 1 through 5 have a lot width of approximately 45 feet. Subdivisions recorded before August 4, 1959, were subject to a minimum lot width of 45 feet. In evaluating lot widths along block faces between the subject property and the Elm Street cul-de-sac located west of the subject property, 64.5% of properties were found to have a lot width of 45 feet. 19.3% of properties were found to have a lot width between 45.1 feet and 48 feet. Only 16.2% of properties were found to have a lot width of 50 feet or more. In short, a lot width of 43.84 to 43.87 is more in keeping with the existing development pattern than a lot width of 65.8 feet, as is proposed for Lots 4 and 5.

The waivers requested for Outlot B are significant because the lot is designed only to serve as a shared parking facility. The common area lot will be required to be owned and maintained by the homeowner's association in perpetuity and could not be redeveloped independently in the future.

Site Design



Site Plan

The proposed townhome development on Lot 6 and Outlot A will be accessed by a private driveway extending from Lincoln Avenue. The applicant will be responsible for constructing the four-unit townhome development and its common areas, and all stormwater infrastructure, sitework, and public infrastructure for the entire development.

The five (5) single-family detached homes on Lots 1 through 5, along with the shared parking area on Outlot B, are proposed to be accessed via an extension of Elm Street into the development. This extension would provide vehicular access to the homes and terminate in a cul-de-sac. The applicant has indicated that the cul-de-sac, as well as the associated parkway and sidewalks, would be dedicated to the Village upon completion, at which point the Village would assume maintenance responsibility.

However, based on further review and input from the Department of Public Works, staff recommends an alternative approach. Rather than dedicating these improvements to the Village, staff recommends that the cul-de-sac, parkway, and sidewalks remain under the ownership and maintenance responsibility of the homeowner's association as a common area. Staff recommends that the area currently depicted as being dedicated to the Village be modified to depict "Outlot C" on the preliminary plat prior to Board approval by ordinance. To ensure that the Village can access the cul-de-sac and provide Village services as deemed appropriate while avoiding the cost and responsibility of future maintenance, staff recommends a permanent access easement across Outlot C to establish the right, but not the obligation, to enter the property and provide Village services like street sweeping, leaf collection, snow removal, and ice control.

The applicant intends to sell Lots 1 through 5, which may be improved by the applicant or by their future buyers. General footprints for the proposed single-family residences are proposed by the applicant, but final designs will be determined by the future buyers. Unless explicitly approved under the PUD ordinance or authorized by the Zoning Board of Appeals at a later date, future homes will be required to comply with all applicable development controls of the R-2 district.

Dimensional Controls

The applicant is requesting the following waivers from the dimensional requirements of the Unified Development Code to authorize the development as presented:

Lots 1-5 & Outlot B (5 Single-family Residences)

- **Waiver to allow a zero-foot driveway setback** (minimum 3 feet per Section 12-2-5:B)
- **Waiver to allow a zero-foot setback for open accessory parking spaces** (minimum 3 feet per section 12-2-6:G)

Lot 6 + Outlot A (4 Townhomes)

- **Waiver to allow a 20-foot front yard** (minimum 25 feet per Section 12-4-2:D)
- **Waiver to allow a floor area ratio (FAR) of 0.652** (maximum 0.6 per Section 12-4-2:D)
- **Waiver to allow impervious lot coverage of 73.73%** (maximum 65% per Section 12-4-2:D)
- **Waiver to allow impervious rear yard coverage of 51.84%** (maximum 50% per Section 12-4-2:D)
- **Waiver to allow a zero-foot driveway setback** (minimum 3 feet per Section 12-2-5:B)

The applicant is proposing the construction of four (4) townhomes on Lot 6, with the majority of site amenities and accessways provided on Outlot A. For the purposes of zoning review, Lot 6 and Outlot A are considered to be a single zoning lot, with the front lot line located along Lincoln Avenue. Front entrances to the townhomes will face west and attached ground-floor garages will face east. Garages will load onto a private driveway measuring approximately 26.5 feet in width. The following table provides an overview of the proposed townhome development against applicable dimensional controls for Lots 6 and Outlot A within the R-3 district:

R-3 District Dimensional Controls	Requirement	Proposed	Compliance
Density/Minimum Lot Area (12-4-2:D)	Max. 16 units/acre as Permitted Use (Min. 2,723 sq. ft. per d.u.)	9.9 units per acre (4,397 sq. ft. per d.u.)	Compliant
Front Setback (12-4-2:D)	Min. 25 ft.	20 ft.	Waiver of 5 ft. requested to permit a front setback of 20 ft.
Side Setback (12-4-2:D)	Min. 5 ft.	26.5 ft (east) 13.6 ft (west)	Compliant
Rear Setback (12-4-2:D)	Min. 30 ft.	69.8 ft.	Compliant
Floor Area Ratio (FAR) (12-4-2:D)	Max. 0.6	0.65	Waiver of 0.05 requested to permit a FAR of 0.65

Lot Impervious Coverage (12-4-2:D)	Max. 65%	73.73%	<i>Waiver of 8.73% requested to permit 73.73% lot coverage</i>
Rear Yard Impervious Coverage (12-4-2:D)	Max. 50%	51.84%	<i>Waiver of 1.84% requested to permit 51.84% rear yard coverage</i>
Building Height (12-4-2:D)	Max. 35 ft.	30 ft.	<i>Compliant</i>
Driveway Setback (12-2-5:B)	Min. 3 ft.	0 ft.	<i>Waiver of 3 ft. requested to allow a 0-ft. setback from the east lot line</i>

Townhome Development FAR and Orientation

Several waivers are requested to the dimensional controls for development in the R-3 District, including front setback, floor area ratio, and impervious coverage. The development on Lot 6 and Outlot A is well below the maximum permitted unit density. However, the total floor area ratio (FAR) of the units is slightly larger than the maximum permitted. The applicant is expected to discuss and provide support for the request for additional floor area at the public hearing.

While the proposed townhome building complies with the five-foot (5') setback from the west lot line, at the October 2025 Plan Commission meeting, the Commission asked the applicant to explore and consider flipping the townhome development to provide the building's narrower side setback along the east lot line, with the driveway running along the west lot line. The applicant is expected to discuss their consideration of this modification and why the design change was ultimately not pursued.

Front Setback

The applicant is requesting a waiver of five feet (5') to the front setback along Lincoln Avenue to allow a front yard of 20 feet. The proposed setback is consistent with the front setback of the property to the east at 8442 McVicker, but is less than other setbacks located along the Lincoln Avenue block face. Staff notes that in the general vicinity along Lincoln Avenue, front setbacks vary widely, with several developments featuring front yards significantly less than 20 feet. The wide variation in front setback is due to the mix of development types characteristic of the C/R Commercial District, which spans most of the length of Lincoln Avenue in Morton Grove.

Impervious Coverage

The applicant is seeking waivers to total lot impervious coverage and rear yard impervious coverage for the townhome development (Lot 6 and Outlot A). Staff notes that while the waiver of 8.73% to total lot impervious coverage is significant, the development will include underground detention serving the entire subdivision.

Building Design

BK Architect designed the townhome development on Lot 6 and Outlot A. The applicant's submitted plans are identical to those submitted and reviewed in 2020. The Plan Commission may consider whether changes in market preferences and style since 2020 would warrant an update to the building's design and material palette.

The townhomes' attached garages are provided on the ground level and accessed from the east, while the townhomes' front entrances face west. The townhomes feature a gabled roof with varied roof pitches. Along the east elevation, a stepback above the first floor garages reduces the building's bulk. Along the north and west elevations, projections, cutouts, and variations in material break up the building's mass and add visual interest.



East Elevation

Proposed exterior finishes include:

- Brick veneer in Summerset (red)
- Hardie plank horizontal siding in Pearl Gray
- Hardie panel vertical siding Evening Blue
- Windows in dark brown cladding
- Asphalt shingles in Royal Slate
- Gutters, fascia, and soffit in light gray

Based on the submitted plans, a six-foot-tall (6') brown and gray vinyl privacy fence is proposed along the east, south, and west lot lines of the townhome development site. The applicant is expected to speak to the color and appearance of the proposed vinyl fence. Staff has concerns with the appearance and structural integrity of vinyl fencing.



Townhome Development Rendering (viewed from Northeast)

In October 2025, the Appearance Commission reviewed the proposed building elevations, renderings, and materials board, and voted unanimously (6-0) to approve an Appearance Certificate for the building and site design of the proposed townhome development.

Lighting

Building-mounted and ground-mounted luminaires are proposed throughout Lot 6 and Outlot A, and are intended to provide safe and appropriate exterior lighting for outdoor areas. The applicant submitted a photometric plan for the development. Staff is concerned with footcandle levels along the west lot line, which measure up to 9.3 footcandles at the lot line. The applicant expected to discuss how the lighting will be shielded to mitigate light trespass on the single-family residential lot to the immediate west.

Staff recommends as a condition of approval that lighting along the lot lines measures as close to zero (0) footcandles as possible. Additionally, staff recommends that all lighting on the subject property shall be directed away from surrounding properties and all lighting fixtures shall be of full cutoff design. Light shall be directed only within the subject property and shall not extend beyond the property line in any direction, except for minimal indirect reflection. A revised photometric plan verifying compliance must be submitted for review and approval by the Village Engineer.

Traffic and Parking Impact

The applicant submitted a traffic impact study prepared by Kimley-Horn and Associates, Inc. for review by the Traffic Safety Commission, Plan Commission, and staff. The Traffic Safety Commission and Village Engineer forwarded comments to the Plan Commission after their review of the development and the supporting documents. A recommended condition of Subdivision approval is compliance with all recommendations and comments issued by the Traffic Safety Commission and Village Engineer in the plan review comment forms dated October 14, 2025, and April 12, 2026, respectively.

Parking

Section 12-7-3:1 requires detached single-family dwellings to provide a minimum of two (2) off-street parking spaces per dwelling unit. Two (2) enclosed parking spaces are proposed within each single-family residence's attached garage, for a total of 12 enclosed off-street parking spaces. Guest parking is not a requirement for single-family detached development. However, as a result of the 2020 Plan Commission review process, the former applicant added five (5) guest parking spaces to the east of the cul-de-sac to alleviate concerns with guest parking along the existing Elm Street roadway. Residential dwelling units not otherwise required to be accessible by federal law do not have to comply with the Illinois Accessibility Code's requirements for accessible parking. However, staff reserves that an accessible space may be added to this parking area to serve a need for accessible parking in the future, which would reduce the guest parking count to four (4) spaces.

Per Section 12-7-3:1, for attached single-family dwellings, a minimum of two (2) off-street parking spaces must be provided per dwelling unit. Two (2) parking spaces are proposed within each unit's ground-floor garage, for a total of eight (8) enclosed off-

street parking spaces. Because the development does not include ten (10) or more units, it is exempt from the guest parking requirement established in Section 12-7-3:l. However, to address with potential concerns regarding guest parking demand, the applicant is proposing four (4) additional open accessory parking spaces located at the end of the access drive. Residential dwelling units not otherwise required to be accessible by federal law do not have to comply with the Illinois Accessibility Code's requirements for accessible parking. However, staff reserves that an accessible space may be added to this parking area to serve a need for accessible parking in the future, which would reduce the guest parking count to three (3) spaces.

A vehicle turn-around is provided to facilitate turn-around maneuvers for the guest parking spaces and for other vehicles visiting the site. Because the four (4) guest parking spaces are located on private property, they will be available for use by the condominium owners only. Per the Fire Department, parking should not be allowed along the access drive serving the development, as parked cars in this location could block emergency vehicle access. As such, staff recommends that parking along the townhome development access drive is prohibited as a condition of approval.

Per the traffic impact study, the overall Medina Gardens development provides a total of 27 parking spaces, or 3.0 parking spaces per dwelling unit. The ITE Parking Generation manual establishes an average peak parking demand of 1.83 spaces per dwelling unit for single-family homes. As such, there is adequate off-street parking to accommodate the parking demand of the proposed development.

Townhome Access Drive

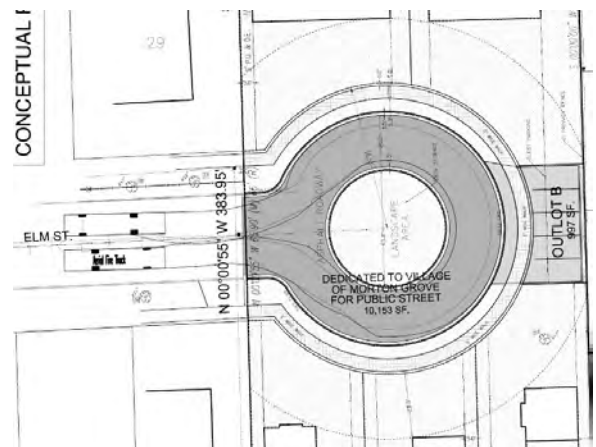
The townhome development will be served by a private access drive off Lincoln Avenue, and the townhome units will receive new Lincoln Avenue addresses. The previously approved PUD ordinance for the development included the removal of on-street parking on the south side of Lincoln Avenue between Morton Avenue and McVicker Avenue to assist with sight distances when exiting from the townhome development driveway. Staff recommend the same parking restriction on Lincoln Avenue be implemented for PC 25-11. The Public Works Department would be responsible for executing the recommended parking restrictions along Lincoln Avenue.



On-Street Parking Area Recommended for Removal (Orange)

Elm Street Cul-de-Sac

In reviewing a previous application for the subject property as part of PC 20-07, Staff including representatives from Engineering, the Fire Department, and Community and Economic Development agreed that a 100-foot cul-de-sac typically required by Code is not an effective use of impervious surface area. As such, staff agreed with the applicant's proposal to include a five-foot sidewalk and reduce the cul-de-sac width to provide an abutting five-foot parkway between the sidewalk and curb, and installing a landscape island at the cul-de-sac's center. Signage is proposed to be installed to direct traffic in a one-way counter-clockwise movement around the landscape island. On-street parking will not be allowed within the cul-de-sac.



Permeable Surface Provided by Cul-de-sac Design

The final dimensions of the proposed landscape island will need to be determined in the final design engineering phase. The applicant will work with the Village Engineer and Fire Department to ensure the final design can accommodate the turning movements of all emergency, refuse pick-up, snow-removal, and street maintenance vehicles. A turn path exhibit depicted to the right indicates the preliminary design featuring a 45-foot wide landscape island can accommodate an "aerial fire truck", although the exact size of the truck is not specified. Because the cul-de-sac will be designed as a private drive and not a public way, as proposed, the final specifications will be subject to review and approval by Village in final design and engineering.

Landscape Design

The applicant submitted a landscape plan for the overall development site. However, landscape details are generally omitted for Lots 1 through 5, which will be improved with five (5) detached single-family residences, and the landscape plan includes trees that were removed by the former owner. As such, the requested Appearance Certificate in the case of AC 25-16 will only approve the landscape plan for the townhome development site (Lot 6 and Outlot A) and the landscape area located directly east of the proposed cul-de-sac, located within Lots 3 and 5, which serves to screen the paved cul-de-sac from adjacent property. The cul-de-sac landscape buffer is considered to be a requirement of the overall development and its approval means it may be installed under the sitework permit issued prior to single-family lot development.

The townhome development site requires a waiver of one (1) tree to allow zero (0) tree plantings within the adjacent public right-of-way due to insufficient parkway width. Due to the extremely narrow width of parkway located within the stretch of Lincoln Avenue abutting the subject property, staff supports the requested waiver to allow zero (0) trees to be planted within the adjacent public right-of-way.

The landscape plans for the single-family dwellings will be finalized by future buyers, the Appearance Commission did not approve a landscape plan for single-family lot development. The future buyers of Lots 1 through 5 will be required to present a conforming landscape plan to the Appearance Commission for approval prior to building permit issuance.

Tree Preservation

The applicant submitted a tree preservation and removal plan for the overall development site. Given the current condition of the property, the proposed development meets Code requirements for tree preservation. The plan indicates that, in total, 17 existing trees are to be preserved and zero (0) trees are to be removed. Numerous trees were removed from the subject property by the previous owner in violation of the approved subdivision and PUD ordinances. Because the owner and developer abandoned the project, the Village had no legal remedy and was unable to issue citations or assess fines. Since that time, a tree preservation ordinance was adopted by the Village to better protect trees on private property.

The tree survey included in the 2020 application (PC 20-07) identified 35 trees that would have been considered protected trees per the Village's current tree preservation ordinance, with 21 of those trees identified to remain. A total of 17 trees are included in the current PUD application (PC 25-11) and, of those trees, 11 are defined as protected trees per the Village's recently approved tree preservation ordinance.

In comparing the two tree surveys, which were completed over five years apart, the subject property lost 24 trees that would be considered protected under current Code. Of the 24 protected trees lost, 10 trees were initially identified as to be preserved and protected during construction of the proposed subdivision and townhome development.

While staff acknowledges that the tree preservation ordinance was not in effect at the time that the previous PUD (PC 20-07) was approved, the previous owner removed 10 trees identified for preservation in the PUD ordinance. As a condition of approval, staff recommends that the applicant be required to install ten (10) replacement trees on the subject property. If acceptable tree planting locations cannot be identified on the subject property, staff recommends requiring that such replacement trees be planted on public property in nearby areas.

Stormwater and Utilities

The entire development will be served by an underground storm detention system that will be jointly maintained by the homeowner's association and the condominium association. The applicant's engineer, Bono Consulting, provided revised engineering plans in December 2025 based on comments previously issued by the Village Engineer. The Village Engineer issued additional comments on the revised submittal attached hereto as "**Attachment B**" and dated April 12, 2026.

Staff has concerns regarding the proposed stormwater detention design, specifically the placement of the underground detention system at a relatively higher elevation on the site. From an engineering and best-practice standpoint, stormwater detention facilities are typically located at the lowest practical point of a property to take advantage of natural drainage patterns and gravity flow. Positioning the system at a higher elevation may reduce overall efficiency, require additional infrastructure, and increase the potential for drainage complications elsewhere on the site.

As proposed, this configuration raises questions about the system's ability to effectively capture, convey, and detain runoff

during storm events without creating unintended ponding or bypass conditions. Staff recommends further evaluation of the plan and consideration of alternative locations or design modifications that better align with natural site hydrology and standard stormwater management principles. The cul-de-sac area was originally proposed to be dedicated to the Village as public right of way, and the Village would not accept a private detention on public right-of-way. Because staff is recommending that this area be maintained as part of the private development, the applicant may consider relocating the underground facility to within the cul-de-sac area.

Snow Removal

The applicant should clarify proposed locations for snow storage. The current plan depicts a snow storage area to the west of the guest parking area on the townhome development site. The applicant should speak to the proposed location for snow storage for the single-family development area. That the Village prefers to maintain the cul-de-sac as private property may allow use of the landscape island within the cul-de-sac as snow storage area for the five-lot development.

As part of the October 2025 Commission review process, the Traffic Safety Commission raised concerns regarding the ability to locate snow in the proposed areas without damaging curb and landscaping. Staff recommends that a snow removal plan be required for the development prior to issuance of any permit, subject to review and approval by the Village Engineer.

Commission Review

Appearance Commission

On October 7, 2025, the Appearance Commission reviewed Case PC 25-11. At the conclusion of the discussion, the Appearance Commission recommended approval (6-0) of the application with recommended conditions. The staff report to the Appearance Commission has been included as "**Attachment C.**"

Traffic Safety Commission

On October 2, 2025, the Traffic Safety Commission (TSC) reviewed Case PC 25-11 and the submitted traffic and parking impact study. At the conclusion of the discussion, the TSC voted unanimously (7-0) to recommend approval of the application with comments (see "**Attachment D**").

Departmental Review

The proposed project was reviewed by several department representatives and the following comments were issued:

- **Building:** In review of the proposed project, the Manager of Building and Inspectional Services issued the following comment on July 7, 2025: "*The concern would be maintenance of all proposed fences.*" No other comments were received based on subsequent updates to the plans and project.
- **Fire:** On April 7, 2026, the Fire Prevention Bureau Coordinator issued the following comments: "*The Fire Department wants to ensure that the following criteria are met for evaluation for the firetruck turning exhibits:*"

Morton Grove Fire Truck Data for Fire Truck Turning Analysis

<i>Overall Length</i>	<i>47.8 feet</i>
<i>Overall Width (Including Mirrors)</i>	<i>9.5 feet</i>
<i>Overall Body Height</i>	<i>11.666 feet</i>
<i>Minimum Body Ground Clearance</i>	<i>0.625 feet</i>
<i>Track Width</i>	<i>8.36 ft</i>
<i>Lock to Lock Time</i>	<i>6 seconds</i>
<i>Max Wheel Angle</i>	<i>45 degrees</i>

Overall Length - Front wheel overhang + wheel base + rear wheel overhang

Track Width - Wheel track width is the distance between the centerline of two wheels on the same axle.

Axle Track - The distance between the hub flanges on an axle.

Lock to Lock Time - The time taken to turn the primary steering from full left lock to full right lock"

- **Public Works /Engineering:** In review of the proposed project, the Village Engineer issued several comments dated April 12, 2026, included in **Attachment B.**

Standards for Review

12-16-4:D.3. Standards for Subdivisions: The following standards for evaluating subdivisions shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

1. Orderly Development: The proposed subdivision will encourage orderly and harmonious development within the Village.
2. Coordination of Streets: The streets within the proposed subdivision will coordinate with other existing and planned streets within the Village.
3. Coordination of Utilities: The utilities within the proposed subdivision will coordinate with existing and planned utilities, and create a uniform system of utilities within the Village.
4. Consistency with Comprehensive Plan: The proposed subdivision will be evaluated based on its consistency with the overall land use policies of the Village as may be expressed in the Village's comprehensive plan.
5. Section 12-16-4:C.5 of the Unified Development Code establishes Standards for Special Uses, which are intended to be used for evaluating Special Use Permit requests. The Standards are as follows:

12-16-4:C.5. Standards for Special Uses: The following standards for evaluating special uses shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

1. Preservation of Health, Safety, Morals, And Welfare: The establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, morals or general welfare.
2. Adjacent Properties: The special use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses permitted in the zoning district.
3. Orderly Development: The establishment of the special use will not impede normal and orderly development or impede the utilization of surrounding property for uses permitted in the zoning district.
4. Adequate Facilities: Adequate utilities, access roads, drainage and other necessary facilities are in existence or are being provided.
5. Traffic Control: Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets. The proposed use of the subject site should not draw substantial amounts of traffic on local residential streets.
6. Adequate Buffering: Adequate fencing and/or screening shall be provided to ensure the right of enjoyment of surrounding properties to provide for the public safety or to screen parking areas and other visually incompatible uses.
7. Conformance to Other Regulations: The special use shall, in all other respects, conform to applicable provisions of this title or amendments thereto. Variation from provisions of this title as provided for in subsection 12-16-3A, "Variations", of this chapter, may be considered by the plan commission and the Village board of trustees as a part of the special use permit.

The applicant should be prepared to discuss how the project meets the above standards at the Plan Commission hearing.

Recommendation

Should the Plan Commission recommend approval of this application, staff suggests the following motion and conditions:

Motion to recommend approval of a approval of a Preliminary Plat of Subdivision to create eight (8) new lots of record for the development of four (4) attached single-family dwellings and five (5) detached single-family dwellings as part of a Planned Unit Development (PUD) with waivers to Sections 12-2-5, 12-2-6, 12-3-5, 12-4-2, and 12-8-4 for lot width, lot area, lot standards, floor area ratio, front yard, impervious lot and rear yard coverage, driveway setback, open accessory parking space setback for the property commonly known as 6037 Lincoln Avenue in Morton Grove, Illinois (10-20-122-076-0000), subject to the following conditions:

1. *Prior to Board approval of the preliminary plat of subdivision, the plat shall be updated to reflect that the common area serving the five (5) single-family residences, including the cul-de-sac, parkways, and sidewalks, shall be retained by the development as a common area and depicted as "Outlot C". The Village shall be provided a permanent access easement across Outlot C to establish the right, but not the obligation, to enter the property and provide Village services, subject to review and approval by the Village Administrator.*
2. *Prior to filing any Site Improvement Permit Application, the applicant shall submit a final landscaping plan and tree preservation plan that includes 10 replacement trees, subject to review and approval by the Village Administrator. In the event that no appropriate planting location for the required replacement trees can be identified on the subject property, the Village Administrator may approve alternative planting locations on private or public property, with preference given to locations closest in proximity to the development. Species of replacement trees shall be submitted to the Department of Public Works for review and approval.*
3. *Prior to filing any Building Permit Application for the development of Lots 1 through 5, final elevations, materials, and a landscape plan shall be submitted for review and approval by the Appearance Commission.*
4. *The site and buildings shall be developed and operated consistent with the plans and supporting documents in the application, amended, as necessary, to comply with conditions from the Traffic Safety Commission, Plan Commission and/or Village staff, identified in this report and/or presented at the Plan Commission public hearings.*
5. *Prior to filing any Site Improvement Permit Application, the applicant shall submit final engineering plans in accordance with Village requirements for review and approval by the Village Engineer and shall comply with all recommendations provided by the Village Engineer in the plan review comment form dated April 12, 2026.*
6. *Within one (1) year after receiving the approval of the preliminary plat by the Village Board of Trustees, or any such extension of time, the applicant shall submit a final plat substantially conforming to the approved preliminary plat, together with the supporting documentation*
7. *The subdivision shall be recorded in accordance with all materials submitted with the subdivision application and in accordance with the requirements of Title 12, Chapter 8.*
8. *Prior to filing any Building Permit Application for the development of Lot 6 and Outlot A, the applicant shall provide the Village with final elevations and material specifications for review and approval. Final elevations and materials must be deemed consistent with the approved elevations and materials, as determined by the Director of Community and Economic Development and Chairperson of the Appearance Commission. If such designs are deemed to be inconsistent with the approved plans or if materials are deemed to be of a lower quality than the approved materials, then the applicant will be required to file an application for an amendment to the Appearance Certificate.*
9. *Parking shall be prohibited within the cul-de-sac and access drive serving the townhome development and "No Parking" signs and "One Way" signs shall be installed, subject to review and approval by the Village Engineer.*
10. *Prior to filing any Site Improvement Permit Application, the applicant shall submit a snow removal/storage plan, for review and approval by the Village Engineer.*
11. *The applicant shall demonstrate that the firetruck turning exhibits comply with standards for firetruck analysis maintained by the Fire Department, and that the final site plan adequately accommodates the Department's fire truck data, subject to review by the Fire Prevention Bureau Coordinator.*
12. *Lighting along the subject property's lot lines shall measure as close to zero (0) footcandles as possible. All lighting on the subject property shall be directed away from surrounding properties and all lighting fixtures shall be of full cutoff design. Light shall be directed only within the subject property and shall not extend beyond the property line in any direction, except for minimal indirect reflection. Prior to submittal of a Building Permit Application, a revised photometric plan verifying compliance shall be submitted for review and approval by the Village Engineer.*
13. *[Any other condition(s) deemed appropriate by the Plan Commission]*

Attachment E

Final Plans and Supporting Documents for PC 25-11

1. *Planned Unit Development Application, submitted by Madina Homes, LLC, dated September 8, 2025*
2. *Legal Description, submitted by Madina Homes, LLC, received September 8, 2025*
3. *Plat of Medina Gardens Subdivision, prepared by A.P. Surveying Company, P.C., dated July 12, 2020*
4. *Letter from Bono Consulting, Inc., to Chris Tomich, Village Engineer, dated December 2, 2025*
5. *Site Improvement Plans, prepared by Bono Consulting, Inc., dated December 2, 2025*
6. *Landscape Plan, prepared by BK Architect Co., undated*
7. *Stormwater Report, prepared by Bono Consulting, Inc., dated September 22, 2022*
8. *Photometric Plan, prepared by F. Gallagher, Legacy Designs, Inc., dated May 8, 2020*
9. *Architectural Drawings, Elevations, and Renderings, prepared by BK Architect Co., undated*

Attachment E on file with the Department of Community & Economic Development

Legislative Summary

Ordinance 26-10

**AMENDING TITLE 1 CHAPTER 4 SECTION 2 ENTITLED
“MONETARY PENALTIES AND FINES FOR SPECIFIC VIOLATIONS AND OFFENSES” OF THE
MUNICIPAL CODE OF THE VILLAGE OF MORTON GROVE**

Introduced:	April 28, 2026
Purpose:	To amend Title 1, Chapter 4, Section 2 of the Morton Grove Municipal Code to update the penalty schedule for certain parking fines
Background:	This Ordinance will amend Title 1, Chapter 4, Section 2 of the Code to include specific penalties for violations of the Village Code related to parking offenses. In reviewing the Village’s standard fines, it was found that the Village’s minimum fine amount between \$20 to \$30 was low compared to neighboring communities. Additionally, it was found that the Village’s standard maximum fine was high at \$750 compared to neighboring communities. To standardize fines, a recommended fine schedule for certain fines would be a minimum fine of \$75 and maximum fine of \$150.
Programs, Departments or Groups Affected	Administration, Finance, and Police
Fiscal Impact:	Minimal
Source of Funds:	N/A
Workload Impact:	Staff will implement these revisions as part of its normal duties.
Administrator Recommendation:	Approval as presented.
Second Reading:	May 12, 2026
Special Considerations or Requirements:	None

Submitted by: Charles L Meyer, Village Administrator
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Hanna Sullivan, Finance Director
Reviewed by: Michael Weitzel, Chief of Police
Prepared By: Charles L. Meyer, Village Administrator

ORDINANCE 26-10

AMENDING TITLE 1 CHAPTER 4 SECTION 2 ENTITLED “MONETARY PENALTIES AND FINES FOR SPECIFIC VIOLATIONS AND OFFENSES” OF THE MUNICIPAL CODE OF THE VILLAGE OF MORTON GROVE

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois is a home rule unit of government under the provisions of Article 7 of the Constitution of the State of Illinois, and can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, on May 12, 2008 pursuant to Ordinance 08-22, the Village Board amended the Village Code to provide a comprehensive fine schedule for violations of the Village’s Municipal Code in one location so fines can be easily referenced by the Adjudication Hearing Officer, Courts and the public, and annually reviewed by Village staff as part of the budget process. The comprehensive fine schedule is now set forth in Title 1, Chapter 4 of the Code; and

WHEREAS, the Village routinely reviews fines to determine if the fines are appropriate based on the offenses; and

WHEREAS, the Village has determined that certain parking fines need to be updated; and

WHEREAS, it is necessary to amend Section 1-4-2 of the Village Code to revise fines and penalties for certain offenses.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Ordinance as though fully set forth herein thereby making the findings as hereinabove set forth.

SECTION 2: Title 1, Chapter 4, Section 2, entitled “MONETARY PENALTIES AND FINES FOR SPECIFIC VIOLATIONS AND OFFENSES,” of the Municipal Code of the Village of Morton Grove is hereby amended as follows:

- A. The following rows in the penalty schedule pertaining to Title 5, Chapter 4, Section 10, Subsection 1D are hereby modified as follows:

Code Section	Description of Violation	Penalty
5-9-1A	Violations of prohibited parking	\$75.00 - \$150.00
5-9-1B	Violations of prohibited parking	\$75.00 - \$150.00
5-9-2	Violations of restricted time parking	\$75.00 - \$150.00
5-9-3	Violations of commercial and recreational parking	\$75.00 - \$150.00
5-9-4	Violations of restricted parking areas	\$75.00 - \$150.00
5-9-5	Violations of parking restrictions, limitations	\$75.00 - \$150.00
5-9-6	Violations of loading zones	\$75.00 - \$150.00
5-9-9	Violations of municipal parking zones	\$75.00 - \$150.00
5-9-10	Violations of electronic fare collection devices	\$75.00 - \$150.00
5-12-5	Violation of snow removal section 5-12-1 of this code	\$75.00 - \$150.00
5-12-5	Violation of snow removal section 5-12-4 of this code	\$75.00 - \$150.00
5-13F-1	Violations of no parking streets	\$75.00 - \$150.00
5-13F-2	Violations of no parking during certain hours	\$75.00 - \$150.00
5-13F-3	Violations of time limit parking zones	\$75.00 - \$150.00
5-13F-4	Violations of restricted parking streets	\$75.00 - \$150.00

5-13G-1	Violations of snow route streets	\$75.00 - \$150.00
5-13L-1	Violations of no truck parking	\$75.00 - \$150.00
5-13L-2	Violations of no commercial vehicle parking	\$75.00 - \$150.00
5-13M-1	Violations of parking zones for buses	\$75.00 - \$150.00
5-14-2	Violations of Operation of Electric Bicycles, Electric Scooters, Non-Highway Vehicles, and Toy Vehicles	\$75.00 - \$150.00

SECTION 3: The terms and conditions of this ordinance shall be severable and if any section, term, provision, or condition is found to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining sections, terms, provisions, and conditions, shall remain in full force and effect.

SECTION 4: In the event this ordinance or any Code amendment herein conflicts with any statute, ordinance, or resolution or part thereof, the amendments in this ordinance shall be controlling and shall supersede all other statutes, ordinances, or resolutions but only to the extent of such conflict. Except as amended in this ordinance, all chapters and sections of the Village of Morton Grove Village Code are hereby restated, readopted, and shall remain in full force and effect.

SECTION 5: This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form according to law.

Passed this 12th day of May 2026.

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Thill _____

Trustee Travis _____

Trustee White _____

Approved by me this 12th day of May 2026.

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
13th day of May 2026.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

Legislative Summary

Resolution 26-33

AUTHORIZING THE CLOSURE OF DEMPSTER STREET FOR THE ANNUAL FOURTH OF JULY PARADE

Introduced:	May 12, 2026
Purpose:	This resolution will authorize the closure of Dempster Street for the 2026 Fourth of July Parade.
Background:	The Fourth of July Parade is a Morton Grove tradition. The July 4, 2026, parade will begin at 2:30 p.m. on Saturday, July 4, 2026, and will require Dempster Street to be partially or completely closed between Central and Lincoln Avenues from 2:00 p.m. to 4:30 p.m. The Illinois Department of Transportation (IDOT) requires the Village to adopt a resolution to approve this closing and assume full responsibility for the direction, protection, and regulation of traffic, along with all liabilities for damages of any kind occasioned by the closing of this said state route.
Programs, Departments or Groups Affected	Public Works - Placement of barricades and directional information. Police Department- Enforcement and traffic control.
Fiscal Impact:	Overtime is associated with the above activities.
Source of Funds:	General Fund dollars will be used to support the workforce and equipment costs.
Workload Impact:	All Village Departments will provide their usual support for this activity.
Administrator Recommendation:	Approval as presented.
Second Reading:	Not Required
Special Considerations or Requirements:	The Village Engineer will file an application with IDOT for this street closing.

Submitted by: Charles L. Meyer, Village Administrator
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Mike Lukich, Director of Public Works
Prepared by: Chris Tomich, Village Engineer

RESOLUTION 26-33

AUTHORIZING THE CLOSURE OF DEMPSTER STREET FOR THE ANNUAL FOURTH OF JULY PARADE

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax, purchase, and incur debt; and

WHEREAS, the Village through its Special Events Commission is planning a parade as part of its annual Morton Grove Days celebration on Saturday, July 4, 2026, which will begin at 2:30 p.m.; and

WHEREAS, the parade will require the closing of Dempster Street, either partially or completely, between Central Avenue and Lincoln Avenue from approximately 2:00 p.m. to 4:30 p.m.; and

WHEREAS, Dempster Street is a state route under the authority of the Illinois Department of Transportation (IDOT); and

WHEREAS, to close Dempster Street for the Parade, IDOT requires the Village to adopt this resolution and assume all responsibility and liability involved in the closing of the state route and resulting detour and rerouting of traffic.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village Engineer is directed to file an application with the IDOT for the closing of Dempster Street on Saturday, July 4, 2026, from 2:00 p.m. to 4:30 p.m.

SECTION 3: The Village will assume full responsibility for the direction, protection, and regulation of traffic during the time the detour is in effect and all liabilities for damages of any kind caused by the closing of said State Route. All-weather detours will be maintained, conspicuously marked and judiciously police patrolled for the benefit of traffic rerouted from the state route.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 13th day of May 2026

Trustee Khan _____
Trustee Minx _____
Trustee Shiba _____
Trustee Travis _____
Trustee Thill _____
Trustee White _____

Approved by me this 12th day of May 2026

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
13th day of May 2026

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

Legislative Summary

Resolution 26-34

AUTHORIZING STATEMENT OF WORK #2 TO AMEND THE MASTER SERVICES AGREEMENT WITH CLARITY PARTNERS FOR WEBSITE DESIGN, AND WEBSITE HOSTING FOR THE VILLAGE WEBSITE

Introduction:	May 12, 2026
Purpose:	To authorize an agreement with Clarity Partners for website maintenance and support for the Village website.
Background:	<p>On September 9, 2025, the Village Board approved Resolution 25-71 which authorized an agreement with Clarity Partners for website design, and website hosting for the Village Website. This agreement was approved following a competitive request for proposals (RFP) process to redesign the website to improve the visual appeal, the content layout, and adhere to existing and emerging regulatory requirements.</p> <p>The new website is nearing completion and the Village desires to approve Statement of Work #2 that would amend the existing Master Services Agreement to allow for Clarity to provide maintenance and support on an as needed basis for staff. The daily oversight and maintenance of the Village website would continue to be handled internally, but if an issue arises that requires specific expertise the Village may engage Clarity Partners on an as-needed basis.</p>
Departs Affected	All Village Departments
Fiscal Impact:	There is no ongoing cost for these services as Clarity Partners would only be contacted if there is an issue with the Village's website that cannot be resolved internally. Approving this agreement would ensure that rates are set for any future needs the Village may have for issues that develop on the website that cannot otherwise be resolved by staff.
Source of Funds:	Account number 02-20-25-55-2110
Workload Impact:	The Information Technology Division will oversee and coordinate the implementation and management of this agreement as part of its normal work activities.
Administrator Recommendation	Approval as presented
Second Reading:	Not Required
Special Requirements:	None

Submitted by: Chuck Meyer, Village Administrator
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Hanna Sullivan, Finance Director
Reviewed by: Boyle Wong, Information Systems Manager
Prepared by: Chuck Meyer, Village Administrator

RESOLUTION 26-34

AUTHORIZING AN AGREEMENT WITH CLARITY PARTNERS FOR WEBSITE DESIGN, AND WEBSITE HOSTING FOR THE VILLAGE WEBSITE

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule government under the provision of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Village of Morton Grove maintains an official, public-facing website; and

WHEREAS, the Village website is utilized as a source of information, news, event calendar, and related public online resources; and

WHEREAS, the Village regularly maintains its website to promote its brand and to adhere to technical and regulatory compliance; and

WHEREAS, on September 9, 2025, the Village Board approved Resolution 25-71 which authorized an agreement with Clarity Partners for website design, and website hosting for the Village Website; and

WHEREAS, the Village desires to approve Statement of Work #2 that would amend the existing Master Services Agreement to allow for Clarity to provide maintenance and support on an as needed basis for staff; and

WHEREAS, the funding for the above will be assessed to Account Number 02-20-25-55-2110; and

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village Administrator and/or his designees are hereby authorized to execute, and the Village Clerk to attest to statement of work #2 to amend the master services agreement with Clarity Partners of 20 N Clark St, Suite 3600, Chicago, IL 60602 for the architecture, design, implementation, and hosting of the Village's official website in substantial conformity with "Exhibit A".

SECTION 3 The Village Administrator and/or his designees are authorized to take all steps necessary to finalize negotiations for said agreement and implement its terms and conditions.

SECTION 4: This resolution shall be in full force and effect upon its passage and approval.

Passed this 12th day of May 2026

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Travis _____

Trustee Thill _____

Trustee White _____

Approved by me this 12th day of May 2026

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
13th day of May 2026

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

Statement of Work #2

This Statement of Work is an integral part of the Master Services Agreement, dated as of September 10, 2025, between Clarity Partners, LLC and The Village of Morton Grove ("Client"). The effective date of this Statement of Work ("SOW") is January 26, 2026.

Services

Clarity is to provide the following Services:

Maintenance and support, on a time and materials basis.

Each support and enhancement request will be submitted by and approved by client staff for Clarity to estimate and deliver. All work during this stage will be managed via Clarity's online ticketing system (Freshdesk). The Clarity team will provide the following post-implementation support and maintenance services:

- Standard Application Support and Maintenance
- On-Demand Services

The Clarity team offers the following optional ongoing standard application support and maintenance services:

- Standard business hours M-F 9:00 AM to 5:00 PM CT
- Level 2+ Application Support;
- Troubleshoot issues;
- Facilitate user testing;
- Software testing;
- Software upgrades, patches and fixes;
- Adding new site sections/pages using existing templates;
- Conduct analytics;
- Content authoring and/or technical writing on existing pages.

We have included additional details about our maintenance and support services as follows.

Help Desk Information

- Your team can submit a support ticket directly through our ticketing system, or contact us at 312-920-0550 and let the operator know you are reporting an issue with a specific website.
- Clarity will work with your team to classify the request, assign severity, and issue a support ticket if necessary.
- Clarity will collaborate with your assigned resources to resolve the issue.

Troubleshooting

When contacting support, your staff may be asked the following questions in order to determine issue severity and prioritization:

- What environment is this incident happening?
- Where is the issue happening?

- Did you receive an error message of any kind?
- Is this the first time this incident has occurred?
- What were you attempting to do when you received the issue (step-by-step)?
- Can you replicate this issue every time or is it sporadic?
- Are you aware of others experiencing the same issue?
- Have any troubleshooting steps already been taken?

Clarity will reasonably focus on full intake for the questions above for low-medium priority items; critical- and high-priority items will focus on the most efficient path to resolution.

Our team will review all support requests and reply with the following relevant level of effort estimate details that will need approval by your authorized resources prior to completing the requested services:

- Service request details;
- Understanding of goals/objectives;
- Expected milestones and deliverables;
- Estimated timeline to completion;
- Estimated number of hours;
- Estimated cost per deliverable.

Resolution

After gathering support information, a Clarity technician will enter it into the incident log/report, along with any relevant files/screenshots. Additional communication may follow based on the severity of the incident. We will send updates of any open issue tickets to your resource who submitted the ticket and summary-level reports will be available by request. These updates/reports will include a description of the incident, the severity, and the current status. Once an issue has been closed, a notification will be emailed to your resource who submitted the ticket.

Support Service Levels

Clarity will work with your team to determine the condition of each issue/request and assign a priority level accordingly. The descriptions and associated response times are as follows:

Critical: Complete failure of the system. This includes severe slowdowns of productivity or throughput that are tantamount to a site-down scenario. Clarity will respond by telephone or email within thirty (30) minutes and assign the appropriate resource within one (1) hour. Clarity will endeavor to resolve the issue in less than two (2) hours for a complete site down scenario.

High: Serious failure of software/hardware component, which does not result in complete system failure, but does significantly impact productivity and/or throughput. The Clarity team will respond by telephone or email within one (1) hour. The Clarity team will assign resources within two (2) hours. Clarity will endeavor to resolve the issue within one (1) business day.

Medium: Recurrent problem, which affects productivity or the throughput of the system. The Clarity team will respond by telephone or email within four (4) business hours. The Clarity team will assign

the appropriate resources within twenty-four (24) hours; communication about expected resolution will occur within forty-eight (48) hours.

Low: Cosmetic errors not impacting production, requests for enhancements, or on-demand services. Clarity will respond by telephone or email within twenty-four (24) business hours; The Clarity team will assign the appropriate resources within forty-eight (48) hours; communication about expected resolution will occur within seventy-two (72) hours.

Note that all response times are indicative of issues identified with the application and not hosting. For any issues caused by factors external to the Clarity team (such as third-party software, hardware, bandwidth or other hosting issues, and customer actions), we are unable to guarantee a time to resolution.

Crisis Management Procedure

Crisis management procedure refers to events or incidents that would likely require the restoring of the system, its configuration and/or databases, but may also include website performance issues that may affect productivity. Clarity will work with your team regarding its backup and recovery plan, and your authorized staff that will invoke system and/or data recovery as required. Clarity will adhere to the following crisis management procedure:

- Your authorized resource(s) makes a call that may require the restoring of systems, system configurations and/or databases. The names of these authorized resources will be formally documented and communicated to all key stakeholders; or
- The Clarity team, as part of its monitoring tasks, identifies an incident, calls your authorized user(s) to report the incident and recommended course of action.
- The Clarity team will open an issue ticket and assign a priority level as defined in the section above.

Software Version Upgrades and Source Control

The Clarity team plans on utilizing the free and open-source Git as its versioning source control system. The Clarity team will contact your team when a system software upgrade is available or necessary. We will work together to determine if and when any upgrades are necessary. The system will only be upgraded with written approval from your team.

All project team members who configure, develop and promote code will do so according to mutually agreed-upon Source Code Management (SCM) guidelines. If additional effort is required to repair or maintain code because non-Clarity parties violated those processes and procedures, the project timeline, scope, and costs will likely be affected.

On-Demand Services

The following is a list of optional on-demand services that the Clarity team can provide during standard business hours M-F 9:00 AM to 5:00 PM CST:

- Web and mobile application development;
- Content management system application integrations;

- Database administration;
- Search Engine Optimization (SEO);
- Content strategy;
- Email newsletter marketing;
- Content marketing;
- UX design;
- Graphic design;
- Theming;
- Social media support

The exact details of the work items and tasks that Clarity will perform, assist with, and/or complete will be reasonably determined collectively by Clarity and Client subject to all other terms and conditions of this Agreement.

Clarity agrees to perform Services at the Clarity office, Client location(s), and other locations in the Chicago area reasonably required by the nature of the activities in providing such services.

Staffing

Clarity is to provide qualified resources that have substantial general management and information technology consulting skills and the following specific skills:

Kelly Tetterton as Executive Sponsor: Kelly will provide project leadership throughout the entire project to ensure the overall quality of the project.

Katy Franzen as Senior Project Manager: Katy will be the primary contact responsible for managing Clarity staff on the project. She will play a central role in the management of all project stakeholders and deliverables.

Gerald Angelo as CMS Solution Architect: Gerald will be responsible for database design and development, CMS backend architecture, and programming. He will develop the content model, make decisions regarding module choices, and direct other developers regarding project coding methodology and implementation.

Eric Leech as Visual Designer: Eric will be responsible for the overall user experience (UX) by designing a user-friendly, intuitive, attractive, and accessible websites.

Term

The Services shall begin on January 26, 2026, and shall be completed no later than December 31, 2026 unless sooner terminated according to the provisions of Section 8 (Termination) herein.

Project Management

Katy Franzen and/or assigns will oversee performance of Clarity's obligations hereunder. Boyle Wong and/or assigns will oversee performance of Client's obligations hereunder.

Fees

For the complete, satisfactory, and timely performance of services hereunder, Clarity will be paid professional fees as indicated below. Hours billed pursuant to this agreement shall not exceed 8 hours per day or 40 hours per week without prior written approval from Client. There shall not be any minimum payment amount under this Agreement.

Clarity Partners will provide all services at the hourly rates described below, beginning in the first year of the engagement. Subsequent years will see a 3% annual increase of these rates.

Executive Sponsor Non-billable	Sr. Project Manager \$175
Trainer \$145	Front End Developer \$140
Project Manager \$160	CMS Solution Architect \$175
Visual Designer \$140	Content Strategist \$135
Solution Architect \$175	Sr. Database Administrator \$175
QA Specialist \$125	Migration Specialist \$100
Database Administrator \$150	Sr. Business Analyst \$145
AWS Architect \$175-\$250	Subject Matter Expert \$150-\$250
Business Analyst \$125	

Client will be responsible for reimbursing Clarity’s reasonable direct out-of-pocket expenses pursuant to Section 4 (Clarity’s Fees) of the Master Services Agreement.

Time Reporting

Clarity will use the Client approved timekeeping system and/or timesheets to record time worked for time and materials Projects.

Invoice and Payment

Clarity will invoice Client for Clarity’s fees at the end of each calendar month. Invoices shall be emailed to the appropriate accounts payable account or contact or mailed to:

Boyle Wong, Information Systems Manager
 Village of Morton Grove
 6101 Capulina Ave
 Morton Grove, IL 60053

Payments will be delivered to Clarity via ACH, U.S. Mail, or hand delivery. Invoices shall be deemed paid upon receipt.

Assumptions

1. Business Hours – All business will be conducted during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.) unless a specific exception is required.
2. The Village Project Manager – The Village will assign an employee to serve as its internal project manager. This person will serve as the Clarity team’s main point of contact throughout the project and will work with the Clarity team to align Village resources and resolve issues in order to maintain the project schedule.
3. Resource Availability – Appropriate Village user representative resources will be identified and scheduled for relevant work activities by the Village project manager prior to or coincident with the requisite task necessary to complete all items as outlined in the negotiated project plan. Village personnel will be available for quick turnaround on information requests, meetings, and other reasonable needs of the Clarity team to accomplish the project goals in an efficient and effective manner.
4. Subject Matter Expert Availability – Participation by the Village technical and functional experts and users are required to ensure that the solutions meet the needs of the project. The participants should represent Village experts that are able to contribute to the refinement of the solution analysis, requirements, and design.
5. Supporting Materials – The Village will provide all requested materials and information necessary for project delivery throughout the Project.

6. Timely Review and Approval of Deliverables – Relevant Village personnel involved in this project will be available for all reviews and approvals as required for completion of this project on agreed upon review dates. The Village will provide the Clarity team with written deliverable approval, or acceptance variances, within the timeframe outlined for each task.
7. Status Meeting Availability – Appropriate Village personnel will be available for regular status meetings.
8. Delivery Dates – The actual project delivery dates will be mutually determined by Clarity and the Village, and take into account the actual project start-date.
9. Scope Change – In the event of a change in scope or delay caused by the Village, Clarity will discuss the impact with the Village before proceeding. Any significant material changes to the Project scope or material delay caused by the Village will be escalated to Village management and may result in a change order for an increase in project cost and/or schedule change.
10. IT Support – The Village will provide the Clarity team with reasonable and necessary IT support in order to complete the agreed upon deliverables as described in this proposal.
11. Scope – Any service or deliverable not described in this proposal will be considered out of scope.
12. The Village Input Responsibility – The Village will provide all documentation of existing requirements, designs, and constraints at the start of the project in .DOC, .TXT, or .RTF format.
13. Documentation – The Village will provide documentation of all existing requirements, business rules, designs, and constraints at the start of the project.
14. Data – All website data, including backups and copies thereof, will remain the sole property of the Village. All data will be treated as confidential information.
15. Security – Clarity will follow standard best practices for application security. If there are higher security requirements needed (i.e., HIPAA, HITECH or PCI), Clarity will partner with the Village to adjust the scope as needed.
16. Additional Fees – Any software licensing or subscription fees, including paid plugins and/or additional hosting options – including a necessary staging environment -- not outlined in this proposal are assumed to be the responsibility of the Village.
17. Browser Support – Browser support anticipated for Chrome, Firefox, Safari, and Edge. Supported versions are limited to the current version and the one immediately prior. Viewing is expected using a default zoom level (100%) for the device/browser the site is loaded on. Note that some variation is to be expected between different browsers and different operating systems; fidelity to the original design will therefore not be exact to the pixel.
18. Responsive Design – This scope assumes mobile support through responsive design. This scope assumes that designing for a responsive site is done as part of this overall effort, and not considered separately at the end of the project. This scope assumes three adaptations: (1) Small grid (smartphone), (2) Medium grid (tablet), (3) Large grid (desktop). Specific breakpoints will be determined by the chosen design. It is assumed that the base responsive theme will be an established framework, and that the smaller grids will be a percentage of the larger grid rather than pixel-based width choices.
19. Standard Code Usage – This scope assumes no customization beyond the use and configuration of the current WordPress framework and available plugins. This assumes no custom plugin creation.
20. Integrations – This scope assumes existing accessible APIs, feeds, and/or embedded code for all integrations, with their development finalized and available for use at the time of website development.
21. Time and Materials - This project will be billed on a time and materials basis. Clarity has provided its best good-faith estimate for the work required.

Works Made for Hire

Works Made for Hire and Assignment of Rights – Except for the preexisting materials of Clarity, the Parties agree that all ideas, know-how, processes, information, drawings, documents, designs, models, inventions, copyrightable materials, and other tangible and intangible materials authored, prepared, created, made, delivered, conceived, or reduced to practice, in whole or in part, by Clarity in the course of providing the Services, including without limitation, computer programs, computer systems, data, and documentation (collectively, the “Work Product”), are the sole and exclusive property of Client and shall

be considered works made for hire. In the event any such Work Product does not fall within the specifically enumerated works that constitute works made for hire under the United States copyright laws, Clarity hereby irrevocably, expressly, and automatically assigns all right, title and interest worldwide in and to such Work Product to Client, including, without limitation, all copyrights, trademarks, patent rights, trade secrets, moral rights, and all other applicable proprietary and intellectual property rights. This assignment of rights includes, but is not limited to, all rights of Clarity under federal or state copyright, trade secret, intellectual property, or other laws, is all inclusive and is without reservation.

Unassignable Rights – If Clarity has any rights to the Work Product that cannot be assigned to Client in accordance with the foregoing, Clarity unconditionally and irrevocably: (a) waives the enforcement of such rights and (b) grants to Client during the term of such rights, an exclusive, irrevocable, perpetual, worldwide, royalty-free license to use, execute, reproduce, display, publish, perform, distribute copies of, and prepare distributive works based upon such Work Product, by all means now known or later developed, with the right to sublicense such rights through multiple levels of sublicensees.

Preexisting Materials – To the extent that any preexisting materials of Clarity are contained in the Work Product, Clarity retains ownership of such preexisting materials and hereby grants to Client an irrevocable, perpetual, worldwide, royalty-free license to use, execute, reproduce, display, publish, perform, distribute copies of, and prepare derivative works based upon such preexisting materials and derivative works thereof in furtherance of the limited purposes for which the Client uses the Services.

Legal Transfer – Upon Client’s request, Clarity shall execute any assignment of title or other instrument reasonably necessary for Client to obtain patent, copyright, or any other registration or protection.

Warranties – Clarity represents and warrants to Client that: (a) Clarity’s performance of the Services called for by this Agreement, including without limitation, if applicable, the development and delivery of the Work Product and Client’s and Client’s use of the Work Product, does not and will not violate or infringe upon; (i) any applicable law, rule, or regulation, (ii) any contracts with third parties, or (iii) any third-party rights in any patent, trademark, copyright, trade secret, or any other proprietary or intellectual property right; and (b) Clarity has full authority and sufficient right, title, and interest in and to the Work Product to grant and convey the rights accorded to Client under this Section hereof.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Statement of Work as of the effective date outlined above.

Clarity Partners, LLC

Client

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: Managing Member

Title: _____

Date: _____

Date: _____

Legislative Summary

Ordinance 26-11

APPROVING AN AMEDMENT TO A SPECIAL USE PERMIT AND AUTHORIZING THE CONSTRUCTION OF A DETACHED ACCESSORY STRUCTURE SERVING AN EXISTING DAYCARE FACILITY AT 5633 DEMPSTER STREET IN MORTON GROVE, ILLINOIS

Introduction:	May 12, 2026
Purpose:	To approve an amendment to a Special Use Permit authorizing the construction of a detached accessory structure serving an existing daycare facility at the property commonly known as 5633 Dempster Street.
Background:	<p>David Clatch on behalf of Poko Loko School Inc. (“Applicant”), submitted a complete Special Use Permit application to the Department of Community and Economic Development, which was reviewed under Case PC 26-05, requesting amendment to the existing Special Use Permit to authorize the construction of a detached accessory structure at 5633 Dempster Street (“Subject Property”), which is part of an expansion of the existing daycare operations located at 5641-49 Dempster Street (“Application”). The daycare facility’s common address is 5645 Dempster Street.</p> <p>The Applicant is proposing to amend the Special Use Permit granted and amended under Ordinances 14-07, 17-25, 25-03, and 26-05 to allow for the construction of a storage building to complement current daycare operations. In 2024, the Applicant sought amendment under Case PC 24-09 to authorize the installation of a playground, open space, and accessory parking lot on the subject property to serve the existing daycare. The expansion was approved by Ordinance 25-03. At the time, a storage building was contemplated as part of the project, but no plans were submitted. This request will approve plans for and authorize construction of the accessory storage building. The Applicant is seeking a waiver of 1.81 feet to allow the detached accessory structure to be located within a five-foot (5’) required interior side yard.</p> <p>On April 2, 2026, the Appearance Commission reviewed Case PC 26-05, issued an Apperance Certificate, and recommended approval of the Application. The requirement for Traffic Safety Commission review was waived due to the project’s insignificant impact on the community from a traffic safety perspective, as authorized by Section 12-16-4:A.2. On April 21, 2026, the Application was presented to the Plan Commission, at which time, based on the Application, staff report, and testimony provided at the public hearing, the Plan Commission voted unanimously (5-0) to recommend approval of the amendment to the Special Use Permit with conditions relating to final design and permitting.</p>
Programs, Dept’s, Groups Affected	Department of Community and Economic Development
Fiscal Impact:	N/A
Source of Funds:	N/A
Workload Impact:	The Special Use Permit amendment will be implemented and supervised by staff as part of their normal work activities.
Administrative Recommendation:	Approval as presented
Second Reading:	May 26, 2026
Special Considerations or Requirements:	None

ORDINANCE 26-11

APPROVING AN AMEDMENT TO A SPECIAL USE PERMIT AND AUTHORIZING THE CONSTRUCTION OF A DETACHED ACCESSORY STRUCTURE SERVING AN EXISTING DAYCARE FACILITY AT 5633 DEMPSTER STREET IN MORTON GROVE, ILLINOIS

WHEREAS, the Village of Morton Grove (“Village”), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, and can exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and incur debt; and

WHEREAS, 5633 Dempster Street, legally described in “**Exhibit A**”, attached hereto, and made a part of this Ordinance, is a 0.15-acre (6,494 sq. ft.) property zoned C-1 General Commercial (“Subject Property”); and

WHEREAS, Ordinance 14-07, approved on April 28, 2014, granted a Special Use Permit authorizing the operation of a daycare facility at property abutting the Subject Property at 5645 Dempster Street. On August 28, 2017, the Village Board approved an amendment to the Special Use Permit under Ordinance 17-25 to allow expansion of the daycare facility to the property at 5641 Dempster Street. On January 28, 2025, the Village Board approved Ordinance 25-03, which amended the Special Use Permit and authorized the expansion of the daycare facility to the Subject Property and use thereof for a playground space and parking area, with a placeholder provided for a future storage building. On February 24, 2026, the Village Board approved Ordinance 26-05, which granted a minor amendment to the Special Use Permit to extend the deadline for improvements authorized under Ordinance 25-03; and

WHEREAS, Poko Loko School Inc. (“Applicant”) submitted a complete Special Use Application to the Village’s Plan Commission under Case PC 26-05 (“Application”) requesting an amendment to the Special Use Permit granted and amended under Ordinances 14-07, 17-25, 25-03, and 26-05 to approve plans for and authorize the construction of a 1,599-square-foot storage building on the Subject Property to serve the existing daycare facility, which is classified as a Special Use within the C-1 District pursuant to Section 12-4-3:D; and

WHEREAS, pursuant to the applicable provisions of the Municipal Code, public notice for a public hearing to consider the Application to be held at a regular meeting of the Plan Commission on April 21, 2026, was published in the *Morton Grove Champion*, a newspaper of

general circulation in the Village of Morton Grove, on April 2, 2026, written notification was sent to property owners within 250 feet of the Subject Property on April 2, 2026, and a sign was posted on the Subject Property on April 2, 2026; and

WHEREAS, on April 2, 2026, the Appearance Commission reviewed the Application, issued an Appearance Certificate for the project, and recommended approval of the Application with conditions; and

WHEREAS, the requirement for review by the Traffic Safety Commission review was waived due to the project’s insignificant impact on the community from a traffic safety perspective, as authorized by Section 12-16-4:A.2; and

WHEREAS, at the April 21, 2026, public hearing, the Plan Commission reviewed the Application, at which time all concerned parties were given the opportunity to be present and express their views for the consideration by the Plan Commission. At the April 21, 2026, meeting, the Plan Commission considered all the evidence and testimony presented to it, discussed the merits of the Application in light of applicable law, including the Standards for Special Use established in Section 12-16-4:C.5 of the Unified Development Code, and voted to recommend approval of amendment to the Special Use Permit, subject to conditions, restrictions, and requirements contained in the report of the Plan Commission, dated May 5, 2026, which was presented to the Village Board on May 12, 2026, and a copy of that report is contained in “**Exhibit B**”, attached to and made a part of this Ordinance; and

WHEREAS, pursuant to the provisions of the Village’s Unified Development Code, the Corporate Authorities have determined that the amendment to the Special Use Permit should be approved, subject to the provisions, conditions, and restrictions contained in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. Incorporation by Reference. The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Ordinance by this reference, as though fully set forth herein, thereby making the findings as hereinabove set forth.

SECTION 2. Approval of Amendment to Special Use Permit. The Corporate Authorities hereby grant an amendment to the Special Use Permit previously granted and amended under Ordinances 14-07, 17-25, 25-03, and 26-05 to approve plans for and authorize the construction of

a storage building at the Subject Property, and grant a waiver to Section 12-2-6:G to allow a detached accessory structure to obstruct a required side yard, with the following conditions and restrictions, which shall be binding on the owners/lessees, occupants and users of this property, their successors, and assigns. All conditions of the Special Use Permit established by previously adopted ordinances shall remain in full force and effect. In the event of any conflict or inconsistency between such prior ordinances and this Ordinance, the provisions of this Ordinance shall govern and control.

SECTION 3. Conditions. The Special Use Permit shall be subject to the following conditions:

- A. The Subject Property shall be improved and maintained in conformity with the following plans and supporting documents, and modifications as finalized and specifically approved in writing by the Village Administrator or their designee, including:
 - 1. Special Use Application, submitted by David Clatch of Poko Loko School, Inc., dated March 9, 2026;
 - 2. Boundary Survey for 5633 Dempster Street, prepared by Exacta Land Surveyors, LLC, dated May 24, 2024;
 - 3. “Storage Building For Poko Loko Center” Plan Set (Sheets AC-1, AC-2, AC-3), prepared by AKL Architectural Services, dated March 5, 2026;
 - 4. Project Renderings, prepared by AKL Architectural Services, undated;
 - 5. Material Palette, prepared by applicant, undated;
 - 6. “A New Site Expansion for Poko Loko Early Learning Center Site Development Plan” (11 sheets), prepared by Bono Consulting Civil Engineers, dated January 21, 2026; and
 - 7. Letter from David Clatch of Poko Loko School Inc. to Plan Commissioners, dated April 13, 2026; and
 - 8. Revised Regular Brick Face Sample, received April 13, 2026.
- B. The Subject Property shall be operated consistent with all representations, assertions, and testimony provided by the Applicant and their representatives at the public hearings before the Appearance Commission and Plan Commission. Any inconsistencies in

operation, as determined by the Village Administrator or his/her designee, may serve as the basis for amendment to or revocation of the Special Use Permit.

- C. Prior to filing any Building Permit Application, the Applicant shall provide the Village with site plan, elevation, landscaping, and lighting specifications for review and approval. Site plan, elevation, landscaping, and lighting specifications must be deemed consistent with the approved materials and Appearance Commission discussion, as determined by the Director of Community and Economic Development and Appearance Commission Chairperson. If such designs are deemed to be inconsistent with the approved materials or discussion with the Appearance Commission, or are deemed to be of a lower quality than the approved materials, then the owner/applicant will be required to file an application for an amendment to the Appearance Certificate.
- D. The storage structure shall be sprinklered and monitored by a fire alarm, subject to review and approval by the Fire Prevention Bureau Coordinator.
- E. The Applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of construction.
- F. The Applicant and Subject Property owner shall provide the Department of Community and Economic Development with advance written notice of any change in activities or intensity of use associated with the daycare facility. Any such change may subject the Applicant to the requirement for an amendment to the Special Use Permit.
- G. The Subject Property owner, Applicant, and any lessees, occupants, and users of the Subject Property, their successors and assigns, shall allow employees and authorized agents of the Village access to the Subject Property at all reasonable times for the purpose of inspecting the Subject Property to verify all terms and conditions of this Ordinance have been met.

SECTION 4. Village Records. The Village Clerk is hereby authorized and directed to amend all pertinent records of the Village of Morton Grove to show and designate the Special Use Permit as amended hereunder.

SECTION 5. Failure to Comply with Conditions. Upon failure or refusal of the Applicant to comply with any or all the conditions, restrictions or provisions of this Ordinance, the Corporate Authorities may initiate the revocation of the Special Use Permit amended in this Ordinance, in accordance with process and procedures established in the Unified Development Code.

SECTION 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form according to law.

Passed this 26th day of May 2026.

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Thill _____

Trustee Travis _____

Trustee White _____

Approved by me this 26th day of May 2026.

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this 27th day of May 2026.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

LIST OF EXHIBITS

EXHIBIT A Legal Description, 5633 Dempster Street, Morton Grove, Illinois
EXHIBIT B Plan Commission Report for PC 26-05, dated May 5, 2026

EXHIBIT A

5633 DEMPSTER STREET, MORTON GROVE, ILLINOIS 60053 LEGAL DESCRIPTION:

LOTS 913, 914 AND 915 IN KRENN'S AND DATO'S 2ND ADDITION TO DEMPSTER STREET 'L' TERMINAL SUBDIVISION OF THAT PART OF THE EAST 13 ACRES OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF THE CENTER LINE OF THEOBALD ROAD, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 7, 1924 AS DOCUMENT 8542705, IN COOK COUNTY, ILLINOIS.

PROPERTY INDEX NUMBERS:

10-20-204-007-0000

EXHIBIT B

PLAN COMMISSION REPORT FOR PC 26-05

Dated May 5, 2026

To: Village President and Board of Trustees

From: Chris Kintner, Plan Commission Chairperson
Charles Meyer, Village Administrator
Teresa Hoffman Liston, Corporation Counsel
Zoe Heidorn, Director of Community & Economic Development

Date: May 5, 2026

Re: Plan Commission Case PC 26-05
Request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility and a waiver to Section 12-2-6:G to allow a detached accessory structure within a required side yard at the property commonly known as 5633 Dempster Street in Morton Grove, Illinois (PIN 10-20-204-007-0000; 10-20-204-008-0000) all within a C-1 General Retail Commercial District, pursuant to Section 12-4-3:D. The applicant is David Clatch on behalf of Poko Loko School Inc.

Executive Summary

David Clatch on behalf of Poko Loko School Inc. (“applicant”), submitted a complete Special Use Permit application to the Department of Community and Economic Development for proposed improvements to the property at 5633 Dempster Street (“subject property”) to facilitate the expansion of the existing daycare located on the adjacent properties at 5641-49 Dempster Street. The Poko Loko daycare facility’s common address is 5645 Dempster Street.

The applicant is proposing to amend the Special Use Permit granted and amended under Ordinances 14-07, 17-25, 25-03, and 26-05 to allow for the construction of a storage building to complement current daycare facility operations. In 2024, the applicant sought amendment under Case PC 24-09 to authorize the installation of a playground, open space, and accessory parking lot on the subject property to serve the existing daycare. The expansion was approved by Ordinance 25-03. At the time, a storage building was contemplated on the subject property, but no plans were submitted. In 2026, the applicant sought a minor amendment to allow an extension of eight (8) months for the Special Use Permit, which was approved by Ordinance 26-05. This request for amendment will approve plans for and authorize construction of the accessory storage building.

Application Overview

The subject property is developed with an existing single-family residence on a 0.15-acre (6,494 square foot) parcel. The property is zoned in a C-1 General Retail Commercial District, consistent with properties to the east and west, as well as those located north of Dempster Street. Properties to the south, across a public alley, are improved with single-family homes and are zoned R-2 Single-Family Residence. The adjacent property at 5641-49 Dempster Street is owned by Randall Israel and leased by Poko Loko School Inc. The subject property at 5633 Dempster Street is owned by David Clatch, who also serves as Director of the Poko Loko Early Learning Center, a family-owned and operated business.

The applicant is proposing to demolish the existing single-family residence and garage and construct a playground, parking area, and detached accessory storage building. The existing Dempster Street driveway and curb cut will be removed, and the public right of way will be restored with curb, gutter, and sidewalk. A new door will be installed along the east wall of the existing adjacent building toward the north end of the property to provide access to the playground from the daycare building. No new signage is proposed other than exempt directional signs in the proposed parking lot. The playground, lighting, landscaping, fencing, and flatwork for the subject property were previously reviewed and approved under Case PC 24-09.

The proposed one-story storage structure will measure 1,599 square feet in area and have a mean height of 15.5 feet. The structure will have a rear overhead garage door and pedestrian door along the south elevation off of the parking lot. The applicant is seeking a waiver to Section 12-2-6:G of 1.81 feet to allow the detached accessory structure to be located within a five-foot (5’) required interior side yard. The default side setback requirement is zero feet (0’) in the C-1 District. But, if a setback is provided, it may not be less than five feet (5’).

Building Design

Under the original submitted application, the applicant proposed the front elevation to be faced with modular brick veneer in a style similar to the adjacent daycare building. Other sides of the building were to be constructed with split face concrete block in a coordinating finish. The Appearance Commission unanimously recommended approval of the building design and plans as presented. However, based on the feedback received at the Commission meeting and consultation with the applicant's contractor, the applicant decided to modify the exterior building material to use regular face brick on all four sides of the structure. The applicant submitted a letter to the Plan Commission notifying them of the material change on April 13, 2026.

Commission Review

Appearance Commission

On April 2, 2026, the Appearance Commission (AC) reviewed Case PC 26-05. At the conclusion of the discussion, the Appearance Commission voted unanimously (6-0) to recommend approval of the application. The staff report to the Appearance Commission has been included as "**Attachment A.**"

Traffic Safety Commission

The Traffic Safety Commission (TSC) review was waived as the applicant provided a traffic and parking impact study that was reviewed as part of Case PC 24-09 and considered in the approval of the expansion of the daycare to 5633 Dempster Street.

Departmental Review

The proposed project was reviewed by several department representatives and the following comments were issued:

- **Building:** No comments at this time.
- **Fire:** The Fire Prevention Bureau Coordinator issued one comment on April 7, 2026, stating that the storage structure will be required to be sprinklered and monitored by a fire alarm. The applicant has been made aware and is understanding of the requirement (Municipal Code Section 9-1-2, Amendments 20, 21, 22).
- **Public Works /Engineering:** No comments at this time.

Plan Commission Public Hearing

The Village provided public notice for the April 21, 2026, Plan Commission public hearing for Case PC 26-05 in accordance with the Unified Development Code. The *Morton Grove Champion* published a public notice on April 2, 2026. The Village notified surrounding property owners via mail and placed a public notice sign on the subject property on April 2, 2026.

Plan Commission – April 21, 2026, Proceedings: *Five members of the Plan Commission were in attendance at the public hearing for Case PC 26-05 held on April 21, 2026.*

*Zoe Heidorn, Director of Community & Economic Development, provided a brief introduction to the application. The staff report dated April 14, 2026, and attached hereto as "**Attachment B.**" was entered into the public record.*

Ms. Heidorn stated that David Clatch on behalf of Poko Loko School Inc. is requesting an amendment to a Special Use Permit granted and amended under Ordinances 14-07, 17-25, 25-03, and 26-05 to allow for the construction of a storage building to complement current daycare facility operations, with a waiver to Section 12-2-6:G to allow the detached accessory structure within a required side yard at the property commonly known as 5633 Dempster Street.

Ms. Heidorn explained that the daycare facility's expansion to 5633 Dempster was approved by Ordinance 25-03. At the time, a storage building was contemplated on the subject property, but no plans were submitted. This request will approve plans for and authorize construction of the accessory storage building. On April 2, the Appearance Commission voted unanimously (6-0) to recommend approval of the application. The applicant has since proposed changes to the exterior finish to address comments issued by the Commission. Review by the Traffic Safety Commission was waived.

Chairman Kintner noted there is a side set back waiver, but otherwise it is compliant. The previously approved playground and parking area was discussed in relation to the proposed storage building.

Mr. David Clatch was sworn in. He described the storage use of the proposed building. He noted that since the Appearance Commission meeting, the structure will now be clad in all brick and not concrete split face block. He said that he worked with his contractor to determine that this was an improved exterior material with respect to durability, maintenance, and aesthetics.

Chairman Kintner asked if there is a door from the playground into the structure. The applicant and Commissioners reviewed the plans and confirmed there will not be a door from the playground.

There was no public comment.

Commissioner Liston made a motion to recommend approval of Case PC 26-05, a request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility and a waiver to Section 12-2-6:G to allow a detached accessory structure within a required side yard at the property commonly known as 5633 Dempster Street in Morton Grove, Illinois (PIN 10-20-204-007-0000; 10-20-204-008-0000), subject to the following conditions:

1. Prior to filing any Building Permit Application, the applicant shall provide the Village with site plan, elevation, landscaping, and lighting specifications for review and approval. Site plan, elevation, landscaping, and lighting specifications must be deemed consistent with the approved materials and Appearance Commission discussion, as determined by the Director of Community and Economic Development and Appearance Commission Chairperson. If such designs are deemed to be inconsistent with the approved materials or discussion with the Appearance Commission, or are deemed to be of a lower quality than the approved materials, then the owner/applicant will be required to file an application for an amendment to the Appearance Certificate.
2. The storage structure shall be sprinklered and monitored by a fire alarm, subject to review and approval by the Fire Prevention Bureau Coordinator.

Commissioner Wiedeman-Stone seconded the motion and Chairman Kintner called for the vote.

Commissioner Liston	voting	aye
Commissioner Mohr	voting	aye
Commissioner Stein	voting	aye
Commissioner Wiedeman-Stone	voting	aye
Chairman Kintner	voting	aye

Motion passed (5-0)

Final Plans and Supporting Documents

The application’s final plans and supporting documents considered by the Plan Commission include the following and are attached hereto as “**Attachment C**”:

1. Special Use Application, submitted by David Clatch of Poko Loko School, Inc., dated March 9, 2026
2. Proof of Ownership of 5633 Dempster Street, submitted by Poko Loko School, Inc.
3. Boundary Survey for 5633 Dempster Street, prepared by Exacta Land Surveyors, LLC, dated May 24, 2024
4. “Storage Building For Poko Loko Center” Plan Set (Sheets AC-1, AC-2, AC-3), prepared by AKL Architectural Services, dated March 5, 2026
5. Project Renderings, prepared by AKL Architectural Services, undated
6. Material Palette, prepared by applicant, undated
7. “A New Site Expansion for Poko Loko Early Learning Center Site Development Plan” (11 sheets), prepared by Bono Consulting Civil Engineers, dated January 21, 2026
8. Letter from David Clatch of Poko Loko School Inc. to Plan Commissioners, dated April 13, 2026
9. Revised Regular Brick Face Sample, received April 13, 2026.

Attachments

- **Attachment A** – Staff Report to the Appearance Commission for PC 26-05, prepared by Zoe Heidorn, Director of Community and Economic Development, dated March 31, 2026
- **Attachment B** – Staff Report to the Plan Commission for PC 26-05, prepared by Zoe Heidorn, Director of Community & Economic Development, dated April 14, 2026
- **Attachment C** – Final Plans and Supporting Documents for PC 26-05

Attachment A

Staff Report to the Appearance Commission for PC 26-05
Prepared by Zoe Heidorn, Director of Community and Economic Development
Dated March 31, 2026

To: Chairperson Pietron and Members of the Appearance Commission

From: Zoe Heidorn, Community and Economic Development Director
Anne Ryder Kirchner, Planner/Zoning Administrator

Date: March 31, 2026

Re: Appearance Commission Case AC 26-07

Request for approval of an Appearance Certificate for building plans associated with case PC 26-05, a request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility at the property commonly known as 5633 Dempster Street in Morton Grove, Illinois (PIN 10-20-204-007-0000; 10-20-204-008-0000), all within a C-1 General Retail Commercial District, pursuant to Section 12-4-3:D. The applicant is Poko Loko School Inc.

STAFF REPORT

Application Summary

Poko Loko School Inc. (“applicant”), submitted a complete Special Use Permit application to the Department of Community and Economic Development that requires Appearance Commission review and comment for proposed improvements to the property at 5633 Dempster Street (“subject property”) to facilitate the expansion of the existing daycare located on the adjacent properties at 5641-49 Dempster Street. The applicant is proposing to amend Ordinance 17-25 to allow for the construction of a storage building to complement current daycare facility operations.

Subject Property

The subject property consists of an existing single-family residential building at 5633 Dempster Street occupying a 0.15-acre (6,494-square-foot) site. The property is within the C-1 General Retail Commercial District, as are the properties to the east, west, and north across Dempster Street. Properties to the south, across a public alley, are improved with single-family homes and are zoned R-2 Single-family Residence.



Subject Property Location Map

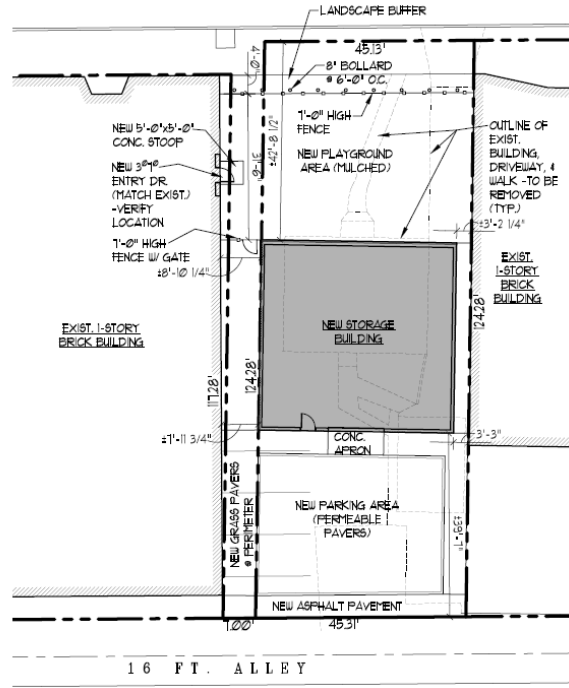
Project Overview

The applicant is proposing to build a one-story storage building between a playground to the north and a four-space parking lot to the south that was approved by the Village in 2024 as an amendment to Ordinance 17-25. The central portion of the subject property was proposed to be left as open space with the desire to locate a storage building in that area in the future. Lighting, landscaping, and fencing for the site were previously reviewed by the Appearance Commission in Case 24-15.

*Proposed Site Plan –Location of proposed storage garage
(Source: Poko Loko School Inc.)*

Building Design

The proposed one-story storage structure will measure 1,599 square feet in area and have a mean height of 15.5 feet. The structure will have a rear overhead garage door and pedestrian door along the south elevation off of the parking lot.



The front (north) elevation will be faced with modular brick veneer, similar to the adjacent Polo Loko building. The sides and rear of the building will be constructed with split face concrete block in a coordinating finish. A grey, asphalt shingle roof is proposed with pre-finished aluminum gutters and downspouts to match the rear doors. The applicant provided elevations, renderings, and sample imagery of the facade materials for the proposed structure, which are shown below.



1. North Elevation Along Dempster Street (LEFT, TOP)
2. South Elevation Along Rear Alley (LEFT, BOTTOM)
3. Building Materials: Roof Shingles, Concrete Block and Brick Veneer (RIGHT)

Appearance Commission Review

In accordance with Unified Development Code Section 12-12-1:C, all site, landscape and building plans are to be reviewed by the Appearance Commission, and an Appearance Certificate by the Commission granted, prior to the issuance of a building permit. Further, per Section 12-16-2:C.2, the Appearance Commission is charged with reviewing the exterior elevations, sketches, and materials and other exhibits as to whether they are appropriate or compatible with the character of the immediate neighborhood and whether the submitted plans comply with the provisions of the regulations and standards set forth in chapter, 12 "Design Standards," of this title.

The Design Standards (Sec. 12-12-1:D) are as follows:

D. Criteria and Evaluation Elements: The following factors and characteristics relating to a unit or development and which affect appearance, will govern the appearance review commission's evaluation of a design submission:

1. Evaluation Standards:
 - a. Property Values: Where a substantial likelihood exists that a building will depreciate property values of adjacent properties or throughout the community, construction of that building should be barred.
 - b. Inappropriateness: A building that is obviously incongruous with its surroundings or unsightly and grotesque can be inappropriate in light of the comprehensive plan goal of preserving the character of the municipality.
 - c. Similarity/Dissimilarity: A builder should avoid excessively similar or excessively dissimilar adjacent buildings.
 - d. Safety: A building whose design or color might, because of the building's location, be distracting to vehicular traffic may be deemed a safety hazard.
2. Design Criteria:
 - a. Standards: Appearance standards as set forth in this chapter.
 - b. Logic Of Design: Generally accepted principles, parameters and criteria of validity in the solution of design problems.
 - c. Architectural Character: The composite or aggregate of the components of structure, form, materials and functions of a building or group of buildings and other architectural and site composing elements.
 - d. Attractiveness: The relationship of compositional qualities of commonly accepted design parameters such as scale, mass, volume, texture, color and line, which are pleasing and interesting to the reasonable observer.
 - e. Compatibility: The characteristics of different uses of activities that permit them to be located near each other in harmony and without conflict. Some elements affecting compatibility include intensity of occupancy as measured by dwelling units per acre; floor area ratio; pedestrian or vehicular traffic generated; parking required; volume of goods handled; and such environmental effects as noise, vibration, glare, air pollution, erosion, or radiation.
 - f. Harmony: A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.
 - g. Material Selection: Material selection as it relates to the evaluation standards and ease and feasibility of future maintenance.
 - h. Landscaping: All requirements set forth in chapter 11, "Landscaping and Trees", of this title. (Ord. 07-07, 3-26-2007)

Recommendation

If the Appearance Commission recommends approval of building plans associated with PC 26-05, a request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility at the property commonly known as 5633 Dempster Street in Morton Grove, staff recommends the following conditions of approval:

1. *Prior to filing any Building Permit Application, the owner/applicant shall provide the Village with site plan, and building specifications for review and approval. Site plan and building specifications must be deemed consistent with the approved materials and Appearance Commission discussion, as determined by the Community Development*

Administrator and Appearance Commission Chairperson. If such designs are deemed to be inconsistent with the approved materials or discussion with the Appearance Commission, or are deemed to be of a lower quality than the approved materials, then the owner/applicant will be required to file an application for an amendment to the Appearance Certificate.

2. *[Additional conditions as recommended by the Appearance Commission.]*

Attachment B

Staff Report to the Plan Commission for PC 26-05
Prepared by Zoe Heidorn, Director of Community & Economic Development
Dated April 14, 2026

To: Chairperson Kintner and Members of the Plan Commission

From: Zoe Heidorn, Director of Community and Economic Development
Anne Ryder Kirchner, Planner/Zoning Administrator

Date: April 14, 2026

Re: Plan Commission Case PC 26-05
Request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility and a waiver to Section 12-2-6:G to allow a detached accessory structure within a required side yard at the property commonly known as 5633 Dempster Street in Morton Grove, Illinois (PIN 10-20-204-007-0000; 10-20-204-008-0000) all within a C-1 General Retail Commercial District, pursuant to Section 12-4-3:D. The applicant is David Clatch on behalf of Poko Loko School Inc.

STAFF REPORT

Public Notice

The Village provided Public Notice for the April 21, 2026, Plan Commission public hearing for Case PC 26-05 in accordance with the Unified Development Code. The *Morton Grove Champion* published a public notice on April 2, 2026. The Village notified surrounding property owners via mail and placed a public notice sign on the subject property on April 2, 2026.

Application Summary

David Clatch on behalf of Poko Loko School Inc. (“applicant”), submitted a complete Special Use Permit application to the Department of Community and Economic Development for proposed improvements to the property at 5633 Dempster Street (“subject property”) to facilitate the expansion of the existing daycare located on the adjacent properties at 5641-49 Dempster Street. The Poko Loko daycare facility’s common address is 5645 Dempster Street.

The applicant is proposing to amend the Special Use Permit granted and amended under Ordinances 17-25, 25-03, and 26-05 to allow for the construction of a storage building to complement current daycare facility operations. In 2024, the applicant sought amendment under Case PC 24-09 to authorize the installation of a playground, open space, and accessory parking lot on the subject property to serve the existing daycare. The expansion was approved by Ordinance 25-03. At the time, a storage building was contemplated on the subject property, but no plans were submitted. In 2026, the applicant sought a minor amendment to allow an extension of eight (8) months for the Special Use Permit, which was approved by Ordinance 26-05. This request for amendment will approve plans for and authorize construction of the accessory storage building.

Subject Property

The subject property consists of an existing single-family building at 5633 Dempster Street occupying a 0.15-acre (6,494 sq. ft.) site. The property is within a C-1 General Retail Commercial District, as are the properties to the east, west, and north across Dempster Street. Properties to the south across a public alley are improved with single-family homes and are zoned R-2 Single-Family Residence. The property at 5641-49 Dempster Street is owned by Randall Israel and leased by Poko Loko School Inc., the applicant. The subject property at 5633 Dempster Street is owned by David Clatch (“owner”). David Clatch is the Director of the Poko Loko Early Learning Center, which is owned and operated by the Clatch family.

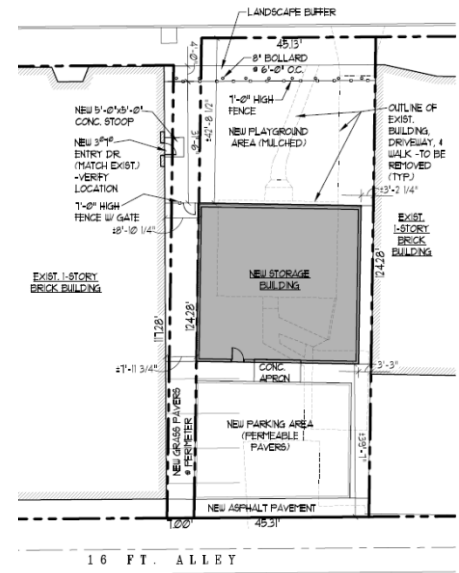


Subject Property Location

Project Overview

The applicant is proposing to demolish the existing single-family residence and garage at the subject property and construct a playground, four-space parking lot, and 1,599-square-foot storage building. The existing Dempster Street driveway will be removed, and the public right of way will be restored with curb, gutter, and sidewalk. A new door will be installed along the east wall of the existing adjacent building toward the north end of the property to provide access to the playground from the daycare building. No new signage is proposed other than exempt directional signs in the proposed parking lot. The playground, lighting, landscaping, fencing, and flatwork for the site were previously reviewed and approved under Case PC 24-09.

The proposed one-story storage structure will measure 1,599 square feet in area and have a mean height of 15.5 feet. The structure will have a rear overhead garage door and pedestrian door along the south elevation off of the parking lot. The structure will be set back 42.71 feet from the north (front) lot line, 3.19 feet from the east (side) lot line, and 39.58 feet from the south (rear) lot line. For commercially zoned properties, there are no specific separation or setback requirements for detached accessory structures, unlike the standards that apply to accessory structures in residential districts. Per Section 12-2-6:G, a detached accessory structure is a permitted obstruction of a rear yard, but is not a permitted obstruction of a front, street side, or interior side yard. The proposed structure is compared against the dimensional controls for accessory structures in a C-1 District in the table below.

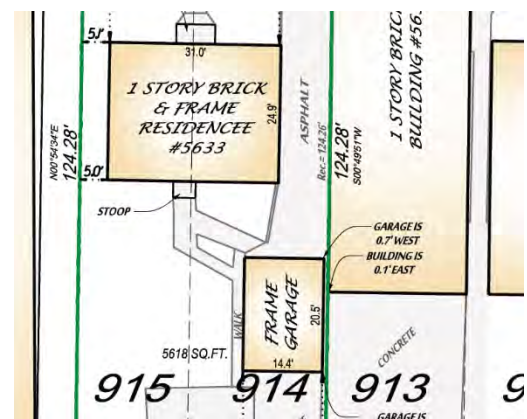


Dimensional Control	Requirement	Proposed	Compliance
Obstruction of Front Setback (12-4-3:D, 12-2-6:G)	Min. 0 ft.	42.71 ft.	Compliant - not an obstruction of the required front yard
Obstruction of Side Setback (12-4-3:D, 12-2-6:G)	Min. 0 ft., but if one is provided, min. 5 ft.	3.19 ft. (from east side lot line)	Waiver of 1.81 ft requested to allow an obstruction within a required 5 ft. side yard
Obstruction of Rear Setback (12-4-3:D, 12-2-6:G)	Min. 10 ft.	39.58 ft.	Compliant - not an obstruction of the required rear yard, although permitted to be
Floor Area Ratio (FAR) (12-4-3:D)	Max. 2.0	14,325 sq. ft. existing + 1,599 sq. ft. proposed = 15,924 sq. ft. / 29,683 sq. ft. = 0.53	Compliant
Building Height (12-4-3:D)	Max. 40 ft.	15.5 ft. (measured at the mean level of the underside of the rafters between the eaves and the ridge of the gable roof, per Section 12-17-1)	Compliant

The applicant is seeking a waiver of 1.81 feet to allow the detached accessory structure to be located within a five-foot (5') required interior side yard. The default side setback requirement is zero feet (0') in the C-1 District. But, if a setback is provided, it may not be less than five feet (5').

The existing 280-square-foot single-family detached garage on the subject property is located 0.7 feet from the east side lot line. The commercial building on the property immediately east at 5631 Dempster Street is 0.1 feet east from the common lot line, providing a separation of 0.8 feet.

The applicant should speak to their ability to maintain the 3.19-foot area between the proposed structure and the east lot line. There is no minimum separation between a principal structure and detached accessory structure set forth in the Unified Development Code for commercially zoned property.



Existing Structures Along East Lot Line

As presented, the applicant is proposing 7.98 feet of separation between the existing principal structure and the proposed detached accessory structure.

Zoning Analysis

Although the subject property and the property at 5641-49 Dempster Street are under separate ownership, they are considered a single “zoning lot” pursuant to Section 12-17-1. The parcels are functionally unified through a lease arrangement and partial common ownership, resulting in unified control. A single entity maintains possessory and operational control over both properties, and they are intended to be developed, used, and managed as one integrated site.

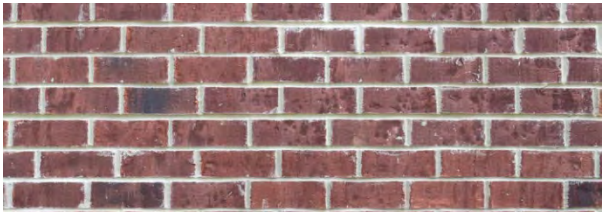
The proposed storage use as an accessory use to the principal use of daycare center is permitted by Section 12-2-5:A.1, which reads: “Accessory uses are permitted in all zoning districts in connection with a principal use which is permitted within such district, provided it is located on the same zoning lot as the principal building or use served. Accessory uses shall not be established prior to the establishment of the principal use, and shall comply with the use limitation applicable in the zoning district in which it is located.”

Section 12-2-2:B limits a zoning lot to a maximum of two (2) detached accessory structures provided they meet the regulations of Section 12-2-5. Upon demolition of the existing buildings at the subject property and construction of the proposed storage building, there will be only one (1) detached accessory structure on the zoning lot, in compliance with Code requirements.

Building Design

Under the original submitted application, the applicant proposed the front (north) elevation to be faced with modular brick veneer in a style similar to the adjacent Polo Loko building. The sides and rear of the building were to be constructed with split face concrete block in a coordinating finish. The Appearance Commission unanimously recommended approval of the building design and plans as presented. However, based on the feedback received at the Commission meeting and consultation with the applicant’s contractor, the applicant has decided to modify the exterior building material to use regular face brick on all four sides of the structure. The applicant submitted a letter to the Plan Commission addressing the issue on April 13, 2026, attached hereto as “Attachment A.”

A grey, asphalt shingle roof is proposed with pre-finished aluminum gutters and downspouts to match the rear doors. The applicant provided elevations, renderings, and sample imagery of the facade materials for the proposed structure, which are included in the application package.



Revised Regular Brick Face Sample (Provided April 13, 2026)

Commission Review

Appearance Commission

On April 2, 2026, the Appearance Commission (AC) reviewed Case PC 26-05. At the conclusion of the discussion, the Appearance Commission voted unanimously (6-0) to recommend approval of the application. The staff report to the Appearance Commission has been included as “Attachment B.”

Traffic Safety Commission

The Traffic Safety Commission (TSC) review was waived as the applicant provided a traffic and parking impact study that was reviewed as part of Case PC 24-09 and considered in the approval of the expansion of the daycare use to 5633 Dempster Street.

Departmental Review

The proposed project was reviewed by several department representatives:

- **Building:** No comments at this time.
- **Fire:** The Fire Prevention Bureau Coordinator issued one comment on April 7, 2026, stating that the storage structure will be required to be sprinklered and monitored by a fire alarm. The applicant has been made aware and is understanding of the requirement (Municipal Code Section 9-1-2, Amendments 20, 21, 22).
- **Public Works /Engineering:** No comments at this time.

Standards for Review

The Standards for Special Uses are established in Section 12-16-4:C.5 of the Unified Development Code:

Standards For Special Uses: The following standards for evaluating special uses shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

1. Preservation of Health, Safety, Morals, And Welfare: The establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, morals or general welfare.
2. Adjacent Properties: The special use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses permitted in the zoning district.
3. Orderly Development: The establishment of the special use will not impede normal and orderly development or impede the utilization of surrounding property for uses permitted in the zoning district.
4. Adequate Facilities: Adequate utilities, access roads, drainage and other necessary facilities are in existence or are being provided.
5. Traffic Control: Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets. The proposed use of the subject site should not draw substantial amounts of traffic on local residential streets.
6. Adequate Buffering: Adequate fencing and/or screening shall be provided to ensure the right of enjoyment of surrounding properties to provide for the public safety or to screen parking areas and other visually incompatible uses.
7. Conformance To Other Regulations: The special use shall, in all other respects, conform to applicable provisions of this title or amendments thereto. Variation from provisions of this title as provided for in subsection 12-16-3A, "Variations", of this chapter, may be considered by the plan commission and the Village Board of Trustees as a part of the special use permit.

Recommendation

Should the Plan Commission recommend approval of this application, staff suggests the following motion and conditions:

Motion to recommend approval of Case PC 26-05, a request for an amendment to a Special Use Permit to allow the expansion of an existing daycare facility and a waiver to Section 12-2-6:G to allow a detached accessory structure within a required side yard at the property commonly known as 5633 Dempster Street in Morton Grove, Illinois (PIN 10-20-204-007-0000; 10-20-204-008-0000), subject to the following conditions:

1. *Prior to filing any Building Permit Application, the applicant shall provide the Village with site plan, elevation, landscaping, and lighting specifications for review and approval. Site plan, elevation, landscaping, and lighting specifications must be deemed consistent with the approved materials and Appearance Commission discussion, as determined by the Director of Community and Economic Development and Appearance Commission Chairperson. If such designs are deemed to be inconsistent with the approved materials or discussion with the Appearance Commission, or are deemed to be of a lower quality than the approved materials, then the owner/applicant will be required to file an application for an amendment to the Appearance Certificate.*
2. *The storage structure shall be sprinklered and monitored by a fire alarm, subject to review and approval by the Fire Prevention Bureau Coordinator.*
3. *[Additional conditions as recommended by the Plan Commission.]*

Attachment C

Final Plans and Supporting Documents for PC 26-05

1. *Special Use Application, submitted by David Clatch of Poko Loko School, Inc., dated March 9, 2026*
2. *Proof of Ownership of 5633 Dempster Street, submitted by Poko Loko School, Inc.*
3. *Boundary Survey for 5633 Dempster Street, prepared by Exacta Land Surveyors, LLC, dated May 24, 2024*
4. *“Storage Building For Poko Loko Center” Plan Set (Sheets AC-1, AC-2, AC-3), prepared by AKL Architectural Services, dated March 5, 2026*
5. *Project Renderings, prepared by AKL Architectural Services, undated*
6. *Material Palette, prepared by applicant, undated*
7. *“A New Site Expansion for Poko Loko Early Learning Center Site Development Plan” (11 sheets), prepared by Bono Consulting Civil Engineers, dated January 21, 2026*
8. *Letter from David Clatch of Poko Loko School Inc. to Plan Commissioners, dated April 13, 2026*
9. *Revised Regular Brick Face Sample, received April 13, 2026.*

Attachment C on file with the Department of Community & Economic Development