



Notice: A meeting of the Committee of the Whole of the Village of Northfield is scheduled in the Boardroom at Village Hall, 361 Happ Road, Northfield, IL.

View the meeting live stream at www.youtube.com/@villageofnorthfield.

MEETING AGENDA

VILLAGE OF NORTHFIELD COMMITTEE OF THE WHOLE

Tuesday, January 27, 2026, at 5:30 p.m.

1. Call to order / Roll Call
2. Public comment
3. Approval of Regular and Closed Session Meeting Minutes - December 2, 2025
4. Consideration of a Request from Bloomfield Development for Architectural Revisions to the Approved Planned Unit Development at 405 Central Avenue (20 min.)
5. Discussion of the Proposed Fiscal Year 2026/27 Goals and Objectives (30 min.)
6. Consideration of a Request for the Plan & Zoning Commission to Consider Automatic Car Washes as an Allowed Use in the B-1 District (15 min.)
7. Discussion of Minimum Road Standards for the Dedication of Private Lanes (10 min.)
8. Adjourn

**DRAFT MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
VILLAGE OF NORTHFIELD
TUESDAY, December 2, 2025**

The Committee of the Whole meeting was called to order by Village President Tracey Mendrek on Tuesday, December 2, 2025, at 5:30 PM.

The Deputy Village Clerk called the roll as follows:

Committee Members Present:

Trustee Charlie Orth
Trustee Tom Whittaker
Trustee Todd Fowler
Trustee Matt Galin
Trustee Andrew Juedes
Trustee Ed Elfmann
President Tracey Mendrek

Absent:

None

Others Present:

Village Manager Patrick Brennan
Village Attorney Greg Jones
Fire Chief Alan Berkowsky
Director of Administrative Services Melissa Jewett
Community Development Director Steve Guterrez
Deputy Clerk Holly Fabbri

Public Comment

Resident Don Graf complimented the Public Works Department on its recent excellent snow removal work.

Resident Tom Nieman asked about the progress of a new grocery store opening at the old Mariano's site and emphasized the community's strong desire for one. Village Manager Brennan remarked that the landlord and Sunset Foods had not yet signed a lease agreement. However, he remained hopeful and the Village had offered support to both parties.

Resident Kim Orth noted that at 1622 Willow Road, two large SUVs were being parked, blocking the line of sight and creating a hazard for drivers attempting to merge onto Willow Road. Community Development Director Gutierrez stated that staff had previously spoken with the owner and would address the issue again.

Resident Chaya Rubenstein encouraged everyone to attend the League of Women Voters of Winnetka-Northfield-Kenilworth's State of the Village event on December 12th from 10:00 AM to 12:00 PM at the Winnetka Congregational Church. Rubenstein also noted that, on behalf of Northbrook's Friendship Circle, a menorah lighting ceremony would take place at Clarkson Park on December 18th at 5:30 PM.

Approval of the Minutes – October 28, 2025

Trustee Juedes made a motion, seconded by Trustee Fowler, to approve the Minutes from the October 28, 2025, meeting. Upon a unanimous voice vote, President Mendrek declared that the motion had passed.

Consideration of Request to Purchase Village-owned Land Near 466 Central Avenue

Warren James stated that he was a partner at Reva Development Partners LLC and was in attendance, along with his business partner, Matt Nix, and representatives from OKW Architects, Jon Talty, and Neil Songeroth. James said that his company was proposing the redevelopment of office buildings into a 4-story luxury apartment building at 464 and 466 Central Avenue. James said that, to optimize and ensure the highest overall quality development, his company was seeking to acquire an unused public right of way currently owned by the Village. The OKW Architects presented conceptual plans for the project. President Mendrek emphasized that the concepts were intended to give the Board an overview of the project, but the focus should be on the property they would like to acquire. President Mendrek stated that the Board could go into Closed Session to consider setting the price for the sale of this land parcel.

Closed Session

Trustee Whittaker offered a motion to convene in Closed Session to consider setting a price for the sale or lease of Village property. Trustee Fowler offered a second to the motion. Upon the following roll call vote, the motion was approved at 5:54 PM and the Trustees moved to the Multi-purpose room for Closed Session.

AYES: Orth NAYS: 0 ABSTAIN: 0 ABSENT: 0
Whittaker
Fowler
Galin
Juedes
Elfmann

The Trustees returned from Closed Session at 6:23 P.M. and reopened the meeting to the public.

Discussion of Village Service Delivery

Village Manager Brennan used a PowerPoint presentation to give a brief overview of the fiscal year 2026/2027 budget process. He emphasized that the Village’s next fiscal year budget would need to set aside resources for capital, core and enhanced services, as well as projects and focus areas, but that anticipated revenues and expenditures must be assessed first. He explained that the Board’s approved goals and objectives guided the development of the proposed budget. He noted that a survey had been conducted with the Board to identify areas where they wanted additional focus, so these areas could be incorporated into the goals and objectives for the upcoming fiscal year budget. Brennan stated that the survey had identified three key priorities: first, Economic Development; second, outreach by the Village to attract and retain businesses; and third, enhanced communication and engagement with residents. President Mendrek said she was

pleased with the three priorities and that the Village Manager, along with the Board, would work to move the needle forward on these areas. Brennan stated that the draft Goals & Objectives for the fiscal year 2026-2027 budget would be presented at the January meeting.

Discussion of Employee Hiring Methodology

Village Manager Brennan used a PowerPoint presentation to guide an overview of the Village's hiring methodology. Brennan said that the Village faced an aging workforce which has necessitated more frequent recruitment efforts. He noted that several high-profile roles had been filled in recent months and it seemed appropriate to provide an overview of the Village's hiring methodology.

Brennan divided the hiring process into three primary, unique cohorts: General Position Hiring, Sworn Officers, and Department Heads. Brennan emphasized that a job vacancy does not guarantee replacement, and each open position offered an opportunity to evaluate the need and structure of the role. He highlighted that each Department Head managed their own hires with support from Human Resources, while operating under the Village Manager's overarching leadership. He emphasized that qualifications and fit were the biggest criteria to make sure the Village has a trustworthy team to move forward with the Village's goals and objectives. Brennan explained that the employee hiring process was confidential to protect all applicants.

President Mendrek opened the floor to questions and comments from the Trustees. It was mentioned that the Board might be included in the final steps of the Department Head hiring process.

Resident Kathy Estabrooke inquired about the job applications for department heads. Village Manager Brennan replied that job applications were common for entry-level positions and that resumes and cover letters were typical for management-level positions.

Adjourn

Trustee Orth made a motion, seconded by Trustee Fowler, to adjourn the meeting. Upon a unanimous voice vote, President Mendrek declared the motion passed. President Mendrek declared the meeting adjourned at 6:54 PM.

The Village of Northfield

Committee of the Whole Meeting

Agenda Item No: 04

Meeting Date: January 27, 2026

Staff Contact: Steve Gutierrez, Community Development

Discussion Only:

Consider for Approval:

Subject: Consideration of a Request from Bloomfield Development for Architectural Revisions to the Approved Planned Unit Development at 405 Central Avenue

Summary: Bloomfield Development is proposing changes to the approved architectural elevations for the condominium building at 405 Central Avenue. Staff considers the proposed changes significant enough to merit review by either the Village Board or Architectural Commission.

Background:

In September 2025, the Village Board approved a planned unit development (PUD) for a five-story condominium building at 405 Central Avenue. As part of the PUD approval process, the elevations were vetted by the Architectural Commission. In staff's review of the construction plans submitted for permitting, a number of notable changes were detected between the approved building elevations and those submitted for a permit. It is not atypical to encounter some variations between the approved plans and construction plans, and minor changes can be approved at a staff level. However, staff believes that some of the changes are a diminution of the architectural character of the building elevations that were previously approved. Therefore, approval from either the Village Board or Architectural Commission is warranted.

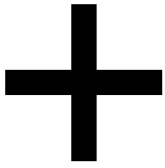
Recommendation: It is recommended that the Village Board review the letter from SPACE Architects which outlines the changes and consider one of the following:

1. Approve some or all of the modifications as requested by SPACE Architects. Or,
2. Refer the request to the Architectural Commission for either:
 - a. Final review and approval, or
 - b. Review and their recommendation to the Village Board for final review.

If the Village Board wishes to refer the changes to the Commission but also wishes to expedite the process, it could allow the Commission to make the final call on the changes.

Attachments:

- 1) Letter from SPACE Architects + Planners Dated 1/11/2025



Ramiel Kenoun
Architect of Record
SPACE Architects + Planners
2149 N. Talman Ave.
Chicago, IL 60647

January 11, 2026

Mr. Steven Gutierrez
Community Development Director
Village of Northfield

Re: 405 Central - Architectural Revisions

Dear Mr. Gutierrez,

This letter is intended to formally document the architectural revisions made between the Planning & Zoning Commission approved submission and the construction document submission for the project located at 405 Central Avenue, along with the rationale for each change.

Summary of Revisions:

- Window revisions at the north, south (partial) and east elevations.
Response – Due to manufacturer limitations related to maximum operable window sizes and screen placement (interior vs. exterior), a different window supplier was required. While the overall window openings remain unchanged; the configuration – including the number of units and their divisions has been modified. An attached exhibit illustrates the differences between the previously approved design and the proposed revisions.
- The elimination of windows at the 1st floor.
Response – A total of three (3) windows were removed. One unit at the North elevation was eliminated to establish visual symmetry between the first and upper floors. Two units at the West elevation were removed to reduce wall penetrations and allow for increased mass wall construction for structural purposes. Additionally, the removal of the West elevation windows corresponds with existing tree locations, as discussed previously with the Village.
- The expansion of the rooftop penthouse / new vestibule at the roof level.
Response – This modification was made to address energy efficiency concerns. Providing both stair and elevator access directly to the exterior would result in increased heating and cooling demands due to weather exposure. The vestibule improves thermal performance and weatherproofing.



- The removal of windows at the North elevation.
Response – Windows were removed from closet spaces to increase usable wall area and address concerns raised by the sales team regarding unworkable walk-in closets.
- The alteration of window heights at the North elevation.
Response – Window heights were reduced to address privacy and moisture concerns, as several of these windows occur within bathroom spaces.
- The removal of the exterior door access from the Storage Room.
Response – The number of exterior access points was reduced to enhance site security and to accommodate the installation of a gas meter bank in this location.
- The addition of a ventilation unit at the roof level above the trash chute.
Response – This addition is required to comply with applicable building codes.
- An increase in buildable areas.
*Response – The overall building envelope has **not** increased. The originally submitted application listed a total of **48,788 square feet**, which excluded balcony areas. The permit submission includes balconies in the overall square footage calculation, resulting in the reported increase.*

Please do not hesitate to contact us should you have any questions or require additional clarification regarding these revisions.

Sincerely,

Ramiel Kenoun
312-927-3480

ramiel@spacearchplan.com



1 WEST ELEVATION ORIGINAL
 SCALE: 1/16" = 1'-0"



2 WEST ELEVATION NEW
 SCALE: 1/16" = 1'-0"



1 NORTH ELEVATION ORIGINAL
SCALE: 1/16" = 1'-0"



2 NORTH ELEVATION NEW
SCALE: 1/16" = 1'-0"



The Village of Northfield

Committee of the Whole Meeting

Agenda Item No: 05

Meeting Date: January 27, 2026

Staff Contact: Patrick Brennan, Administration

Subject: Discussion of the Proposed Fiscal Year 2026/27 Goals and Objectives

Discussion Only:

Consider for Approval:

Summary: Annually, the Village Board sets a number of goals and objectives to be accomplished during the upcoming fiscal year. The attached list is presented for discussion and will be finalized as the FY27 budget process proceeds.

Background: One of the early guideposts for the development of the fiscal year budget is the setting of Goals and Objectives. The document is used as part of the budget development process to ensure that adequate funds are programmed to achieve the goals established by the Village Board. While the Goals and Objectives are typically tied to a particular year, some are multi-year projects where incremental objectives are pursued during the fiscal year.

The attached list of draft Goals and Objectives has been prepared for review and discussion by the Committee. After receiving initial feedback, staff will prepare the document for final review and approval by the Village Board. The final version will also include information about the funds budgeted for each goal that has a financial impact.

Recommendation: It is requested that the Committee provide comments and suggestions regarding the proposed goals as presented.

Attachments: Draft Fiscal Year 2026/27 Goals and Objectives

Goals and Objectives Fiscal Year 2026-27

Centennial Celebration – 2026 Marks the 100 year anniversary of the Village. In cooperation with the Park District, a community celebration is planned for August 22nd. \$XXXX has been budgeted for this event.

Library Expansion – To meet resident needs, an expansion of the Northfield Branch Library is being designed at the site of the existing library. Finalizing construction drawings is expected to occur in 2026 with construction in 2027. \$XXXX has been budgeted for the architectural services portion of the project.

Enhanced Economic Development – Additional focus upon enhancing local businesses and development opportunities will occur during the fiscal year. Examples of the effort include: increasing communication with businesses, participating in economic development events, developing a how-to for new businesses, and exploring additional development tools. \$XXX is included in the budget for these initiatives.

Enhanced Resident Outreach – Efforts to expand upon resident outreach initiatives will continue into fiscal year 2026-27 with the Village activating a new email distribution service, expanding the database of resident emails, promoting recent and upcoming board actions, a new joint newsletter with the school and park districts, and proactive press releases for events of interest. \$XXX has been included in the budget for this effort.

Skokie Valley Trail Approval – Development of the Skokie Valley Trail has been hindered by ComEd who expressed concerns with the trail proximity to their facilities. Working with neighboring Villages, additional effort will be made during the fiscal year to clear the land use hurdles and finalize preliminary trail designs. \$XXX has been budgeted for the effort.

Sustainability Initiatives – The Village will seek grant funds to help fund the placement of four public electric vehicle charging stations on Walnut Street near the business district. \$32,000 has been budgeted for this project which assumes grant funding for the remaining expenses related to bringing electric capacity to the location.

Orchard Public Parking – The Village will partner with contiguous landowners for the design and construction of a new public parking lot north of Orchard Lane and east of Walnut. \$xxxx has been budgeted for the design of this project with construction costs eligible for previously approved grant funding.

The Village of Northfield

Committee of the Whole Meeting

Agenda Item No: 06

Meeting Date: January 27, 2026

Staff Contact: Steve Gutierrez, Community Development

Discussion Only:

Consider for Approval:

Subject: Consideration of a Request for a Car Wash to be an Allowed Use in the B-1 Zoning District

Summary: A car wash is not listed in the Village Code as a Special or Permitted Use in the B-1 zoning district and is therefore a prohibited use. A developer has requested consideration of a text amendment to the Village Code to allow for “car wash” as a use. Before the developer expends time and effort seeking a text amendment, the Staff requests direction to send the matter to the Plan & Zoning Commission.

Background:

The properties at 271 and 281 Waukegan Road are owned by Teddy Kossof and are zoned B-1 Community Commercial District. His spa business is located at 271, and the adjacent parking lot to the south is at 281. Both lots are under contract to a local commercial developer who wishes to construct a coffee shop with a drive-through on the south parcel. Coffee shops are a permitted use in the B-1 District, but the drive-through facility is a special use and would be subject to review by the Plan & Zoning and Architectural Commissions and ultimately subject to approval by the Village Board.

For the north parcel, the developer desires to build a car wash that is primarily membership focused. They envision a building housing the car wash tunnel and an attached enclosed area with vehicle vacuums. Their concept would include features to mitigate the noise often associated with car wash drying blowers and vacuums. Their proposed hours would be 7 a.m. - 8 p.m. Monday-Saturday and 8 a.m. - 6 p.m. on Sundays. Car washes are not on the Zone Code’s list of permitted and special uses and by default, is therefore considered a prohibited use. The developer and car wash operator are interested in pursuing a zoning text amendment to allow car washes as a permitted or special use in the B-1 District.

Requests for zoning text amendments can be made directly to the Plan & Zoning Commission. However, due to the time and expense associated with the process and the fact that the developer has certain contractual deadlines for the property purchase, the Village Manager requests that the Village Board consider their interest in forwarding a recommendation to the Plan & Zoning Commission to consider the requested use. The Commission would be responsible for thoroughly vetting the request and forwarding a recommendation to the Village Board for final action. Should the Village Board decide not to forward the text amendment request to the Commission, it will be a signal to the developer that the Village Board is not in support of the proposed use. However, the developer could still choose to forward a request to the Commission.

A consensus to forward the developer request is being sought.

Recommendation: The Village Manager and Community Development Director are seeking a consensus to forward the developer's request to the Plan & Zoning Commission for consideration of an automatic car wash as a use in the B-1 District. If the use is considered, staff will recommend to the Commission that it be classified as a "special use" since there are issues that vary site to site, which need vetting in order to mitigate impacts on neighboring properties. If the text amendment is granted, the special use approval is a separate set of hearings with the Plan & Zoning Commission, Architectural Commission, and Village Board.

The Village of Northfield

Committee of the Whole Meeting

Agenda Item No: 07

Meeting Date: January 27, 2026

Staff Contact: Patrick Brennan, Administration

Discussion Only:

Consider for Approval:

Subject: Discussion of Minimum Road Standards for the Dedication of Private Lanes

Summary: On October 28th, the Committee discussed options for considering requests from residents to dedicate a private lane to the Village. The consensus of the group was to consider a list of standards to which a private lane must achieve to be a candidate for dedication. A draft list has been prepared for discussion.

Background: During the summer of 2025, Village staff was approached by several residents who inquired about the process for requesting that the Village accept dedication of a private lane. A search revealed that a formal policy was not in place. Based upon the absence of policy on the matter, staff was unsure if requests would be considered or should be rejected.

During the Committee of the Whole meeting on October 28, 2025, the Village Board discussed the prevalence of private lanes in the Village, likely reasons for roadways to be private, and the pros/cons of the Village accepting responsibility for a private lane. Upon the conclusion of the discussion, the Committee agreed that under certain circumstances, the Village would consider accepting the dedication of a private lane. The group asked staff to prepare a listing of standards that could be set as a guide for the minimum standards for roads and appurtenances to be dedicated to the Village. A listing has been prepared using the Village's subdivision standards as a guideline.

It is requested that the Committee discuss the list presented below and offer any modifications. If an acceptable list can be developed, a guiding policy would be developed for the consideration of requests. The guidelines would include:

- Receipt of a letter signed by 100% of the owners of record that requests the Village consider accepting title/ownership of the roadway and infrastructure.
- Segments of a roadway will not be considered absent natural endpoints such as a crossing public roadway or a dead end.
- The roadway must meet the following standards upon acceptance:
 - Pavement in good or better condition as rated by a Pavement Condition Index completed within the past 12-months
 - Minimum roadway width 24' and right-of-way of 66' in width
 - Cores taken from the roadway to determine the thickness of the road surface and base. Conditions must meet the then current subdivision code requirements for base and surface dimensions. Exceptions may be granted by the Village Engineer for porous paver roadways. Porous asphalt roadways will not be accepted.
 - Survey of trees within the right of way, completed by a certified arborist providing tree species, size and condition. All dead or dangerous trees are to be removed prior to dedication. All trees and vegetation in the right of way shall be trimmed so as to not to impair the passage of emergency vehicles.

- All street signs and posts to be inspected and found to be in good or better condition.
- Sidewalks on at least one side of roadway, minimum 5' wide with no visible cracking, damage, or offsets >1/2", accessible ramps must meet IDOT guidelines. ((Q: Does the Board want to require sidewalks?))
- Streetlights to be in good working order and condition and present at all intersections. ((Q: Does the Board want to require streetlights))
- Water service lines – All water service lines between the public water main and parkway shut off (B-box) must be composed of non-lead material. B-boxes shall be located, visible, and caps painted blue in color.
- Any privately-owned sewers shall be cleaned, televised, and dye-tested for infill and infiltration within 6 months of a proposed dedication. Any defects found shall be repaired prior to dedication.
- A survey shall be prepared with a legal description for the proposed area to be dedicated to the Village. Any required utility easements shall be noted on the survey. Updated plats of survey shall be prepared and recorded to reflect the dedication.
- Homes and structures which may fall within the new 66' right of way will be considered existing, non-conforming. Any future changes must follow the Village's zoning code for said work or seek a variance.
- The Village Board may waive any of the conditions where, in their opinion, doing so would be in the best interest of the Village.

The bullet points above have not been reviewed by the Village Attorney. Should the Committee wish to proceed with developing a policy, the Village Attorney will participate in the review and development of the policy.

Recommendation: It is requested that the Committee discuss the draft list and provide staff guidance regarding any recommended changes. If a consensus is reached, staff will draft a policy for consideration at a future meeting.

Attachments: None