



RIVER FOREST DEVELOPMENT REVIEW BOARD MEETING AGENDA

A meeting of the River Forest Development Review Board will be held on Thursday, March 4, 2021 at 7:30 P.M. in First Floor Community Room of the Village Hall, 400 Park Avenue, River Forest, Illinois.

Physical attendance at this public meeting is limited to 36 individuals, with Development Review Board officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to: Lisa Scheiner at lscheiner@vrf.us. You may view or listen to the meeting by participating online or via telephone. Join the meeting at <https://us02web.zoom.us/j/89649308109> using meeting ID: 848 3952 7605, or call (312) 626-6799 and use meeting ID 896 4930 8109. If you would like to participate online or over the phone, please email lscheiner@vrf.us by 4:00 PM on Thursday, February 18, 2020 with your name and the last four digits of the phone number you will be using to call in.

- I. Call to Order/Roll Call
- II. Minutes of the February 18, 2021 Development Review Board Meeting
- III. PRE-FILING PMEETING AND CONSIDERATION OF REQUEST FOR APPLICATION REQUIREMENT WAIVERS: Proposed Amendment to Existing Planned Development – 7574 Division Street (Trinity High School)
- IV. Public Comment
- V. Adjournment

**VILLAGE OF RIVER FOREST
DEVELOPMENT REVIEW BOARD MEETING MINUTES**

February 18, 2021

A meeting of the Village of River Forest Development Review Board was held at 7:30 p.m. on Thursday, February 18, 2021 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Upon roll call, the following persons were:

Present: Members Dombrowski, Fishman, McCole, Schubkegel, and Chairman Martin

Absent: Members Crosby and Kilbride

Also Present: Acting Village Administrator Lisa Scheiner

II. APPROVAL OF MINUTES OF THE AUGUST 20, 2020 DEVELOPMENT REVIEW BOARD MEETING

A MOTION was made by Member Fishman and SECONDED by Member Crosby to approve the minutes of the August 20, 2020 Development Review Board Meeting.

Ayes: Members Dombrowski, Fishman, McCole, and Chairman Martin

Nays: None

Abstain: Member Schubkegel

Motion Passed.

III. PRE-FILING MEETING AND CONSIDERATION OF REQUEST FOR APPLICATION REQUIREMENT WAIVERS – Proposed Amendment to Existing Planned Development (400 Ashland Avenue)

Chairman Martin stated that there was no application on file and explained the purpose of the meeting. He invited the applicant to make a presentation.

On behalf of the applicant, Viktor Jakovljevic, 400 Ashland LLC, John Schiess presented the proposal for a major amendment to the planned development for the single story building located at 400 Ashland Avenue. He noted his client purchased the building a few years ago. The application proposes to change certain windows on the exterior envelope of the building and to modify the floorplan of the building to convert certain office spaces to a studio apartment that will be offered for rent. Mr. Schiess said the tax classification for the building will not change. He said there are currently five parking spaces on site and that, by his calculation, the site will provide sufficient parking as required by code and that the site will not require additional parking. He also stated that the square footage of the apartment will meet minimum code requirements.

Chairman Martin invited comments, questions and input from the Development Review Board.

Member Fishman discussed changes to the east elevation and use of concrete fiber board and stated that she does not find it consistent with the appearance of the building. Member Crosby suggested

alternative materials. Member Kilbride suggested retaining the window. Mr. Schiess and Mr. Jakovljevic agreed that they would consider incorporating the Development Review Board's suggestions.

Chairman Martin noted that the applicant will be required to present building materials at the time of the public hearing and the Development Review Board members will have an opportunity to provide feedback.

Member McCole asked about the removal of an exterior wall unit air conditioner. Mr. Schiess confirmed that it will be removed and replaced with a window, and that the heating and cooling unit will be in the interior of the unit.

Member McCole inquired about the parking requirement. Mr. Schiess his reading of the Ordinance is that a studio apartment does not require dedicated off-street parking but Staff has yet to weigh in.

In response to a question from Member Crosby, Mr. Schiess stated that this unit will be made available for rental and not sold.

Mr. Schiess stated that notices have been sent for a neighbor meeting at 7:00 p.m. on February 24, 2021. He stated that, thus far, the neighbors have not objected to the proposal.

IV. ADJOURNMENT

A MOTION was made by Member Fishman and SECONDED by Member Crosby to adjourn the meeting of the Development Review Board at 8:03 p.m.

Ayes: Members Dombrowski, Fishman, McCole, Schubkegel, and Chairman Martin
Nays: None
Motion Passed.

Respectfully Submitted:

Lisa Scheiner, Secretary

Frank R. Martin
Chairman, Development Review Board

Date



Village of River Forest Development Review Board Pre-Filing Conference Application

The purpose of a pre-filing conference with the Development Review Board (DRB) is to introduce the project and present initial plans to the appointed Village officials that will later conduct a public hearing and make a recommendation to the Village Board of Trustees regarding approval or denial of a planned development permit. At the pre-filing conference, the applicant may receive feedback regarding the proposed development. The applicant may also request a waiver of any application requirement listed in Section 10-19-6 of the River Forest Zoning Ordinance. The DRB will review the request(s) and vote to grant or deny the application requirement waiver. No other official action will be taken on the application at this meeting. These meetings are open to the public, audio recorded, and a matter of public record.

Applicant/Owner Information

Applicant Name (if different than property owner) Trinity High School
Address 7574 Division Street
City/State/Zip River Forest, IL 60305
Phone 708-771-8383 Email LCurley@trinityhs.org
Relationship of Applicant to Property Owner (contract purchaser, agent, legal counsel, etc.) President of Trinity High School

Owner Name* (if different than applicant) Laura Curley
Address _____
City/State/Zip _____
Phone _____ Email _____
(If there are multiple properties and multiple property owners, please attach a complete list of property owner names, addresses, phone numbers and emails for each property owner)

Proposed Development Description

Address(es) of Proposed Development Site(s) 7574 Division Street

Zoning District(s) of Proposed Development Site(s)

- R1 R2 R3 R4 C1 C2 C3 ORIC PRI

Description of Proposed Use/Development Building Link between two existing builings at Trinity High school.

The link will have an elevator to provide the existing academic building ADA accessibilities to all floors.

Trinity will also be completing some modifications to their exterior sidewalk area to be a courtyard for the students

to use during school hours. This courtyard will have fencing around it to be secure for the students while being outside.

Application Requirements

Please attach the following items related to the proposed development to demonstrate the development concept and how the proposed development will relate to the Village's zoning regulations (e.g. proposed use, building height, setback, unit count, floor area, on site (off street) parking, etc.):

- Site plan(s)
- Floor plan(s)
- Parking plan(s)
- Elevations
- Project rendering(s)
- Cover Letter from Applicant re: Development proposal and, if applicable, request(s) for waiver of application requirement (see below)

Request for Waiver of Application Requirement

*An applicant (or owner) may submit a written request for waiver of any application requirement. Application requirements are identified in Section 10-19-B of the Zoning Ordinance and are listed below. The decision of the DRB is final regarding the approval or denial of the request. However, the DRB's decision regarding the request for a waiver of an application requirement does not preclude the Village Board of Trustees from requesting that same information or any additional information it deems applicable for its review of the planned development application. Unless an application requirement is waived by the DRB it must be included in the planned development application in order for the application to be deemed complete and for a public hearing to be scheduled. **Applicants should attach a written explanation of the reason for the application waiver request.***

Waiver Request		Application Requirement
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	1. The names and addresses of the owner of the subject property, the applicant and all persons having an ownership or beneficial interest in the subject property and proposed development.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	2. A statement from the owner, if not the applicant, approving the filing of the application by the particular applicant.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	3. A survey, legal description and street address of the subject property.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	4. A statement indicating compliance of the proposed development to the comprehensive plan; and evidence of the proposed project's compliance in specific detail with each of the standards and objectives of this section.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	5. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation and utilities.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	6. A scaled site plan of the proposed development showing lot area, the required yards and setbacks, contour lines, common space and the location, bulk, and lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	7. Schematic drawings illustrating the design and character of the building elevations, types of construction, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combination of uses, and the floor area of the entire development.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	8. A landscaping plan showing the location, size, character and composition of vegetation and other material.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	9. The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and buildings or structures.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	10. A schedule of development showing the approximate date for beginning and completion of each stage of construction of development.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	11. A statement acknowledging the responsibility of the applicant to record a certified copy of the zoning ordinance granting the planned development permit with the Cook County recorder of deeds' office and to provide evidence of said recording to the village within thirty days of passage in the event the proposed planned development is approved by the village board.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	12. A professional traffic study acceptable to the village showing the proposed traffic circulation pattern within and in the vicinity of the area of the development, including the location and description of public improvements to be installed, including any streets and access easements.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No	13. A professional economic analysis acceptable to the village, including the following: (a) The financial capability of the applicant to complete the proposed development; (b) Evidence of the project's economic viability; and (c) An analysis summarizing the economic impact the proposed development will have upon the village.
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	14. Copies of all environmental impact studies as required by law.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	15. An analysis reporting the anticipated demand on all village services.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	16. A plan showing off site utility improvements required to service the planned development, and a report showing the cost allocations for those improvements.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	17. A site drainage plan for the developed tract.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	18. A list of the site development allowances sought.
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	19. A written summary of residents' comments pertaining to the proposed application. This summary shall serve as the official record of the meeting that the applicant shall be required to hold with all property owners within five hundred feet of the proposed development. This meeting shall be held prior to the submission of the application for a planned development. The applicant is further required to provide evidence that a notice of this meeting was sent by regular mail to all affected property owners at least fifteen days before the required meeting date.

SIGNATURES:

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true.

Applicant (if other than property owner)

Laura M. Curley, President

Printed Name



Signature

2/25/2021

Date

Property Owner (if other than applicant; attach additional signatures if necessary)

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

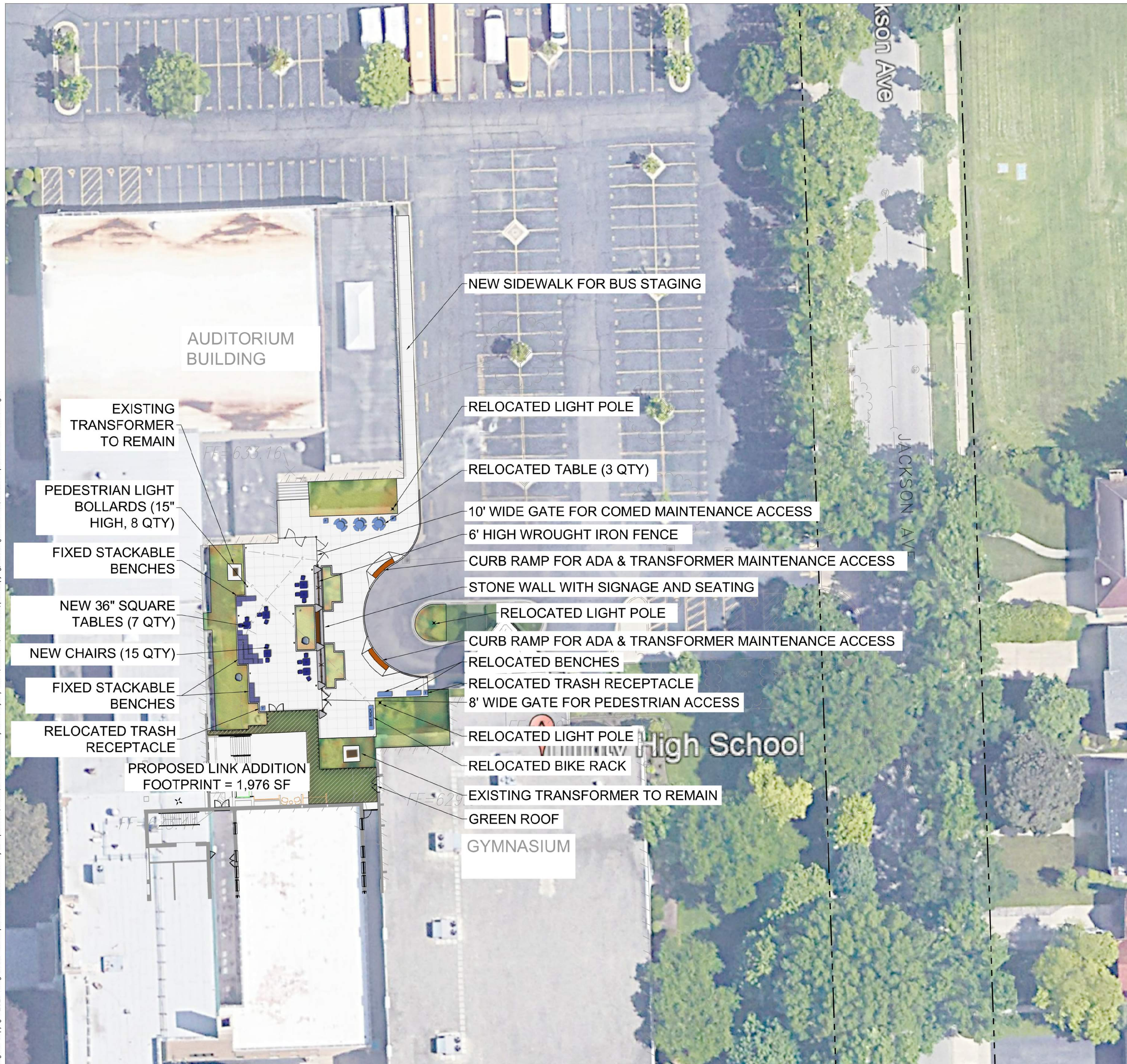
Date

Printed Name




Signature

Date

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LEGEND

-  NEW PCC AND STONE BASE
-  NEW LANDSCAPE AREA
-  PROPERTY LINE



Wight

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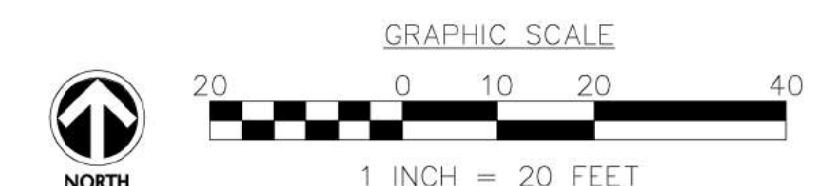
REV	DESCRIPTION	DATE
1	PRE-APP ZONING SUBMITTAL	02-15-21

**TRINITY HIGH SCHOOL
 EMPOWERED RENOVATION
 LINK ADDITION
 & COURTYARD**

7574 W. DIVISION ST.
 RIVER FOREST, IL 60305

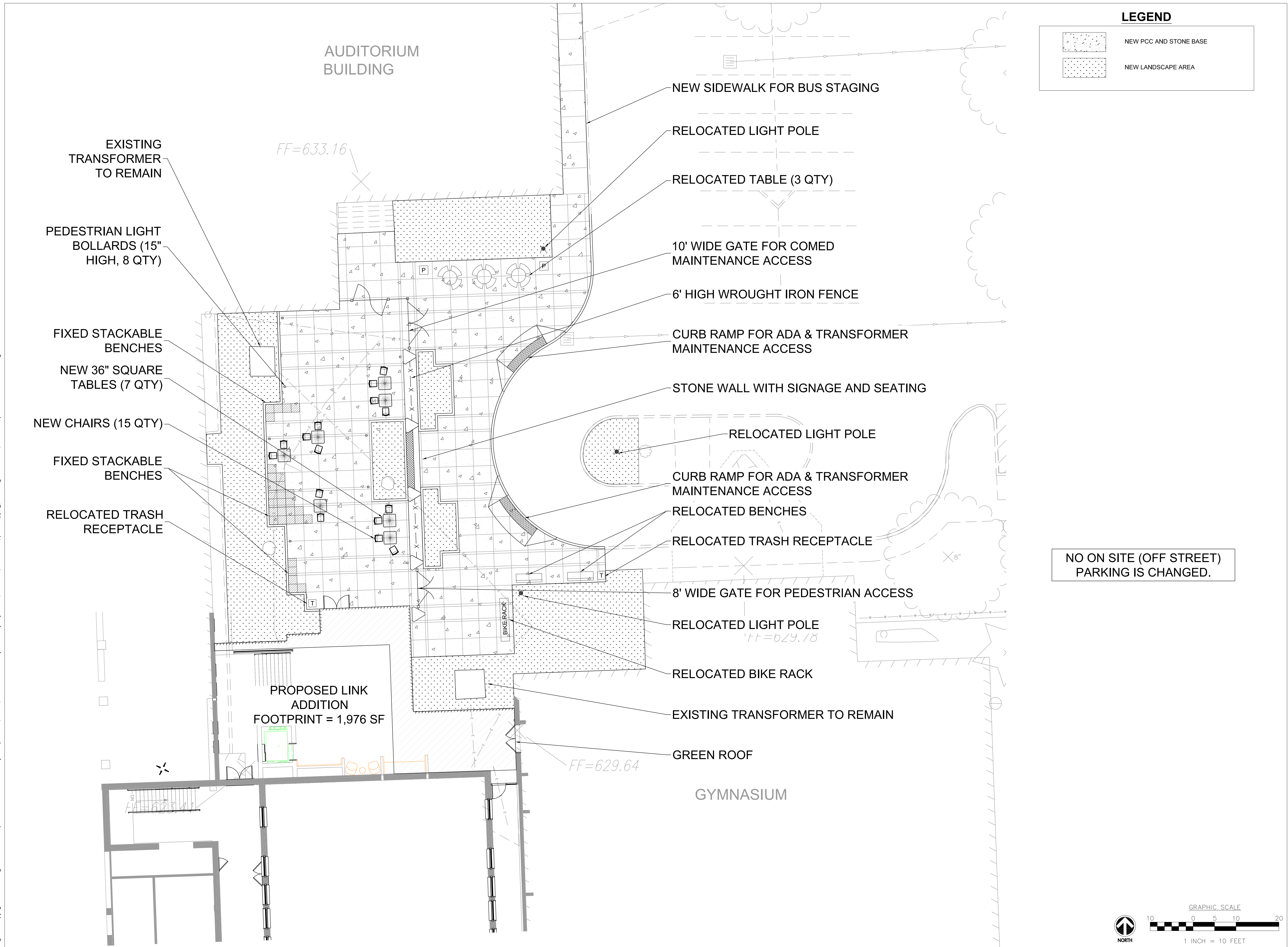
**SITE PLAN
 RENDERING**

Project Number:
 200210
 Drawn By:
 LR
 Sheet:



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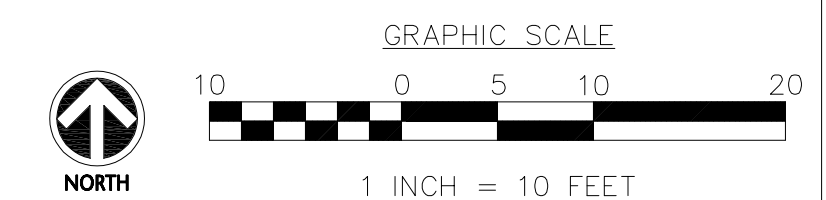
REV	DESCRIPTION	DATE
1	PRE-APP ZONING SUBMITTAL	02-15-21

TRINITY HIGH SCHOOL EMPOWERED RENOVATION LINK ADDITION & COURTYARD

7574 W. DIVISION ST.
 RIVER FOREST, IL 60305

SITE PLAN

Project Number:
 200210
 Drawn By:
 SC
 Sheet:



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BERKSHIRE STREET

JACKSON AVENUE

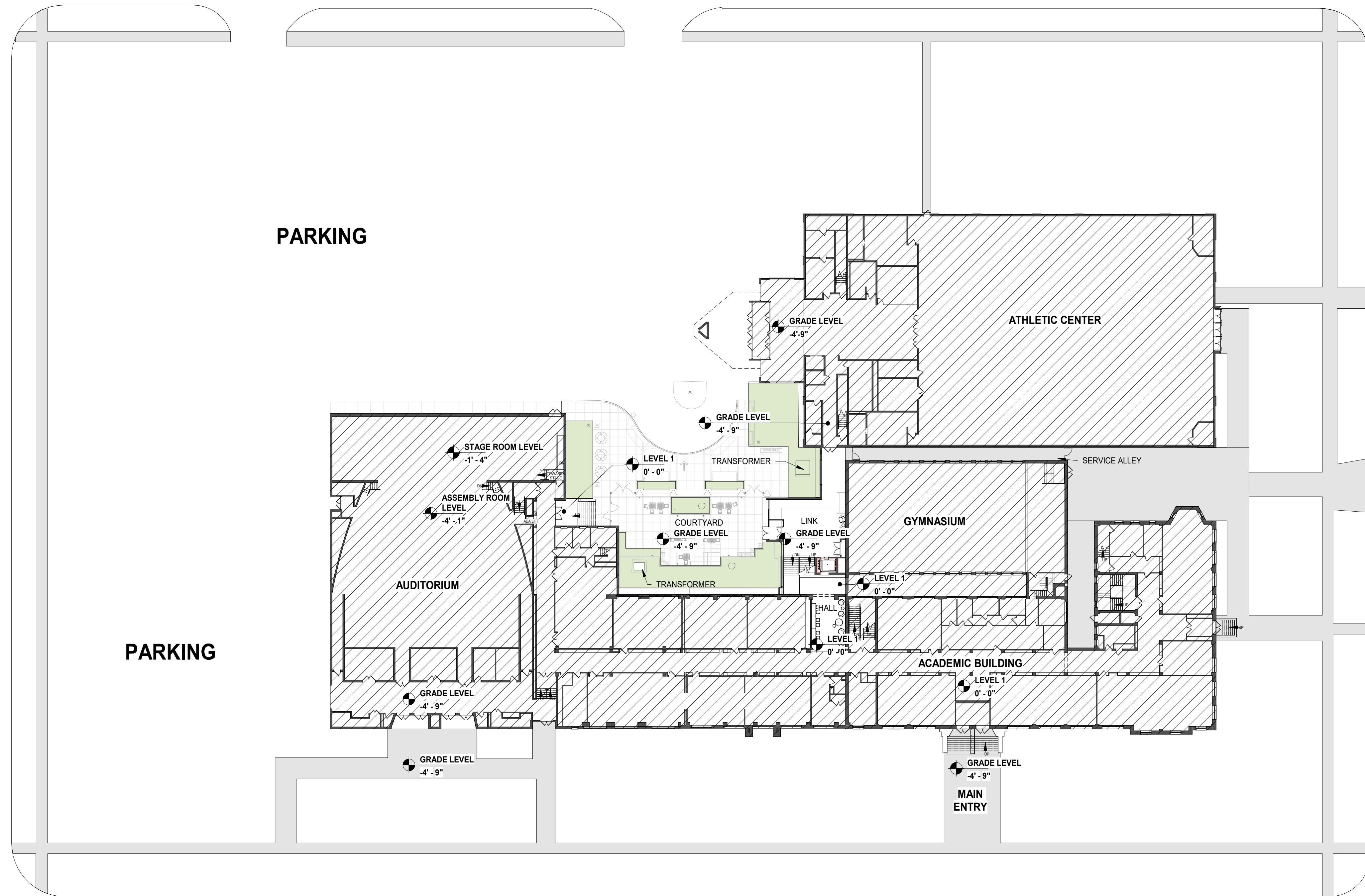
PARKING

PARKING

DIVISION STREET

LATHROP AVENUE

1 FLOOR PLAN LEVEL 1 OVERALL
SCALE: 1" = 30'-0"



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**NOT FOR
CONSTRUCTION**

REV	PRE-APP ZONING SUBMITTAL DESCRIPTION	02/23/2021 DATE
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**TRINITY HIGH SCHOOL
LINK ADDITION AND
COURTYARD
RENOVATION**

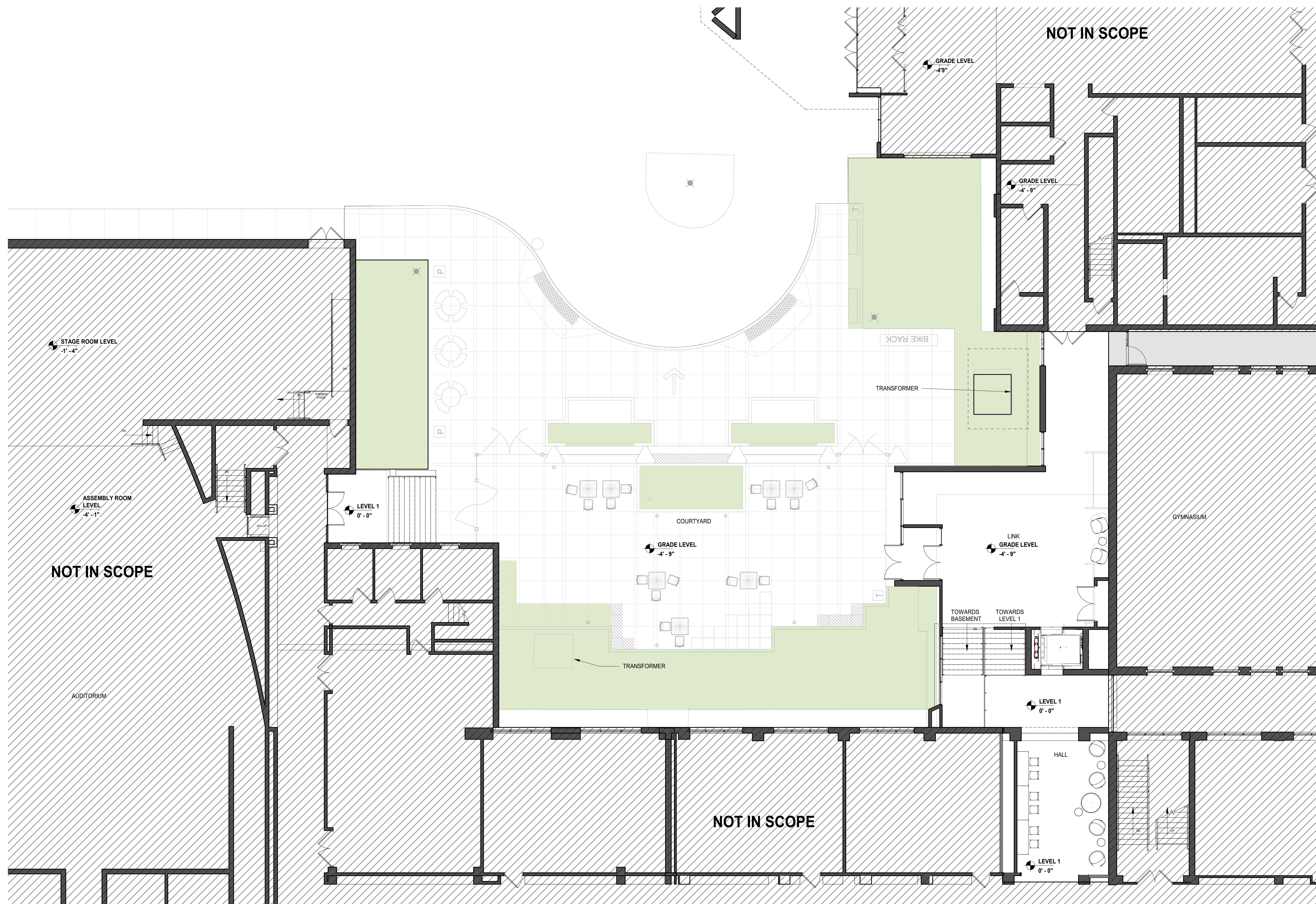
7574 Division St.
River Forest, IL 60305

FIRST FLOOR PLAN

Project Number:
200210
Drawn By:
Author
Sheet:

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1 FLOOR PLAN LEVEL 1 OVERALL
SCALE: 1/8" = 1'-0"



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REV	DESCRIPTION	DATE
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**TRINITY HIGH SCHOOL
LINK ADDITION AND
COURTYARD
RENOVATION**

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**ENLARGED FIRST FLOOR
PLAN**

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200210
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**TRINITY HIGH SCHOOL
 LINK ADDITION AND
 COURTYARD
 RENOVATION**

7574 Division St.
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**BASEMENT, 2ND AND 3RD
 FLOOR PLAN**

Project Number:
 200210
 Drawn By:
 Author
 Sheet:

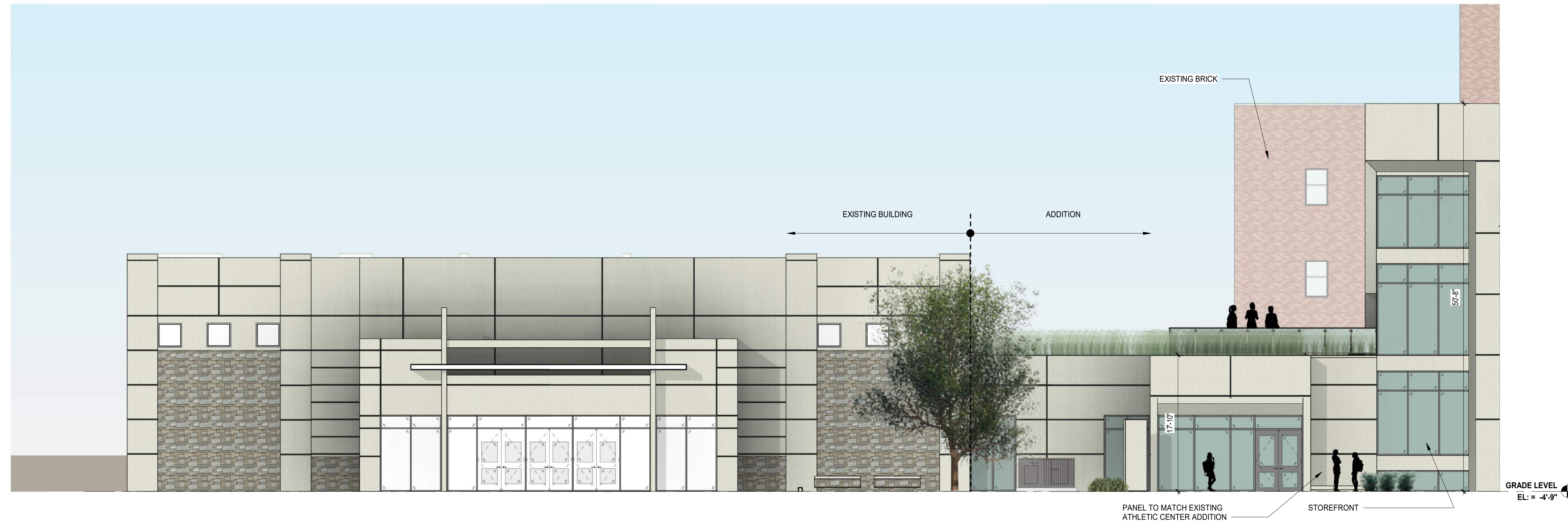


3 BASEMENT PLAN
 SCALE: 1/8" = 1'-0"

2 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"

1 THIRD FLOOR PLAN
 SCALE: 1/8" = 1'-0"

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



2 EAST ELEVATION
SCALE: 1/8" = 1'-0"



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Revision	DESCRIPTION	DATE
REV		xx/xx/xxxx

TRINITY HIGH SCHOOL LINK ADDITION AND COURTYARD RENOVATION

7574 Division St.
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ELEVATIONS

Project Number:
200210
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VIEW FROM PARKING LOT



VIEW FROM COURTYARD



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Revision 1		xx/xx/xxxx
REV	DESCRIPTION	DATE

TRINITY HIGH SCHOOL LINK ADDITION AND COURTYARD RENOVATION

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RENDERINGS

Project Number:
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