



## **RIVER FOREST DEVELOPMENT REVIEW BOARD MEETING AGENDA**

A meeting of the River Forest Development Review Board will be held on Thursday, June 3, 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](mailto: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/89045176032>, or call (312) 626-6799 and use meeting ID 890 4517 6032. If you would like to participate online or over the phone, please email [lscheiner@vrf.us](mailto:lscheiner@vrf.us) by 4:00 PM on Thursday, June 2, 2021 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 May 6, 2021 Development Review Board Meeting
- III. Pre-filing Meeting and Consideration of Request for Waiver of Planned Development Application Requirement – 735 Lathrop (River Forest Public Library)
- IV. Public Hearing – Application #22-003: Application for a Major Amendment to an Existing Planned Development to construct a Building Addition and Enclosed Walkway at 7574 Division Street (Trinity High School)
- V. Discussion, Deliberation and Recommendation – Application #22-003: Application for a Major Amendment to an Existing Planned Development to construct a Building Addition and Enclosed Walkway at 7574 Division Street (Trinity High School)
- VI. Approval of Findings of Fact and Recommendation of the Development Review Board - Application #22-003: Application for a Major Amendment to an Existing Planned Development to construct a Building Addition and Enclosed Walkway at 7574 Division Street (Trinity High School)
- VII. Public Comment
- VIII. Adjournment

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

May 6, 2021

A meeting of the Village of River Forest Development Review Board was held at 7:30 p.m. on Thursday, May 6, 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 Crosby, Fishman, McCole, and Chairman Martin

Absent: Members Dombrowski, Kilbride, and Schubkegel

Also Present: Acting Village Administrator Lisa Scheiner, Assistant to the Village Administrator Jon Pape

### **II. APPROVAL OF MINUTES OF THE MARCH 4, 2021 DEVELOPMENT REVIEW BOARD MEETING**

A MOTION was made by Member Fishman and SECONDED by Member McCole to approve the minutes of the March 4, 2021 Development Review Board Meeting as amended.

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

Nays: None

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.

John Schiess stated that he appeared before the Development Review Board in February to discuss the proposed planned development. He stated that he has returned to request a waiver of the requirement to provide a professional traffic study and explained the basis of the request. He clarified that the application would address the parking impact of the proposed planned development application.

A MOTION was made by Member Fishman and SECONDED by Member McCole to waive Zoning Ordinance application requirement 10-19-6(B)(12) - traffic study.

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

Nays: None

Motion Passed.

#### **IV. ADJOURNMENT**

A MOTION was made by Member Fishman and SECONDED by Member McCole to adjourn the meeting of the Development Review Board at 7:38 p.m.

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

Nays: None

Motion Passed.

Respectfully Submitted:

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Clifford Radatz, Secretary

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Frank R. Martin  
Chairman, Development Review Board

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Date



April 27, 2021

Lisa Scheiner  
Acting Village Administrator  
Village of River Forest  
400 Park Avenue  
River Forest, Illinois 60305

**Re: 735 Lathrop Avenue, River Forest Public Library Application for Planned Development Approval, Pre-Filing Conference**

Dear Ms. Scheiner,

Thank you for this opportunity to discuss the Library's proposed project with Village of River Forest officials. The Library's air handler unit is currently located in an interior north mechanical room, adjacent to the Children's Room. The unit is due for replacement. The engineering firm, Chicago Project Management, determined that it is feasible to install a new air handler unit to the Library's exterior. Relocating the air handler would allow River Forest to reclaim approximately 396 square feet of community space, which could be utilized for programs, community meetings, and as a gathering space for children and their families.

Site Area: 735 Lathrop Avenue - 400 square feet on the north exterior (eastern corner) of the River Forest Public Library building

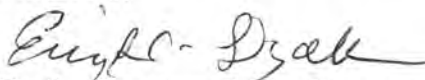
Proposed Use: Installing an HVAC unit inside a masonry enclosure, to match the Library façade

Preliminary Project out to bid July, 2021. Anticipate 6-8 weeks from groundbreaking (mid-Timeline: September, 2021) to completion (November, 2021).

The Library requests that the 8' x 13' air handler unit be installed on a concrete pad (to be poured) off the north side of the building. A 16' x 25' masonry enclosure would be placed on a one-foot-wide, 42-inch-deep concrete footer. The Library building is leased from the River Forest Park District, and the leased property line ends 5 feet off of the north side of the building. To accommodate this project, the Library requested an additional area of 275 square feet be added to the Library's lease at the March 8, 2021 River Forest Park District Commissioners meeting. The Park District Commissioners expressed support for the project, and approved the drafting of a Memorandum of Understanding between the Park District and Library, which was presented and approved at the April 12, 2021 Park District Commissioners meeting, subject to the Park District attorney's review. The Library wishes to act as the interested agent throughout this project.

Enclosed to aid discussion is the Library's Pre-Filing Conference Application, project rendering, preliminary project drawing, and the Memorandum of Understanding between the River Forest Park District and the River Forest Public Library.

Sincerely,

  
Emily Compton-Dzak, Director  
735 Lathrop Ave.  
River Forest IL 60305



708.366.5205  
[riverforestlibrary.org](http://riverforestlibrary.org)



## 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)* \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship of Applicant to Property Owner  
*(contract purchaser, agent, legal counsel, etc.)* \_\_\_\_\_

Owner Name\* *(if different than applicant)* \_\_\_\_\_

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) \_\_\_\_\_

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

☐ R1    ☐ R2    ☐ R3    ☐ R4    ☐ C1    ☐ C2    ☐ C3    ☐ ORIC    ☐ PRI

Description of Proposed Use/Development \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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 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 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 type="checkbox"/> No	3. A survey, legal description and street address of the subject property.
<input type="checkbox"/> Yes	<input 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 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 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 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 type="checkbox"/> No	8. A landscaping plan showing the location, size, character and composition of vegetation and other material.
<input type="checkbox"/> Yes	<input 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 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 type="checkbox"/> Yes	<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 type="checkbox"/> Yes	<input checked="" 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)

Emily Compton-Dzak, Director

Printed Name

  
Signature

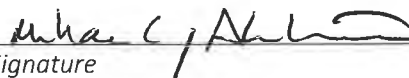
4/26/2021

Date

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

Mike Sletten, Executive Director

Printed Name

  
Signature

4-26-21  
Date

Printed Name

Signature

Date

Printed Name

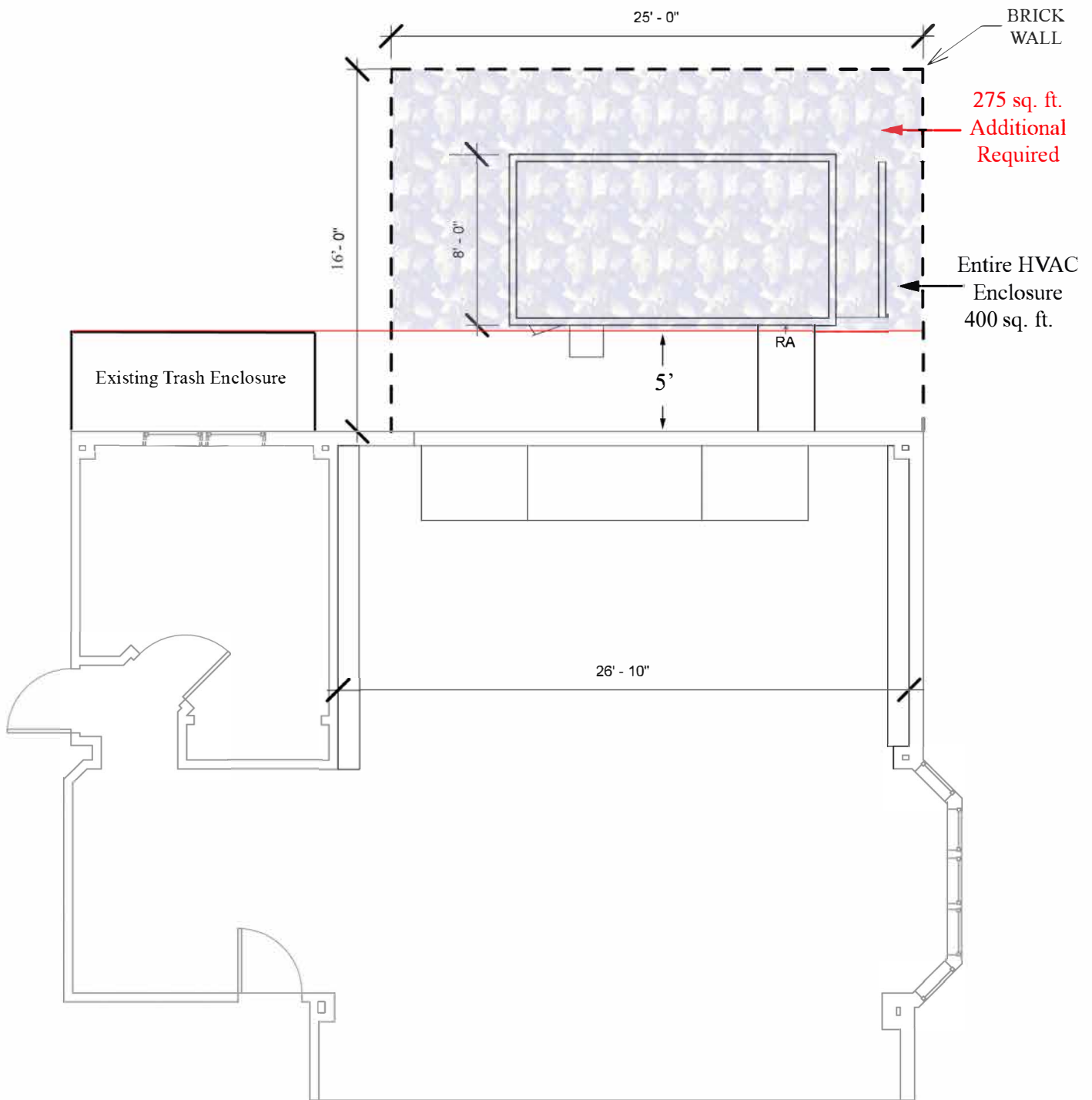
Signature

Date

Printed Name

Signature

Date











Village of River Forest  
Village Administrator's Office  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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## MEMORANDUM

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Date: May 26, 2021

To: Development Review Board

From: Lisa Scheiner, Acting Village Administrator

Subj: Planned Development Major Amendment Application – 7574 Division Street (Trinity High School)

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The Development Review Board (DRB) is scheduled to hold a public hearing on Thursday, June 3, 2021 at 7:30 p.m. on the application for a major amendment to an existing planned development at 7574 Division Street in River Forest (Trinity High School). The applicant, Trinity High School, intends to construct an enclosed walkway between Trinity's academic building and gymnasium and construct a courtyard along the east side of the school. The link will include an elevator to access all floors in the academic building. The courtyard will be a place for the students to be outside in a secured area with landscaping and seating for educational use and enjoyment.

In accordance with the Planned Development process articulated in the Municipal Code, the following have occurred:

<u>Task</u>	<u>Date</u>
Pre-Filing Conference with the DRB	3/4/21
Notice of Neighbor Meetings Mailed	2/24/21
Neighbor Meetings Held	3/11/21
Technical Review Meeting with Staff	4/23/21
Notice of Public Hearing Mailed	5/18/21
Public Hearing Signage Posted at Site	5/19/21
Legal Notice in Wednesday Journal	5/19/21
Public Hearing	6/3/21

### **Village Staff & Consultant Reviews**

The Village's Police, Public Works and Fire Departments have reviewed the Planned Development application. In addition, the Village's Planning Consultant, John Houseal of Houseal Lavigne Associates, reviewed the application. Those reports are attached for the

Development Review Board's review. No traffic study has been prepared as this requirement was waived on March 4, 2021, by the Development Review Board.

### **Standards of Review**

There are 15 standards of review for the DRB to consider in reviewing the proposed project. The standards are listed in Section 10-9-3 of the Planned Development Ordinance, which is attached for the Board's reference.

### **Next Steps**

The DRB shall make specific written findings of fact addressing each of the planned development standards of review. The Village Board of Trustees will consider the Development Review Board's recommendation to approve or deny the application within 60 days after the recommendation is made.

### **Documents Attached**

1. Planned Development Ordinance
2. Staff Review Memoranda
3. Planned Development Application

# Chapter 19 - PLANNED DEVELOPMENTS

10-19-1: INTENT AND PURPOSE:

10-19-2: GENERAL PROVISIONS:

10-19-3: STANDARDS FOR REVIEW:

10-19-4: SITE DEVELOPMENT ALLOWANCES:

10-19-5: PROCEDURES:

10-19-6: APPLICATION REQUIREMENTS:

10-19-7: EFFECT OF APPROVAL OR DENIAL:

10-19-8: AMENDMENTS AND ALTERATIONS TO APPROVED PLANNED DEVELOPMENT PERMITS:

## **10-19-1: INTENT AND PURPOSE:**

- A. One of the principal objectives of this zoning title is to provide for a compatible arrangement of uses of land and buildings which is consistent with the requirements and welfare of the village. To accomplish this objective most uses are classified as permitted or special uses in one or more of the districts established by this zoning title. It is recognized, however, that there are certain uses, whether or not designated as permitted or special, which because of their scope, location or specific characteristics give rise to a need for a more comprehensive consideration of their impact both with regard to the neighboring land and the village in general. Such uses as fall within the provisions of this section shall only be permitted if authorized as a planned development.
- B. The board of trustees, in accordance with the procedures and standards set forth in this section, may grant planned development permits authorizing the establishment of planned developments.
- C. Planned developments may include uses or combinations of uses currently permitted in the underlying zoning district and those uses which are currently prohibited or special uses provided for elsewhere in this zoning title. However, an applicant may petition for consideration of a use or combination of uses not specifically allowed in the underlying zoning district provided that the village board finds that the conditions, procedures and standards of this section are met and provided further that such use or combination of uses is clearly shown to be beneficial to the village and surrounding neighborhood.
- D. It is the purpose of planned developments to enable the granting of certain allowances or modifications from the basic provisions of this zoning title to achieve attractive and timely development in furtherance of the village's objectives and proposed land uses as stated in the comprehensive plan and policy resolutions of the village board.
- E. Through the flexibility of the planned development process, the village seeks to achieve the following specific objectives:
  - 1. Creation of a more desirable environment than would be possible through strict application of other village land use regulations.

2. Promotion of a creative approach to the use of land and related physical facilities resulting in better design and development, including aesthetic amenities.
  3. Combination and coordination of the character, the form, and the relationship of structures to one another.
  4. Preservation and enhancement of desirable site characteristics such as natural topography, vegetation, and geologic features.
  5. Provision for the preservation and beneficial use of open space, or an increase in the amount of open space over that which would result from the application of conventional zoning regulations.
  6. Encouragement of land uses or combination of uses that maintain the existing character and property values of the village, and promote the public health, safety, comfort, and general welfare of its residents.
  7. Promotion of long term planning pursuant to a master plan which will allow harmonious and compatible land uses or combination of uses with surrounding areas.
- F. The development of village owned buildings or property shall be exempt from the requirements of this section. (Ord. 3587, 2-29-2016)

**10-19-2: GENERAL PROVISIONS:**

- A. No development of twenty thousand square feet or more of land area or gross floor area and no multi-family housing of any size shall be permitted unless approved as a planned development in accordance with this chapter. Provided, however, that: 1) this chapter shall not apply to the construction, reconstruction or remodeling of one single-family detached dwelling unless the proposed project is submitted pursuant to subsection B of this section, and 2) this chapter shall not apply to the reconstruction or restoration of any existing structure which is damaged to the extent of less than fifty percent of its value unless the proposed project is submitted pursuant to subsection B of this section.

The reconstruction or restoration of any existing multi-family housing which is damaged to the extent of fifty percent or more of its value shall be governed by this chapter and not subsection 10-5-7A2 of this title.

- B. The development of any parcel or tract of land in any zoning district, irrespective of size, may be submitted to the village for consideration as a planned development.
- C. Approval of a planned development permit must be obtained in accordance with the provisions of this section if both of the following conditions exist:

1. The proposed development involves a parcel of land held in common ownership with a contiguous parcel which obtained approval as a planned development within three years prior to the date of this application; and
  2. The parcel proposed for development, when combined with the contiguous parcel that is held in common ownership with the subject parcel, equals or exceeds the general provisions contained in subsection A or B of this section.
- D. Each planned development should be presented and judged on its own merits. It shall not be sufficient to base justification for approval of a development upon an already existing planned development except to the extent such development has been approved as part of a master plan.
- E. The burden of providing evidence and persuasion that any planned development permit is necessary and desirable shall in every case rest with the applicant.
- F. Buildings and uses or combination of uses within a planned development shall be limited solely to those approved as part of the zoning ordinance granting a planned development permit provided, however, that any buildings and uses or combination of uses in compliance with the master plan approved as part of the zoning ordinance granting a planned development permit may be approved by the development review board and the village board of trustees.
- G. G. Any applicant shall be subject to a penalty of up to seven hundred fifty dollars per day to be assessed against the applicant and recorded as a lien against the applicant's property in the village for failure to comply with any condition, contingency or master plan submitted by the applicant or imposed by the village to comply with this chapter. (Ord. 3587, 2-29-2016)

### **10-19-3: STANDARDS FOR REVIEW:**

An application for approval as a planned development shall be granted by the board of trustees only if it finds that the applicant has demonstrated that at a minimum the proposed use or combination of uses complies with the following standards:

- A. The proposed use or combination of uses is consistent with the goals and policies of the comprehensive plan;
- B. The establishment, maintenance, or operation of the use or combination of uses will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare of the residents of the village;
- C. The proposed use or combination of uses will not diminish the use or enjoyment of other property in the vicinity for those uses or combination of uses which are permitted by this zoning title;



- D. The establishment of the proposed use or combination of uses will not impede the normal and orderly development and improvement of surrounding properties for uses or combination of uses otherwise permitted in the zoning district;
- E. The proposed use or combination of uses will not diminish property values in the vicinity;
- F. Adequate utilities, road access, drainage, police and fire service and other necessary facilities already exist or will be provided to serve the proposed use or combination of uses;
- G. Adequate measures already exist or will be taken to provide ingress and egress to the proposed use or combination of uses in a manner that minimizes traffic congestion in the public streets;
- H. The proposed use or combination of uses will be consistent with the character of the village;
- I. Development of the proposed use or combination of uses will not materially affect a known historical or cultural resource;
- J. The design of the proposed use or combination of uses considers the relationship of the proposed use or combination of uses to the surrounding area and minimizes adverse effects, including visual impacts of the proposed use or combination of uses on adjacent property;
- K. The design of the proposed use or combination of uses promotes a safe and comfortable environment for pedestrians and individuals with disabilities; (Ord. 3741, 4-22-2019)
- L. The applicant has the financial and technical capacity to complete the proposed use or combination of uses and has made adequate provisions to guarantee the development of any buffers, landscaping, public open space, and other improvements associated with the proposed use or combination of uses;
- M. The proposed use or combination of uses is economically viable and does not pose a current or potential burden upon the services, tax base, or other economic factors that affect the financial operations of the village, except to the extent that such burden is balanced by the benefit derived by the village from the proposed use; and
- N. The proposed use or combination of uses will meet the objectives and other requirements set forth in this chapter.
- O. Except as provided in subsection 10-19-4B of this chapter, no planned development containing multi-family housing shall be approved unless the following standards are met:
  - 1. At least 2.5 parking spaces per dwelling unit are provided for. This requirement may be met by a contract, easement or other device providing permanent rights to off-site parking; and

2. No less than two thousand eight hundred square feet of land area shall be provided for each residential unit. A parking area which meets the requirements of subsection O1 of this section may be used in meeting this requirement; and
3. One of the following criteria is met:
  - a. If the underlying zoning district is C1, C2 or C3, the proposed development provides for space devoted exclusively to retail sales;
  - b. The total number of parking spaces on the site is increased from that existing at the time of the application.
4. The requirements of this subsection O may be met using more than one site within the village and as part of a master plan submitted by the applicant with the application. (Ord. 3587, 2-29-2016)

#### **10-19-4: SITE DEVELOPMENT ALLOWANCES:**

- A. Site development allowances, i.e., alterations or variations from the underlying zoning provisions set forth outside this chapter may be approved provided the applicant specifically identifies each such site development allowance and demonstrates how each such site development allowance would be compatible with surrounding development and is in furtherance of the stated objectives of this section.
- B. A waiver may be granted for any of the requirements set forth in subsection 10-19-30 of this chapter for any planned development containing multi-family housing which replaces an existing structure on the same site containing multi-family housing or submitted by the applicant as part of a master plan. (Ord. 3587, 2-29-2016)

#### **10-19-5: PROCEDURES:**

The following steps are provided to assure the orderly review of every planned development application in a timely and equitable manner:

- A. Prefiling Review and Transmittal of Application:
  1. Conference:
    - a. A prospective applicant, prior to submitting a formal application for a planned development, shall meet for a prefiling conference(s) with the zoning administrator and any other village official designated by the village administrator. The purpose of the conference(s) is to help the applicant understand the planned development process, comprehensive plan, the zoning title, the site development allowances, the standards by which the application will be evaluated, and the application requirements.

- b. After the initial prefilling conference, the prospective applicant shall introduce their project to the village board of trustees. The village board may provide feedback to the applicant and shall refer the application to the village's economic development commission in accordance with the village's policy of economic development commission duties pertaining to development.
  - c. After reviewing the planned development process, the applicant may request a meeting with the village staff and the development review board to discuss a request for waiver of any application requirement which in the applicant's judgment should not apply to the proposed development. Such request shall be made in writing prior to the submission of the formal application documents.
  - d. All requests for waiver shall be reviewed and acted upon by the development review board. A final determination regarding the waiver shall be given to the prospective applicant within five working days following the completion of the development review board's deliberation and decision.
  - e. The applicant, prior to submitting a formal application for a planned development, may be required to schedule a meeting to discuss the proposed development and its impact on area residents. If such a meeting is required, the applicant shall send a written notice of the meeting to all property owners within five hundred feet of the proposed development. Such notice shall be mailed not less than fifteen days prior to the date of the meeting. A copy of the notice and mailing list shall be provided to the zoning administrator. A written summary of comments made at the meeting shall be maintained and submitted by the applicant with the application.
2. Development Review Board: The zoning administrator shall confer with the chairman of the development review board on all applications. Upon the determination of both the zoning administrator and the chairman, the development review board may conduct its own prefilling conference(s).
3. Filing Of Application: Following the completion of the prefilling conference(s), the applicant shall file an application for a planned development in accordance with section 10-19-6 of this chapter. The zoning administrator may deliver copies of the application to other appropriate village departments for review and comment.
4. Deficiencies: The zoning administrator shall determine whether the application is complete. If the zoning administrator determines that the application is not complete, he shall notify the applicant in writing of any deficiencies and shall take no further steps to process the application until the deficiencies are remedied.
5. Report On Compliance: A copy of the complete application and a written report incorporating the comments of village staff and other agencies regarding the compliance of the proposed development with the requirements and standards of this section shall be delivered to the development review board prior to the public hearing.

6. **Determination Not Binding:** Neither the zoning administrator's determination that an application is complete nor any comment made by the zoning administrator, staff or the development review board at a prefilling conference or as part of the review process shall be intended or construed as a formal or informal recommendation for the approval of a planned development permit for the proposed development, or component part thereof, nor shall be intended or construed as a binding decision of the village, the development review board or any staff member.

**B. Review and Action by the Development Review Board:**

1. Upon receiving the report from the zoning administrator, the development review board shall hold at least one public hearing on the proposed planned development. Notice of the public hearing shall be provided and the public hearing shall be conducted in accordance with the provisions of this section, state law and rules of procedure adopted by the development review board, which rules shall not be inconsistent with this section and state law.
2. Notice of the required public hearing shall be published by the village fifteen to thirty days before the scheduled hearing in a newspaper published in the village or if there is none, then in a newspaper of general circulation in the village and shall contain the following information:
  - a. The identification number designation of the application;
  - b. The date and time of the public hearing;
  - c. The location of the public hearing; and
  - d. The general location of the property, the legal description of the property and its street address, if applicable, and a short description of the proposed development and purpose of the public hearing.
3. Notice of the required public hearing shall also be provided by the village by posting a sign or signs on the property no less than fifteen days before the public hearing. The sign shall be weatherproof and contain the following information:
  - a. The date and time of the public hearing;
  - b. The location of the public hearing;
  - c. The general location of the property including street address, if applicable; and
  - d. A short description of the proposed development and purpose of the public hearing.

The removal or knocking down (by the village or others) of the sign after posting but

before the hearing shall not invalidate, impair, or otherwise affect any planned development permit subsequently granted following such public hearing.

4. Notice of the public hearing and the application shall be posted to the village's website at least fifteen days before the public hearing.

The removal or unavailability of such notice on the village's website prior to the start of the public hearing, shall not invalidate, impair, or otherwise affect any planned development permit subsequently granted following such public hearing.

5. Notice of the required public hearing shall also be provided by the applicant by regular mail to the owners of record of the property which is the subject of the application (if different than the applicant), and the owners of all property within five hundred feet of the subject property as shown on the written list provided by the applicant pursuant to the requirements of 65 Illinois Compiled Statutes 5/11-13-7 of the Illinois municipal code (such notice should be sent to the owners as recorded in the office of the recorder of deeds or the registrar of zoning ordinances of Cook County and as they appear from the authentic tax records of Cook County, as shown on the list prepared by the applicant as required in 65 Illinois Compiled Statutes 5/11-13-7 of the Illinois municipal code). The applicant shall be required to submit to the village a search by a reputable zoning ordinance company or other evidence satisfactory to the village indicating the identity of all such owners required to receive notice, and an affidavit certifying that the applicant has complied with the requirements of 65 Illinois Compiled Statutes 5/11-13-7 of the Illinois municipal code. Such notice shall contain the information as is required in subsection B2 of this section and shall be mailed not more than thirty nor less than fifteen days prior to the date of the public hearing. The notice shall also include the name and address of the applicant for the planned development. The applicant shall provide the zoning administrator with proof of mailing of the mailed notice required herein before the public hearing starts.
6. The development review board shall review the application, the standards and requirements established by this section, the report of the zoning administrator, and any oral and written comments received by the development review board before or at the public hearing. Within forty five days following the close of the public hearing, the development review board shall make specific written findings addressing each of the standards set forth in section 10-19-3 of this chapter and transmit such findings, together with a recommendation of approval, approval with conditions, or disapproval to the board of trustees.

C. Review and Action by the Board of Trustees:

1. The applicant shall, at its own cost, give advance written notice of the first meeting of the village board where the planned development application will be considered by regular mail to the owners of record of the property which is the subject of the application (if different from the applicant), and the owners of all property within five hundred feet of

the subject property, not less than seven days prior to the date of the first village board meeting. This requirement is enacted to assure the most complete public notice possible for the proposed application for a planned development, it is not required by state law. Accordingly, any failure to comply with this subsection shall not invalidate, impair or otherwise affect any planned development permit subsequently granted following such meetings. The applicant shall provide the zoning administrator with proof of mailing of the mailed notice required herein, which proof shall be provided prior to the start of the first meeting of the village board where the planned development application will be considered.

2. Within seven to sixty days after receiving the receipt of the report and recommendation of the development review board, and without further public hearing, the board of trustees may deny the application, may refer the application to the development review board for further review, may postpone further consideration pending the submittal of additional information including any application requirement previously waived by the development review board or may adopt a zoning ordinance approving the planned development permit.
3. Any action taken by the board of trustees pursuant to subsection C2 of this section shall require the concurrence of a majority of all the trustees of the village then holding office, including the village president; however, if the planned development fails to receive the approval of the development review board, the ordinance shall not be approved except by a favorable majority vote of all trustees then holding office.
4. In approving a planned development permit, the board of trustees may attach such conditions to the approval as it deems necessary, or modify conditions imposed by the development review board, to have the proposed use or combination of uses meet the standards set forth in section 10-19-3 of this chapter and to prevent or minimize adverse effects on other property in the immediate vicinity. Such conditions may include, but are not limited to: limitations on size, bulk and location; requirements for landscaping, stormwater management, signage, outdoor lighting, provisions for adequate ingress and egress; hours of operation; and such other conditions as the village board may deem to be in furtherance of the objectives of this section. (Ord. 3587, 2-29-2016)

#### **10-19-6: APPLICATION REQUIREMENTS:**

- A. An application for a planned development may only be filed by one who has an ownership interest, or the agents thereof; or any contract purchaser or anyone holding an option to purchase the parcel of land on which the use or combination of uses is to be located; or any unit of government which either owns the parcel or which is not the owner of the parcel but proposes to acquire the parcel by purchase, gift, or condemnation; or any developer or development team which has entered into a redevelopment agreement with the unit of local government seeking to acquire the parcel.



- B. Applications for a planned development shall be filed with the zoning administrator in such form and accompanied by such information, with sufficient copies, as shall be established from time to time by the village. Every application shall contain at a minimum the following information and related data:
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.
  2. A statement from the owner, if not the applicant, approving the filing of the application by the particular applicant.
  3. A survey, legal description and street address of the subject property.
  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.
  5. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation and utilities.
  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.
  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.
  8. A landscaping plan showing the location, size, character and composition of vegetation and other material.
  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.
  10. A schedule of development showing the approximate date for beginning and completion of each stage of construction of development.
  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.

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.
  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.
  14. Copies of all environmental impact studies as required by law.
  15. An analysis reporting the anticipated demand on all village services.
  16. A plan showing off site utility improvements required to service the planned development, and a report showing the cost allocations for those improvements.
  17. A site drainage plan for the developed tract.
  18. A list of the site development allowances sought.
  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.
- C. The applicant may submit a written request for waiver of any application requirement in accordance with subsections 10-19-5A1c and A1d of this chapter. The decision of the development review board shall be final regarding the approval or denial of the request. However, the development review board's decision regarding the request for a waiver of an application requirement does not preclude the village board from requesting that same information or any additional information it deems applicable for its review of the planned development application.
- D. Every application must be accompanied by a fee in such amount as established from time to time by the village board to defray the costs of providing notice and contracting with independent professionals to review applications as required. Such professional costs may include, but are not limited to, engineering, legal fees, traffic analyses, environmental impact studies, land use design or other similarly related professional studies. Additional materials

may be required during the review of a proposed planned development if determined necessary by the development review board or the village board. (Ord. 3587, 2-29-2016)

**10-19-7: EFFECT OF APPROVAL OR DENIAL:**

- A. Approval of the planned development permit by the board of trustees authorizes the applicant to proceed with any necessary applications for building permits, certificates of occupancy, and other permits which the village may require for the proposed development. The zoning administrator shall review applications for these permits for compliance with the terms of the planned development permit granted by the board of trustees. No permit shall be issued for development which does not comply with the terms of the planned development permit.
- B. The village board shall direct the zoning administrator to revise the official zoning map to reflect the existence and boundaries of each planned development permit granted.
- C. An approval of a planned development permit by the board of trustees shall be null and void if the recipient does not file an application for a building permit for the proposed development within nine months after the date of adoption of the zoning ordinance approving the development permit.
- D. An approval of a planned development permit by the board of trustees shall be null and void if construction has not commenced within fifteen months and is not completed within thirty-three months after the date of adoption of the zoning ordinance approving the planned development permit.
- E. An approval of a planned development permit with a phasing plan shall be null and void if construction has not commenced or is not completed in accordance with the terms of that phasing plan.
- F. An approval of a planned development permit with a master plan shall be null and void if construction has not commenced or is not completed in accordance with the terms and conditions contained in the master plan.
- G. An extension of the time requirements stated in subsections C, D, and E of this section may be granted by the board of trustees for good cause shown by the applicant, provided a written request is filed with the village at least four weeks prior to the respective deadline.
- H. A planned development permit shall be null and void if the use or combination of uses for which the approval was granted ceases for a period of one year.
- I. No application for a planned development which was previously denied by the board of trustees shall be considered by the development review board or the board of trustees if it is resubmitted in substantially the same form and/or content within two years of the date of such prior denial.

1. The zoning administrator shall review the application for a planned development and determine if the application is or is not substantially the same. An applicant has the right to request a hearing before the village board to appeal the determination of the zoning administrator, provided a petition for appeal is filed in writing to the zoning administrator within ten days of the decision.
2. The board shall affirm or reverse the determination of the administrator regarding whether the new application is in substantially the same form within thirty days of receipt of a petition for appeal.
3. If it is determined that the new application is not substantially in the same form, then the applicant is entitled to submit an application and have it reviewed in accordance with the provisions of section 10-19-5 of this chapter. (Ord. 3587, 2-29-2016)

**10-19-8: AMENDMENTS AND ALTERATIONS TO APPROVED PLANNED DEVELOPMENT PERMITS:**

- A. Except as provided in subsection B of this section, any modifications to a project operating under an approved planned development permit or any addition to or expansion of a project operating under an existing planned development permit shall require separate review and approval under the provisions of this section.
- B. A minor change is any change in the site plan or design details of a project operating under an approved planned development permit which is consistent with the standards and conditions applying to the project and which does not alter the concept or intent of the project.

A change is not minor if it, with regard to the approvals granted in the planned development permit:

1. Increases the density;
2. Increases the height of buildings, unless the proposed height change is less than or equal to the lesser of: a) the height permitted in the property's zoning district regulations in effect as of the date the planned development permit is approved, or b) the height permitted in the property's zoning district regulations in effect as of the date the minor amendment is requested;
3. Increases the footprint of a building;
4. Modifies the proportion of housing types;
5. Reduces the number of parking spaces;
6. Creates a greater demand or burden on village services or alters the alignment of roads;

7. Increases the amount of stormwater conveyed to the village's stormwater sewer system;  
or
8. Amends final governing agreements, provisions or covenants, or provides any other change inconsistent with any standard or condition imposed by the board of trustees in approving the planned development permit.

A minor change may be approved by the zoning administrator without obtaining separate approval by the board of trustees. In addition, the village board may, after reviewing the request for a minor change made by the village staff or the applicant, direct the village administrator to process the minor change administratively. A minor change that would constitute a variation under the zoning title may only be approved at the direction of the village board. Any minor change approved by the zoning administrator shall be reported to the village board. (Ord. 3587, 2-29-2016)



Village of River Forest  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## MEMORANDUM

Date: May 26, 2021

To: Frank Martin, Chairman  
Development Review Board

From: Lisa Scheiner, Acting Village Administrator

Subj: Trinity Planned Development Application Review Comments

### Issue

Trinity High School intends to construct an enclosed walkway between Trinity's academic building and gymnasium and construct a courtyard along the east side of the school. The link will include an elevator to access all floors in the academic building. The courtyard will be a place for the students to be outside in a secured area with landscaping and seating for educational use and enjoyment.

The Village of River Forest has recently implemented new land management software to streamline the zoning and building processes. All staff review comments regarding the proposed planned development at Trinity High School have now been consolidated into one document. Comments from the Village's planning consultant have been attached separately

### Analysis

Review Division	Comment
Administration & Building	<p>If the Development Review Board votes to recommend approval of the proposed planned development they do so with the following conditions in place in addition to any potential conditions the Development Review Board or Village Board of Trustees may find appropriate relative to this project:</p> <p>This application shall be built in substantial compliance with the approved plans.</p> <p>The petitioner shall comply with the landscaping requirements of Section 10-24 of the Zoning Ordinance.</p>
Planning	See attached memo from Houseal Lavigne.
Police Department	The Police Department has reviewed the proposed development at Trinity High School and, from a public safety perspective, the Police Department does not have any concerns about this project. This project



	can be supported by existing personnel without the need for any additional staffing, equipment, or other police resources.
Fire Department	<p>After a cursory review of the enclosed walkway project for Trinity High School, the project will be sufficiently protected with a sprinkler system. There will be fire doors at both ends of the enclosed project to isolate the project from both the gymnasium and the original school building.</p> <p>At this time and with the current information provided, I believe this project will not require any substantial changes to the Fire Department's response or ability to protect this structure.</p>
Engineering/Stormwater Department	The Village Engineer has reviewed full civil drawings submitted by the applicant and has no comments regarding the proposed planned development.
Public Works Department	The Public Works Director noted that the applicant is planning to remove trees as a part of this project. The Zoning Ordinance requires that trees removed must be replaced on a caliper inch by caliper inch basis on the property. If there is insufficient land on which to place the volume of trees required, a fee in lieu of tree replacement maybe paid. Based on the analysis of the trees to be removed, the Zoning Ordinance would require the applicant to plant 14 trees on the property or pay a fee in lieu of replacement in the amount of \$4,447.57 for the total value of the trees removed. This amount is based on the appraisals for the existing trees that are planned to be removed. The applicant has provided the size and species of three replacement trees that will be attached per the landscape plan submitted to the Village as part of this project. The applicant has requested that the value of the trees being planted be taken into consideration and reduce the total fee in lieu amount required by Village code. The Public Works Director finds this to be a reasonable request and has asked that the applicant provide quotes and pricing for the trees that are planned to be planted. This applicant's response is pending.



## MEMORANDUM

TO: Lisa Scheiner  
Acting Village Administrator

FROM: John A. Houseal, FAICP  
Principal | Cofounder  
Houseal Lavigne Associates

DATE: May 25, 2021

SUBJECT: Trinity High School Link Project

Houseal Lavigne Associates has conducted a review of the proposed Trinity High School – Link Addition Project planned development, located on its campus at 7574 Division Street. The Trinity H.S. campus is on the block bounded by Division Street, Berkshire Street, Lathrop Avenue, and Jackson Avenue. The proposed Link addition will provide a connection between two existing buildings, the academic building and the Athletic Center building. The addition will consist of a single-story at grade addition and a three-story elevator addition. The project will also include the creation of a new outdoor plaza space. The proposed development will not change the character or intensity of the use of the Subject Property and the proposed Link addition will have little visual impact as viewed from the adjacent public rights-of-way or nearby properties.

Our review focuses on site planning, development, and zoning related aspects of the project. Our report includes the following sections:

1. Site Conditions, Surrounding Land-Use and Zoning
2. Relationship to the Comprehensive Plan
3. Zoning Analysis
4. Parking and Circulation
5. Architecture, Building Design and Location
6. Landscape Improvements and Courtyard Renovation
7. Signage
8. Lighting
9. Conclusions

HOUSEAL LAVIGNE  
ASSOCIATES, LLC

CHICAGO, IL  
188 West Randolph Street, Suite 200  
Chicago, Illinois 60601  
(312) 372-1008

## 1. Site Conditions, Surrounding Land-Use and Zoning

The Subject Property is zoned PRI: Public/Recreational/Institutional and is approximately 5.07 acres in size (220,892 +/- square feet) and bounded on all sides by public rights-of-way. The Subject Property has approximately 369.37' of frontage on Division Street, 370' of frontage on Berkshire, 598' on Lathrop Avenue, and 597.4' on Jackson Avenue. The Subject Property is currently improved with Trinity High School, including a multi-story academic building, which is primarily 3-stories in height along Lathrop and Division, but also has portions that are 1 and 2-story, an auditorium at the north end of the academic building, and an Athletic Center building that sits on the southeast corner of the campus along Division and Jackson. On-site surface parking for the High School exists to the north of the buildings, with parking lots primarily along Berkshire and Jackson. Access to the Subject Property is provided by one driveway on Lathrop Avenue and two driveways on Jackson Avenue.

Across the public streets that border the Subject Property, the Trinity High School campus is bounded on all four sides by single-family detached residential, zoned R2: Single-Family Residential. The north half of the block on the east side of Jackson Avenue, between Berkshire and Division Streets is a Village owned pumping station and underground reservoir zoned PRI: Public, Recreational & Institutional. The field on the pumping station/reservoir site is used for soccer by the school.

## 2. Relationship to the Comprehensive Plan

The proposed Trinity High School Link Addition planned development conforms to the goals, objectives, and land use designation of the 2019 River Forest Comprehensive Plan. The Comprehensive Plan land use designation for the Subject Property is "School" and is classified as part of the "Community Facilities, Institutions, and Open Spaces" category of land use. Several portions of the Comprehensive Plan reinforce the priority and importance of maintaining and improving the high-quality schools and community facilities in the Village. Two portions of the Comprehensive Plan that addresses schools (page 92) directly relate to the proposed Trinity High School Link Project.

*"It is anticipated that improvements to the school facilities will be made as needed over time to continue to meet the educational needs of the community."*

*"Maintaining the quality of schools within River Forest is of distinct importance and should always be a key focus of the community. The Village should support the continued operation and improvement of both public and private school facilities within the Village while ensuring that they do not negatively impact the residential neighborhoods in which they are located."*

In addition, the proposed Link addition further supports the following Comprehensive Plan goals and objectives:

Goal: Maintain and enhance the high quality of River Forest's public facilities, services, and infrastructure and foster a collaborative environment that supports cooperation with local taxing bodies, regional partners, adjacent municipalities, and other organizations.

Objectives: Work collaboratively with education providers to maintain the high quality of

public and private education in River Forest.

Objective: Provide for public/quasi-public uses to continue the high quality of facilities and services within the community.

Further, the proposed Link addition enhances safety and accessibility for students and visitors on campus, enhances the overall appearance of the campus with the proposed building addition and outdoor courtyard renovation, and furthers the Village's commitment to sustainability by utilizing a green roof element and native landscaping components. High quality schools and facilities, enhanced safety, improved access and mobility, green/sustainable development components, and overall community character are all priorities of the Comprehensive Plan that are supported by the proposed Link addition project.

The proposed Link addition and courtyard renovation project does not change the function, character, or intensity of the existing use of the Subject Property.

### 3. Zoning Analysis (no site development allowances required)

The Subject Property is zoned PRI: Public, Recreational, and Institutional. The existing school facility is a permitted use in the PRI District; however the proposed new Link addition and courtyard renovation must be approved as a planned development. The proposed planned development conforms to the requirements of the underlying PRI District and does not require any site development allowances.

#### Zoning Analysis Table

<u>Lot Size</u>	<u>Required</u>	<u>Proposed</u>	<u>Status</u>
lot area .....	25,000 s.f.	220,892.4 s.f.	conforming (existing, no change)
lot width .....	125'	169.14' +/-	conforming (existing, no change)
<u>Setbacks</u>	<u>Required</u>	<u>Proposed</u>	<u>Status</u>
south (Division St.).....	50'	50.0'	conforming (existing, no change)
east (Jackson Ave.) .....	50'	83.0'	conforming (existing, no change)
north (Berkshire St.).....	50'	133'	conforming (existing, no change)
west (Lathrop Ave.) .....	50'	52.0'	conforming (existing, no change)
<u>Bulk</u>	<u>Allowed</u>	<u>Proposed</u>	<u>Status</u>
Height - Link addition .....	60'+/-	45'11"	conforming (matches existing building)
F.A.R. (floor area ratio).....	1.0	0.60	conforming
lot coverage.....	50%	30.4%	conforming
<u>Parking</u>	<u>Required</u>	<u>Proposed</u>	<u>Status</u>
# spaces .....	208	208	conforming (existing, no change)

sda = Site Development Allowance needed to accommodate proposal

As proposed, all PRI zoning regulations are being met and, as identified in the table above, the following development standards are not changing as a result of the proposed Link addition: lot area, lot size, all setbacks, building height, and the number of parking spaces.

### ***Bulk Standards for the Proposed Addition***

The “visual bulk” of the proposed Link addition is measured by its height, floor area ratio(F.A.R.), and lot coverage. These components, together with the setbacks and overall location of the addition, are primarily responsible for creating the overall size/scale/bulk of the addition. All three metrics that collectively make up the visual bulk of the proposed addition comply with PRI standards and no site development allowances are required.

- ***Height (conforming)***

The proposed height of the 3-story elevator area portion of the Link addition is approximately 45’11”, the same height as the academic building it proposes to connect to. The PRI District allows buildings to a maximum height of 40’, plus an additional 1’ in height for every five feet by which the building setback exceeds twenty-five feet from the nearest residential zoning district. This results in a maximum allowable building height of approximately 60’ +/- for the Link addition. The height of the proposed structure is conforming.

- ***F.A.R. (conforming)***

The proposed F.A.R. complies with the standards for the PRI District. The applicant is proposing a total addition of 4,650 square feet (sf), broken into 2,000 sf on the first floor, 1,950 sf on the second floor, and 700 sf on the third floor. An additional 700 sf is proposed for the basement level, but basement square footage does not count toward F.A.R. calculations. Overall, the F.A.R. of the Trinity High School campus will increase only very slightly from approximately 0.59 to 0.60, still well below the maximum allowable FAR of 1.0.

- ***Lot Coverage (conforming)***

The proposed lot coverage complies with the standards of the PRI District. The applicant is proposing a lot coverage of approximately 30.4% which is significantly less than the 50% lot coverage allowed by code.

## **4. Parking and Circulation**

The applicant is not proposing any changes to the overall parking lot configuration, ingress and egress to the site, the drop-off/pick-up area in front of the Athletic Center, or number of parking spaces. The proposed Link addition will not cause an increase in the need or demand for on-site parking, or otherwise impact on-site vehicular circulation.

## **5. Architecture, Building Design, and Location**

The applicant is proposing a building exterior to visually match the exterior of the existing Athletic Center. The applicant’s submittal indicates that Exterior Insulating Finish System (EIFS) will be used as the primary exterior building material. The applicant should consider using a concrete material, similar to that used for the existing Athletic Center, as EIFS is discouraged in the Village as a primary building material. With the location of the proposed Link addition nestled in the interior corner of the courtyard where the Athletic Center, gymnasium, and academic building are all adjacent to one another, the proposed material and color of the Link addition will be almost seamless with the Athletic Center and provide contrast as it connects to the existing brick façade of the academic building. This configuration can best be viewed on applicant’s exhibit A4.2 (renderings) – View from Courtyard and View from Parking Lot.

The one-story at-grade addition, connecting the Athletic Center to the new 3-story addition for the elevator area, has a green roof component and rooftop deck area located as a walkout from the second floor of the addition. The design of the Link addition provides large windows at the northeast corner of the addition at all three levels, further enhancing its overall appearance.

The overall design and location of the proposed addition makes it only partially visible from the surrounding residential properties, with only three homes adjacent to the campus having a direct line of sight to even a portion of the addition – 1) a house on the east side of Jackson that is approximately 330' away; 2) the house on the northwest corner of Jackson and Berkshire that is more than 430' away, and 3) the house at the northeast corner of Jackson and Berkshire that is more than 530' away. Any other residential property that has even a glimpse of the addition would be more than 600' from it.

**NOTE:** The applicant should be prepared to provide building material samples to the DRB as well as present and explain the proposed materials for the building surfaces and other development components.

## **6. Landscape Improvements and Courtyard Renovation**

The applicant is proposing the creation of a new/improved outdoor courtyard area adjacent to the east side of the academic building where the new Link addition connects, just west of the Academic Center drop-off/pick-up area. The proposed courtyard improvements include concrete planters; raised planters; an area for benches, chairs, and tables; pedestrian light bollards; permeable pavers; decorative wrought iron perimeter fencing; a low stone seat wall; and a stone sign area/wall feature that is integrated into the decorative iron fencing. Together, these features create an attractive and engaging outdoor gathering area that is secured/separated from the parking and driving area by the fencing and wall features. ADA ramps are provided near the courtyard area providing access from the drop-off/pick-up area level to the raised courtyard and adjacent sidewalk area.

In addition to planters and green roof landscaping previously mentioned, landscaping is proposed at several locations including along the academic building, Link addition, and along portions of both the outward facing and courtyard facing sides of the stone wall/sign/decorative fencing feature. For the landscaped areas, an attractive and appropriate mix of ornamental trees, shrubs, perennials, and grasses are proposed. The landscaping and courtyard improvements will significantly enhance the pedestrian environment and attractiveness for this area of campus.

## **7. Signage**

A new sign is being proposed as part of the addition and is located on the stone wall adjacent to the new courtyard area. The sign lettering for the word "TRINITY" is approximately 15" tall and the portion of stone wall area to which the sign is affixed measures approximately 6' high by 13.75' long, has an area of approximately 82 square feet, and is incorporated into the overall design of the courtyard fencing and wall design. Given its location, size, and design, the proposed sign will be barely, if at all, visible from the adjacent streets or properties. The applicant has submitted for a sign permit from the Village. The proposed signage is attractive and appropriate for the addition given the overall pedestrian scaled environment in which it is located.

## **8. Lighting**

The proposed building mounted, bollard, and free standing lighting is appropriate, attractive, and in compliance with Village standards. The proposed lighting will have no negative impact on the surrounding/nearby properties.

## **9. Conclusions**

Overall, the proposed Trinity High School Link Addition and Courtyard Renovation is consistent with the Comprehensive Plan and will improve the pedestrian environment, overall appearance, safety, and functionality of the school by connecting existing buildings and providing a new outdoor gathering space.

The proposed Link addition requires no site development allowances and conforms to the underlying regulations and standards of the PRI District. The applicant is incorporating green/sustainable elements including a green roof component and permeable pavers in the courtyard area. The proposed planned development supports the Village's objective of providing high quality schools and community facilities. The proposed addition will not increase the intensity of the use of the Subject Property, nor will it alter the character of the use.

Due to the size of the  
application, a digital  
copy of the Trinity High  
School Planned  
Development  
application is available  
[here](#) for download.