



RIVER FOREST DEVELOPMENT REVIEW BOARD MEETING AGENDA

A meeting of the River Forest Development Review Board will be held on Thursday, August 5, 2021 at 7:30 P.M. in First Floor Community Room of the Village Hall, 400 Park Avenue, River Forest, Illinois.

To the extent that attendance may still be limited due to COVID-19 guidelines, Development Review Board officials, staff and consultants will have priority over members of the public. To the extent that the Village is still permitted to allow remote participation, 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: Jon Pape at jpape@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 jpape@vrf.us by 4:00 PM on Thursday, August 4, 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 June 3, 2021 Development Review Board Meeting
- III. Minutes of the June 17, 2021 Development Review Board Meeting
- IV. Public Hearing – Application #22-005: Application for a Major Amendment to an Existing Planned Development to convert additional commercial space to an additional residential unit at 400 Ashland Avenue
- V. Discussion, Deliberation and Recommendation – Application #22-005: Application for a Major Amendment to an Existing Planned Development to convert additional commercial space to an additional residential unit at 400 Ashland Avenue
- VI. Approval of Findings of Fact and Recommendation of the Development Review Board - Application #22-005: Application for a Major Amendment to an Existing Planned Development to convert additional commercial space to an additional residential unit at 400 Ashland Avenue
- VII. Public Comment
- VIII. Adjournment

**VILLAGE OF RIVER FOREST
DEVELOPMENT REVIEW BOARD MEETING MINUTES
June 3, 2021**

A meeting of the Village of River Forest Development Review Board was held at 7:30 p.m. on Thursday, June 3, 2021 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois and via Zoom.

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, Dombrowski, Fishman, McCole and Chairman Martin

Absent: Members Kilbride and Schubkegel

Also Present: Acting Village Administrator Lisa Scheiner, Village Attorney Gregory Smith and Village Planning Consultant John Houseal

II. MINUTES OF THE MAY 6, 2021 DEVELOPMENT REVIEW BOARD MEETING

A MOTION was made by Member Fishman and SECONDED by Member McCole to approve the meeting minutes of the Development Review Board of May 6, 2021.

Chairman Martin asked if there was any discussion. Receiving no response, he asked Acting Village Administrator Scheiner to take the roll call.

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

Nays: None

Motion Passed.

III. PRE-FILING MEETING AND CONSIDERATION OF REQUEST FOR WAIVER OF PLANNED DEVELOPMENT APPLICATION REQUIREMENT - 735 LATHROP (RIVER FOREST PUBLIC LIBRARY)

Chairman Martin started by saying there is no planned development permit application on file and therefore there is nothing to vote on tonight, except for a waiver of an application requirement. He went on to say that the proposed applicant should make a brief presentation to the Village about the application and what they are intending to do and what they would like to do. Then the Board will give input on matters that must be dealt with in the application, which makes the process the quickest.

Acting Village Administrator Lisa Scheiner read the admonition and swore in all parties wishing to speak on all the matters on the agenda that evening, including the Trinity High School application.

Emily Compton-Dzak introduced herself as the Library Director for the River Forest Public Library. She talked about how the Library's project would better serve the community by exceeding the demand of working and activity space. The Library currently has one meeting room that is in constant use for Library use and public meetings.

Ms. Compton-Dzak mentioned in 2019 the Library had to deny 150 meeting room requests from the public because the room was in use, and public space is a scarce resource in River Forest. She went on to say that the Library's air handler unit is located in a mechanical room adjacent to the children's room and is due for a replacement. She purposed that it would be feasible to install a unit on the exterior and reclaim 400 square feet of community space inside the Library's building.

The new plan she proposed consists of a new unit that is 8 feet by 13 feet, enclosed, and further requires 400 square feet of the northeast side of Library building (on the Centennial Park side). The noise is set to be between 49-80 decibels but the double enclosure of the unit would muffle that noise.

Ms. Compton-Dzak said the start date the Library proposes is mid-September because it is the ideal time to turn the air handler off. The project will likely take six to eight weeks to be completed and the River Forest Park District expressed support. Additionally, she stated that on April 28, 2021, they held a neighbors' meeting but no attendees came. She noted that the packet includes a waiver request for a traffic study and she continued that they do not believe it will affect traffic flow of area. She then asked if anyone had any questions.

Member Fishman who asked why starting they chose to start at the end of the summer. Ms. Compton-Dzak answered that they need to turn off air handler off for a couple of days so they need weather to be mild.

A Member asked for clarification of where the unit is proposed to be located. Ms. Compton-Dzak explained the direction of where the unit would be and how it was understood on the layout. It was further noted they plan to match the material of that side of the Library.

Chairman Martin suggested that the Library present the Board with a lease for the property on which the air handler is proposed to be located. He also said that the application take into account the safety of this installation to children, and to provide further information on noise and how it will impact patrons in Library or park users.

A MOTION was made by Member Fishman and SECONDED by Member Crosby to grant a waiver of the professional traffic study planned development permit application requirement.

Chairman Martin asked if there was any discussion. Receiving no response, he asked Acting Village Administrator Scheiner to take the roll call.

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

Nays: None

Motion Passed.

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)

Acting Village Administrator Scheiner gave the admonition and made clear that those who will testify at public hearing, must abide by the River Forest Village Code as it makes it unlawful for any person to knowingly make a false statement of material fact to the Village and violations are a petty offense that are subject to a fine.

Laura Curly, the President of Trinity High School, and Jill Watts the High School's CFO, were introduced. Ms. Watts explained they would like to install a new elevator, build a link from the new academic building to gym, and create an enclosed courtyard.

Ms. Watts mentioned that the architect team is also there to answer any questions and the current proposal has no deviation from the pre-filing meeting presentation. Chairman Martin asked for the presentation to be made as the presentation that was made at the pre-filing conference is not part of the public hearing record.

The High School's architect team began their presentation and started with the planned view that showed the link from the existing building to the gym. It was explained that the outside space will be created for social use or classroom space and there will be a ramp for ADA accessibility.

Next the presenter displayed drawings showing the parking lot, along with the fence and stone elements. The High School's architect stated that the new design shows a modern look but is also respectful of what is currently there, and it was noted that the High School has a precarious set of stairs and this addition will help the entry point of people trying to get in and will also have sufficient signage to direct using the campus.

Member Crosby asked the High School to explain what material the addition to the gymnasium would have on its exterior and if it was the same material as the gymnasium itself. The High School's architect noted it was not proposed to be precast concrete, which is on the exterior of the gymnasium, but is proposed to be an Exterior Insulation Finishing System ("EIFS") and is currently being priced.

Member Crosby then asked if the goal for the project was to match the look of the gym, with color, and style. The High School's architect said yes, but noted they needed a color correction because to match it better with the color on the exterior of the gymnasium.

Acting Village Administrator Scheiner summarized comments from Village staff and the Village Planner, John Houseal.

The report from the Village's operating departments noted there is no need to purchase additional equipment or additional staff and the department can support the proposed

addition without additional costs. Additionally, the Fire Department noted that the sprinkler system will be installed, making the Department comfortable with the additions.

Furthermore, the Village Engineer received the drawing for the proposal and had no comments.

Acting Village Administrator Scheiner then explained that the applicant is planning on removing trees for this project. Trees must be replaced on a caliper-inch-by-caliper-inch basis if removed. If there is insufficient land on which to replace the trees, the applicant must pay a fee-in-lieu. Ms. Scheiner stated that the applicant proposes to remove three trees. The Public Works Department determined that based on the proposed removal, the applicant would be required to plant 14 new trees or pay a fee in lieu of planting in the amount of \$4,447.57. The applicant proposes to plant two trees and has asked that they be permitted to plant those trees and that the fee-in-lieu of planting be reduced accordingly by the value of the trees being planted. The Village finds this to be acceptable and would request that the applicant plant trees and pay a fee in the amount of \$3,447.57.

Village Planner John Houseal talked about the property, which is approximately five acres, around the size of an entire village block. He mentioned the property is surrounded on all four sides by properties in the R-2 Zoning District with single family homes. He talked about how the application hits on several notes of the comprehensive plan because it is on the edge of residential but zoned Public/Recreational/Institutional (PRI). Mr. Houseal went on to say that the proposal prioritizes reinvestment into quality educational institutions. He said that maintaining schools is a key priority and this project would not have negative impact on the residential area.

Mr. Houseal discussed the green roof element. He mentioned the zoning perspective and how it has to be approved as a planned development because of the size of property and that it is in the PRI Zoning District. It was mentioned that the use is consistent and all uses of the property are compliant such as the height for the elevator. The path to the gym is a one-story addition, and the elevator is a three-story addition. However, it exactly matches the roof of academic building and it is not adding or reducing. Traffic was also mentioned and it was noted that parking nor construction will affect traffic because the pickup circle is not affected and the access to that is still provided.

Mr. Houseal mentioned architecture and design and how it is appropriate. However, he brought up the issue of EIFS that Member Crosby mentioned earlier. Mr. Houseal stated that materials should be consistent throughout and match one another and that what is proposed now is not durable enough. Mr. Houseal recommended it should match gymnasium material to something closer than EIFS.

The applicant then addressed why they chose that building material over concrete, explaining that because of timeline and costs they proposed EIFS. Board Members suggested the applicant look into a more durable material given the high traffic areas.

Mr. Houseal concluded the proposal would be a great addition to the High School, has a very thoughtful design and provides sustainable elements. Mr. Houseal noted that the only issue raised from his perspective is the proposed use of EIFS. Mr. Houseal said that the proposal is consistent with the Village's Comprehensive Plan and is well-designed.

Chairman Martin asked if there were any further questions. No one on Zoom had questions and presenters had nothing more to add. Hearing no further public comment, Chairman Martin closed the public hearing.

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)

Chairman Martin asked about the cost of the project and the applicant stated it would cost \$2.8 million and that they have the funds on hand. Chairman Martin also asked when they intend to begin construction. The applicant said they wanted to start construction at the end of June if possible, and it will take about four and a half months to complete construction. School begins end of August. The applicant also explained that additional parking will be available for construction workers and they are working out parking logistics for when school is in session. Chairman Martin asked the applicant to be aware of construction for neighbors.

Chairman Martin also stated that the green roof sounds good but expressed concerns about safety of the patio. The applicant said that railing will protect the patio area and there is a paved area that students can access. Chairman Martin also expressed his concerns about the EIFS material being proposed and he explained that it does not sound satisfactory because of longevity issues.

Finally, Chairman Martin mentioned that he had enough concern with the materials, and he asked the applicant to look over them again and come present the findings and alternatives at the next Development Review Board meeting. The applicant expressed concern that the cost for different material could materially increase the costs of materials by changing material from EIFS to go to precast to match the gymnasium.

Chairman Martin concluded he wanted the applicant to come back before the Board on June 17 with information of building materials and the parking plans for the period of construction on the project.

A MOTION was made by Member Fishman and SECONDED by Member Crosby to continue the public hearing to June 17, 2021.

ROLL CALL:

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

Nays: None

Motion Passed.

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)

No action taken.

VII. ADJOURNMENT

A MOTION was made by Member Fishman and SECONDED by Member Dombrowski to adjourn the meeting of the Development Review Board at 8:33 p.m.

ROLL CALL:

Ayes: Members Crosby, Dombrowski, Fishman, McCole 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 MEETING MINUTES
June 17, 2021

A meeting of the Village of River Forest Development Review Board was held at 7:30 p.m. on Thursday, June 17, 2021 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois and via Zoom.

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, Dombrowski, Fishman, Kilbride, McCole and Chairman Martin

Absent: Member Schubkegel

Also Present: Acting Village Administrator Lisa Scheiner and Village Attorney Carmen Forte, Jr.

II. MINUTES OF THE JUNE 3, 2021 DEVELOPMENT REVIEW BOARD MEETING

Chairman Martin indicated that he wanted to wait to approve the minutes for the June 3, 2021 meeting until the minutes for tonight's meeting were considered as well. The Commission agreed and took no action on approval of those meeting minutes.

III. CONTINUED 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)

Chairman Martin opened the continued public hearing to allow representatives of Trinity High School to address the issues that they previously discussed, and to supplement their presentation with additional information requested by the DRB members.

Village Administrator Scheiner swore in those who were not previously sworn in.

Laura Curley, President of Trinity, began her presentation regarding the additional information requested by the DRB members.

Ms. Curley explained the Trinity is building a link between two of its current buildings, which when completed would connect the athletic facility to the main academic building. She then emphasized the three most important factors in her presentation: the link of the two buildings, the elevator for increasing accessibility, and the new courtyard. She noted that the project will improve the pedestrian environment on campus, and the functionality and safety of the facilities.

Justin Illg, the design technical director for the Wight Company, described the existing buildings on the Trinity campus, and the proposed link structure. He described the use of

an Armor Matte product, and how it is added to the current EIFS material system to help increase durability. Member Kilbride asked where the water that entered the wall behind the EIFS will go. Mr. Illg responded that when water enters through or behind EIFS, there is a gap or channel behind the material that will allow water to evaporate without causing damage to the wall. Member Kilbride asked how skillful the assembly needs to be for the product to work well. Mr. Illg responded that the installation process must still be completed correctly, but the barrier is forgiving, and any irregularities will still allow water flow. He noted that the system does not contain wood or places for moisture to remain, as it is a very tight system with an aluminum channel.

Mr. Illg addressed the use of a stone material on the wall of the new structure. He agreed that the look of stone material is appealing, but the quoted price is \$37,500 for 350 square feet of material. He noted that the price for stone is so high that he does not want to recommend it to his client. He noted that the material he truly recommended is a traditional stucco system, which is similar to EIFS, and has a continuous insulation on the outside of the structure. The cost to use this material on the project is an additional \$10,000. He noted that stucco is even stronger than EIFS. With EIFS, it is hard to get a refined finish, so it likely has a bit of texture, while a pre-cast panel is painted, and does not have any texture.

Trinity's CFO, Jill Watts, discussed the configuration of the parking lot on campus during and after construction. The parking lot has 217 parking spaces, of which 38 will be used for set up and construction. She expected that most of the construction traffic flow would enter and exit on Lathrop Avenue. She described the specific entrances to the buildings that would be accessible during construction. After construction, faculty and staff will utilize 60 parking spaces, 8 will be used by busses, 7 will be handicapped spaces, 85 will be allocated to students and 5 will be visitor spaces. This will leave 43 spaces that are not earmarked for a specific purpose. None of this parking will spill out onto the nearby streets.

Finally, it was noted that 3 trees will be removed during construction, and 3 trees will be planted on the property, making the net loss of trees zero.

Chairman Martin then asked if Trinity had any final comments, and none were made.

IV. 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)

The Commission's members discussed the proposed recommendations to the Village Board on this application. Chairman Martin asked if anyone had concerns about the difference in appearance between stucco and EIFS. He noted that 1.5-3% increase over the overall contract price is minimal. The primary concern is durability and appearance of the material. In addition, he recommended that there be no parking by contractors or Trinity employees, or storage of construction materials on the public ways during construction. He

asked the members if anyone else had any additional suggested conditions to be added to the recommendation, and subsequent findings of fact, and none were suggested.

A MOTION was made by Member Crosby, SECONDED by Member Dombrowski, to recommend to the Village Board to approve the application, with the following additional conditions:

1. The Project shall be built in substantial conformity with the Application and approved plans.
2. The façade material from grade level to the height of seven foot six inches (7' 6") above grade shall consist of StoTherm ci Wall XPS Lotusan with an Armor Mat underlayment material, and the remainder of the façade shall consist of the same material, without the use of the underlayment. Both materials shall be consistent in color and texture.
3. The Project shall comply with the landscaping requirements of Section 10-24 of the Zoning Ordinance. The Applicant shall comply with the Village's requirements for tree replacement or payment of a fee in lieu thereof, with credit being given to the Applicant for trees planted on the Subject Property as part of the Project.
4. Prior to issuance of a building permit for any portion of the Project, the Petitioner shall post a letter of credit in favor of the Village in a form acceptable to the Village Attorney, or a cash deposit with the Village, equal to one hundred twenty-five percent (125%) of the Village Engineer's estimate of the costs of the public improvements of the Project, if any, to secure the completion, maintenance, and/or repair of the public improvements. The letter of credit or cash deposit shall be held, if not already drawn and/or spent, for no less than six (6) months after issuance of the final certificate of occupancy for the Project.
5. There shall be no parking by any construction employees or storage of any construction materials or spoils on the Village rights of way during the entirety of the construction at the Subject Property.

Roll Call

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

Nays: None

Motion Passed.

V. 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)

The Commission's members discussed the proposed findings of fact that were prepared by the Village Attorney, and the additional conditions that the members agreed to from the discussion this evening. Chairman Martin requested that the proposed findings be amended to include information that the DRB met on June 3, 2021, in addition to this evening, and to amend the findings to accurately reflect the discussion on various items on June 3, 2021.

A MOTION was made by Member Fishman, SECONDED by Member McCole, to approve the proposed finding of fact, with the following revised conditions:

1. The Project shall be built in substantial conformity with the Application and approved plans.
2. The façade material from grade level to the height of seven foot six inches (7' 6") above grade shall consist of StoTherm ci Wall XPS Lotusan with an Armor Mat underlayment material, and the remainder of the façade shall consist of the same material, without the use of the underlayment. Both materials shall be consistent in color and texture.
3. The Project shall comply with the landscaping requirements of Section 10-24 of the Zoning Ordinance. The Applicant shall comply with the Village's requirements for tree replacement or payment of a fee in lieu thereof, with credit being given to the Applicant for trees planted on the Subject Property as part of the Project.
4. Prior to issuance of a building permit for any portion of the Project, the Petitioner shall post a letter of credit in favor of the Village in a form acceptable to the Village Attorney, or a cash deposit with the Village, equal to one hundred twenty-five percent (125%) of the Village Engineer's estimate of the costs of the public improvements of the Project, if any, to secure the completion, maintenance, and/or repair of the public improvements. The letter of credit or cash deposit shall be held, if not already drawn and/or spent, for no less than six (6) months after issuance of the final certificate of occupancy for the Project.
5. There shall be no parking by any construction employees or storage of any construction materials or spoils on the Village rights of way during the entirety of the construction at the Subject Property.

Roll Call

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

Nays: None

Motion Passed.

Chairman Martin asked if there were any comments on proposed findings, as amended pursuant to the discussion this evening. He asked if the members had any concern with him signing the proposed findings, as amended by Village staff consistent with tonight's

discussion, after the conclusion of the meeting. None of the DRB members had any additional comments, and they agreed to allow Chairman Martin to sign the amended findings.

VI. PUBLIC COMMENT

None.

VII. ADJOURNMENT

A MOTION was made by Member Dombrowski and SECONDED by Member Fishman to adjourn the meeting of the Development Review Board at 8:40 p.m.

Roll call

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

Nays: None

Motion Passed.

RESPECTFULLY SUBMITTED:

LISA SCHEINER, SECRETARY

FRANK R. MARTIN

DATE

CHAIRMAN, DEVELOPMENT REVIEW BOARD



Village of River Forest

Village Administrator's Office

400 Park Avenue

River Forest, IL 60305

Tel: 708-366-8500

MEMORANDUM

Date: 7/29/2021

To: Frank Martin, Chairman
Development Review Board

From: Lisa Scheiner, Acting Village Administrator

Subj: 400 Ashland Ave, 7704 Central Ave, 7706 Central Ave, 7710 Central Ave, - Planned
Development Major Amendment Application

Issue

In 2013 the Village Board of Trustees approved a Planned Development permit at 400 Ashland Avenue to allow a portion of an existing commercial building to be converted to a one-bedroom apartment unit with certain conditions. The property owner now wishes to convert another portion of the building into a studio apartment.

Analysis

Review Division	Comment
Fire Department	The Fire Department does not anticipate that this project will require any substantial changes to the Department's response or ability to protect this structure.
Administration & Building	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: <ul style="list-style-type: none">- This application shall be built in substantial compliance with the approved plans; and- The applicant shall maintain parking consistent with the planning consultant's recommendation.
Planning	See attached memo from the Village's land use planning consultant, John Houseal, of Houseal Lavigne.
Police Department	The Police Department does not anticipate that this project will require any substantial changes to the Department's response or ability to serve this location.
Finance Department	The addition of a residential unit will not impact the tax status of the property.

Public Works Department	The Public Works Department does not anticipate that this project will require any substantial changes to the Department's response or ability to service this structure, nor is the proposed residential unit expected to produce an additional demand on Village services.
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Attachment(s)

- Planned Development Ordinance
- Application
- Ordinance No. 3485 – An Ordinance Granting a Planned Development Permit for 400 Ashland Avenue adopted (2013)
- Findings of Fact (2013)
- Minutes of the April 18, 2013 Development Review Board Meeting



MEMORANDUM

TO: Lisa Scheiner
Acting Village Administrator

FROM: John A. Houseal, FAICP
Houseal Lavigne Associates

DATE: July 27, 2021

SUBJECT: 400 Ashland Avenue

Houseal Lavigne Associates has conducted a review of the proposed additional residential unit within the mixed-use building at 400 Ashland Avenue – located on the northwest corner of Ashland Avenue and Central Avenue. The proposed planned development consists of the conversion of existing office space into a new residential studio apartment. Other than the addition of a new window on the south elevation of the building and minor upgrades to existing windows on the east elevation of the building, the applicant is not proposing any other site improvements or exterior building improvements or modifications. The proposed development will not change the character or overall intensity of the use of the Subject Property and the proposed additional studio apartment will have virtually no 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 Analysis
5. Conclusions

HOUSEAL LAVIGNE

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Chicago, Illinois 60601
(312) 372-1008

www.hlplanning.com
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1. Site Conditions, Surrounding Land-Use and Zoning

The Subject Property is zoned C3: Central Commercial with an approved Planned Development for the existing office/residential mixed-use one-story building with 7 designated parking spaces – 5 on-site spaces and a commitment/requirement to providing 2 off-site parking spaces to accommodate the parking needs of the building's office and residential tenants.

The Subject Property is located on the northwest corner of Ashland Avenue and Central Avenue and has an area of 8,463 square feet, with 54.4' of frontage along Ashland Avenue and 157.01' frontage along Central Avenue. The Subject Property is currently improved with a one-story commercial/residential building and a 5-space on-site parking lot. Vehicular access to the site is provided via a driveway off Central Avenue.

The subject property is surrounded by the following uses and zoning:

North: 5-story multifamily residential development, zoned C3: Central Commercial.

South (across Central Avenue): Union Pacific Railroad tracks and right-of-way, south of the railroad is Hawthorn Avenue, and south of Hawthorn Avenue are single family detached homes zoned R-2: Single-Family Residential.

East (across Ashland Avenue): 6-story multifamily residential development, zoned C3: Central Commercial.

West: 5-story multifamily residential development and surface parking, zoned C3: Central Commercial.

2. Relationship to the Comprehensive Plan

The proposed additional residential studio is generally consistent with 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 "*Village Center*" and is classified as part of the "*Commercial*" category of land use. More specifically, the Village Center Area is intended to be a commercial/mixed-use area that provides a mix of commercial and residential uses in an attractive pedestrian-oriented environment. Although traditional mixed-use buildings typically provide residential units on the upper floors and commercial uses on the ground floor, the additional residential unit is generally consistent with the mixed-use intent of the area and is otherwise not occupying a priority retail/commercial location, such as ground level along the Lake Street frontage, where ground level residential is less desirable. Ground floor residential along Central Avenue is common in the Village Center Area. Further, the Comprehensive Plan encourages the consideration of adaptive reuse of existing structures in the Village Center Area where appropriate.

The proposed planned development for the additional residential studio also supports the Comprehensive Plan goals of providing a variety of residential dwelling types to meet the needs of the community, as well as to provide affordable housing options. The applicant has indicated the proposed studio apartment will be rented at a rate no more than \$995 per month, the current affordable rental rate established by Illinois Housing Development Authority (IHDA) for a "0 bedroom" unit, for at least

the next 10 years. Because the rate of affordability may be adjusted over time by the IHDA, the Village should consider requiring that the applicant commit to a monthly rent for the studio apartment that is less than the IHDA established threshold for a “0 bedroom” affordable rental unit, without the 10-year limitation.

Overall, the proposed planned development amendment to accommodate an additional residential studio apartment is consistent with the Comprehensive Plan relative to land use, mixed-use in the Village Center Area, adaptive reuse of existing structures, providing a variety of residential unit types, and provision of affordable housing.

3. Zoning Analysis

The proposed planned development for an additional residential dwelling unit does not include any changes to the building height, footprint, setbacks, site plan, landscaping, or lighting. Other than replacing existing windows on the east elevation and adding a small window on the south elevation, no exterior changes to the building or site are being proposed. Therefore, no site development allowances are needed for the building or site, and no changes are being proposed for lot size, building setbacks, building height, floor area ratio, or lot coverage. The existing conditions regarding these elements will remain as approved by the previous planned development for the subject property and comply with the standards of the C3 District.

Zoning Analysis Table

<u>Lot Size</u>	<u>Required</u>	<u>Proposed</u>	<u>Status</u>
lot area	3,275 s.f.	8,463 s.f.	conforming (existing, no change)
lot width	25'	54.4'	conforming (existing, no change)
<u>Setbacks</u>	<u>Required</u>	<u>Proposed</u>	<u>Status</u>
south (Central Ave.).....	0'	2.93'	conforming (existing, no change)
east (Ashland Ave.).....	0'	33.73'	conforming (existing, no change)
north.....	0'	0.58'	conforming (existing, no change)
west.....	0'	4.1'	conforming (existing, no change)
<u>Bulk</u>	<u>Allowed</u>	<u>Proposed</u>	<u>Status</u>
Height - Link addition	50'	13'6"	conforming (existing, no change)
F.A.R. (floor area ratio).....	2.5.....	0.57.....	conforming (existing, no change)
lot coverage.....	100%.....	57.3%.....	conforming (existing, no change)

4. Parking Analysis

The applicant is proposing 5 on-site parking spaces total for the office uses, existing 1-bedroom residential unit, and the new/proposed residential studio unit. Currently, under the previously approved planned development for the subject property, the site is to provide a total of 7 parking spaces, 5 on-site parking spaces and an additional 2 off-site parking spaces at 420 Franklin Avenue, to accommodate the mix of residential and office uses. With this proposal for an additional residential dwelling unit, the applicant is now only proposing the 5 on-site parking spaces and is no longer providing the 2 off-site

spaces at 420 Franklin Avenue that were required as a condition of the previously approved planned development.

If we examine parking needs/requirements as if this were a new development, to get a better handle on general parking demand, the required parking for the proposed mix of uses would likely be 12 parking spaces, as calculated below:

Use	*Required Parking for C3 District
1-bedroom apartment.....	2 (calculated at 2 per 1-bedroom dwelling unit)
Studio apartment	2 (calculated the same as a 1-bedroom)
Office (by public floor area).....	4 (1 space per 400 s.f. of office; 1,600 s.f. +/- public floor area)
Office (by employee)	4 (1 space per 2 employees; 8 employees proposed)
Total required parking.....	12 off-street parking spaces

However, since this is not new development, the previously approved Planned Development from 2013 for the subject property establishes the required parking for the subject property at 7 parking spaces -- 5 on-site spaces and 2 off-site spaces.

Now, with this application for the addition of another residential unit, the applicant is proposing to reduce the required parking from the 7 spaces currently required to only 5 spaces.

Based on the proposed mix of uses and amount of office space provided, consideration should be given to providing at least 8 parking spaces – 5 on-site spaces and 3 off-site spaces. It is reasonable to expect each residential unit to have one designated parking space. It is also reasonable to assess that 3 parking spaces is not enough for all of the office space and anticipated/likely number of employees and visitors. Given that there is approximately 3,500 s.f. of office and a minimum of 8 employees, consideration should be given to providing at least 6 parking spaces for the office uses, still significantly less than would be required otherwise by the C3 District. The proposed 5 parking spaces is insufficient for the two residential units and the 3,500 s.f. +/- of office space.

As proposed with only 5 parking spaces and based on the current requirement of 7 parking spaces per the previously approved Planned Development, the applicant is essentially requesting a site development allowance of 2-4 parking spaces, based on code interpretation.

9. Conclusions

Overall, the proposed addition of another residential dwelling unit on the subject property is appropriate, provided sufficient parking is provided. The proposed residential unit in the existing small mixed-use building is generally in conformance with the Comprehensive Plan and supports Village objectives related to providing diverse dwelling types, affordable housing, adaptive reuse of existing buildings, and more. Other than minor changes to an existing set of windows and the addition of a new small window, the applicant is not proposing any changes to the site or exterior of the building.

The outstanding issue for the proposed planned development is parking. The applicant is proposing 5 on-site parking spaces. Currently, the existing mixed-use building is required to provide 7 parking spaces, 5 on-site and 2 off-site. The applicant is proposing a reduction of provided parking. Given the reasonable assumption that each residential unit will need a designated parking space, the remaining 3 proposed

spaces is not sufficient to accommodate the amount of office space and anticipated number of employees. Consideration should be given to requiring a minimum of 8 parking spaces, 5 on-site and 3 off-site to adequately accommodate the proposed mix of uses and minimize on-street parking in this already heavily street-parked area of the Village.

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)



400 Ashland Avenue
Mixed Use Building
Major Amendment to a Standing Plan Development Ordinance
River Forest, Illinois

Property Owner: 400 Ashland, LLC River Forest, IL

Architect: JCSA Oak Park, IL

Builder: Vivify Construction Chicago , IL

July 7, 2021

Application for Amendment to Standing Plan Development Ordinance

Project Narrative

The amendment proposed in this Application is to convert an office space and a portion of an adjacent office space into a studio apartment.

The proposed conversion scope of work is limited to interior work with the exception of replacing windows on the east elevation and adding a window on the north elevation. Specifically, the building envelope will not change from its current size. The size of the newly converted space will be 328 SF. Pedestrian entrance to the studio apartment will be on Central Avenue – similar to the entrance of the existing office space. The studio apartment residents will not have access to any of the office spaces currently in the 400 Ashland building.

It should be noted that the stranding Plan Development Ordinance for the 400 Ashland Building was approved in May 2013. That Ordinance granted approval of the conversion of a space on the west end of the building from a commercial use to a residential use. Other building features were approved under that Ordinance such as the elimination of vehicular driveways along Central Avenue and the installation of new storefront systems to serve newly upgraded office spaces along central Avenue. All of those features are proposed to remain unchanged.

Given that the building's current use is that of a mixed use building and that the tax records provided (see property tax bill attached) show that Cook County currently considers the building as a mixed use property, there would be no negative impact on the taxes collected for this property if the proposed amendment is approved.

The Applicant and the Property Owner believe that the proposed amendment is consistent with the standing Plan Development Ordinance and will be an asset to the corridor by financially stabilizing the rentability of the property.

Additionally, the owner of the property, Mr. Viktor Jakovjevic has committed to restrict the rental of the proposed apartment so that it conforms with the Village's Affordability Guidelines. Please see the Statement from Mr. Jakovjevic attached.

Application for Amendment to
Standing Plan Development Ordinance

Item 1

Names + Addresses

Viktor Jakovljevic and Mike Stanojevic
1237 West Madison Avenue Chicago, Illinois 60607

Item 2

Statement from the Owner

Attached is a statement from the property owner authorizing John Schiess and John Conrad Schiess Architect, Ltd. to submit this application and other documents related to the Plan Development process

Item 3

Survey + Legal Description

See Plat of Survey as prepared by United Survey Systems February 1, 2018.
The legal description for the property is enclosed in the above referenced Plat of Survey.

Item 4

Compliance with Comprehensive Plan

Land Use & Development

Core Objectives

1. Ensure the quality, stability, and attractiveness of residential neighborhoods.

The proposed amendment supports this objective by stabilizing an existing building while minimizing the impacts to the community and within the existing building's envelope.

2. Promote economic development of the Village's commercial corridors and mixed-use areas

Again, the proposed amendment supports this objective by stabilizing an existing building while minimizing the impacts to the community and within the existing building's envelope

3. Appropriately balance the need to safeguard residential neighborhoods and the need for commercial area development and improvement.

The proposed amendment allows the property owner to financially stabilize this property without the need for additional development that may have a negative impact on the adjacent residential neighborhood.

4. Protect open space and environmental areas from development encroachment.

Given that the scope of the proposed amendment does not encroach on the existing open spaces, this proposal meets this objective.

8. Protect and enhance the historic and architectural heritage and significance of the Village's built environment.

While it may be argued that the existing building is not yet historic, it does contribute to the Village's fabric and architectural heritage. Protecting this property from development that detracts from the building's unique scale is worthy and therefore meets the spirit of this objective.

Item 4

Compliance with Comprehensive Plan, continued

Commercial Areas

Core Objectives

1. Accommodate and support appropriate new commercial/ mixed-use development.

The proposed amendment supports this objective by helping stabilize this mixed use property.

5. Balance the need for thriving and robust commercial areas with the importance of mitigating impacts on the Village's residential neighborhoods.

The proposed amendment supports this objective, again, by helping stabilize this mixed-use property and also by mitigating any minor negative impacts.

Item 5

Site Plan - existing

See sheet SK1.1 Titled Site Plan dated 12/29/2020

Item 6

Site Plan – proposed

See sheet SK1.1 Titled Site Plan dated 12/29/2020

Note: Since the scope of work in the proposed amendment does not include any site work, therefore the proposed Site Plan is identical to the proposed Site Plan.

Item 7

Schematic Drawings

Sheets	Title	Date
Sheet SK1.0	Location and Zoning Map	12/29/2020
Sheet SK1.1	Site Plan	12/29/2020
Sheet SK1.2	Existing Floor Plan	07/07/2021
Sheet SK1.3	Proposed Floor Plans	07/07/2021
Sheet SK1.4	Proposed Floor Plan	12/29/2020
Sheet SK1.5	Proposed Floor Plan + Parking Data	07/07/2021
Sheet SK1.6	Photos - Existing Conditions	12/29/2020
Sheet SK1.7	Proposed Elevations	03/12/2021
Sheet SK1.8	Proposed Elevations	12/29/2020

Item 8

Landscaping Plan

Given that the scope of work does not include any landscaping work, and since no landscaping work is proposed, no landscaping plan is submitted as part of this application.

Item 9

Covenants + Easements

Given the scope of work for the proposed amendment, there is no addition or adjustment to the covenants and easements.

Item 10

Development Schedule

After the approval by the Village Board, the process of developing the project will be according to the following schedule after receipt of a Building Permit:

Plan and schedule of construction

	Months				
	1	2	3	4	5
Demolition	X				
Drawings and permits		X			
Rough Framing + windows			X		
Mechanical rough			X		
Drywall				X	
Trim and paint					X
Cleaning					X

Item 11

Responsibility to Record

The property owner accepts responsibility to record the amended ordinance, if passed by the Village Board. See the attached letter from the property owner.

Item 12

Traffic Study

The applicant has requested and received from the Development Review Board a waiver for a professional traffic study. Nevertheless, the applicant hereby presents a statement regarding the parking needs for the property in context with the parking ordinance of the Village of River Forest:

Statement on Parking

The proposed amendment as part of this application requests the conversion of an office space of 270 square feet into a studio apartment of 328 square feet. The current office space, until September of 2020, was rented to an oil recycling company with two employees. Both employees drove to the building during regular business hours and often one employee drove and parked at the property on Saturdays. All of this was compliant with the current Zoning Ordinance per the previously approved Plan Development Ordinance.

The proposed amendment converts this office space, and its current parking into a studio apartment. Given the size of the proposed apartment and the apartment's special amenities, it is unlikely that more than one person will occupy the studio apartment. Moreover, the Village has no parking requirement for studio apartments.

Therefore, the applicant submits that both in practicality and by ordinance, the amendment will reduce the amount of cars parked on the subject property will be reduced by one car.

Item 13

Economic Impact Studies

The property owner is also the owner of a successful construction company located in Chicago, Vivify Construction, Inc. Also, given the limited scope of the proposed remodeling required to perform the proposed improvements, the property owner proposes to use private funds in order to complete the work as part of this application. Additionally, see the economic viability report by Marinao Mollo from AvenueOne, a rental management company based in Forest Park, IL.

Item 14

Environmental Studies

Given the scope of work for the proposed amendment, there is no environmental impacts. Therefore, no environmental studies are planned.

Item 15

Demand on Village Services

Given the scope of work for the proposed amendment, the conversion of a small office space into a studio apartment, the demand for Village services is, in the opinion of the applicant, is unchanged. As an example, here is a listing of Village services and the anticipated impacts:

1. Fire and Police calls – no change is anticipated
2. Parks and Library services – a minor increase may be anticipated
3. Public works - no change is anticipated
4. Other Village services - no change is anticipated
5. Village portion of real estate taxes - no change. See narrative on property tax status
6. Village portion of sales taxes – anticipated change. It can be anticipated that the future resident will make purchases within the Village and therefore pay taxes on those purchases. These additional sales taxes can be viewed as an offset to any minor increase in Parks and Library usage.

Item 16

Utility Services

Given the scope of work for the proposed amendment, there is no impact on the Village utilities. *Please note that, as requested during the Technical review meeting, the property owner has confirmed that the size of the water service is 1.5".*

Item 17

Drainage Plan

Given the scope of work for the proposed amendment, and since there is no exterior grading being planned, therefore, in the applicant's opinion, no drainage plan is required.

Item 18

Site Development Allowances

The only zoning request is to amend the standing Plan Development Ordinance

compensating benefits

By approving the proposed amendment, the Village helps to the property owner maintain the investment in a key property in the area. That allows the Property Owner in stabilizing the building's financial position.

Item 19

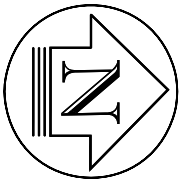
Resident Comments

As part of the Applicant's approval process, a virtual meeting was conducted in accordance with the Village's PD process. One person attended. The only substantive question related to the parking proposed as part of the application.

Attachments:

1. Cook County Property Tax Bill
2. Warranty Deed
3. Certified Letter on Tenants + Leases from the Owner
4. Letter of Authorization
5. Statement to Record Certified Zoning Ordinance
6. Development Review Board Application
7. Project feasibility statement from AvenueOne, Forest Park, IL
8. Statement of Commitment to rental affordability from the property owner

END



UNITED SURVEY SERVICE, LLC

CONSTRUCTION AND LAND SURVEYORS

7710 CENTRAL AVENUE, RIVER FOREST, IL 60305

TEL.: (847) 299 - 1010

FAX: (847) 299 - 5887

FAX: (224) 633 - 5048

E-MAIL: USURVEY@USANDCS.COM

PLAT OF SURVEY

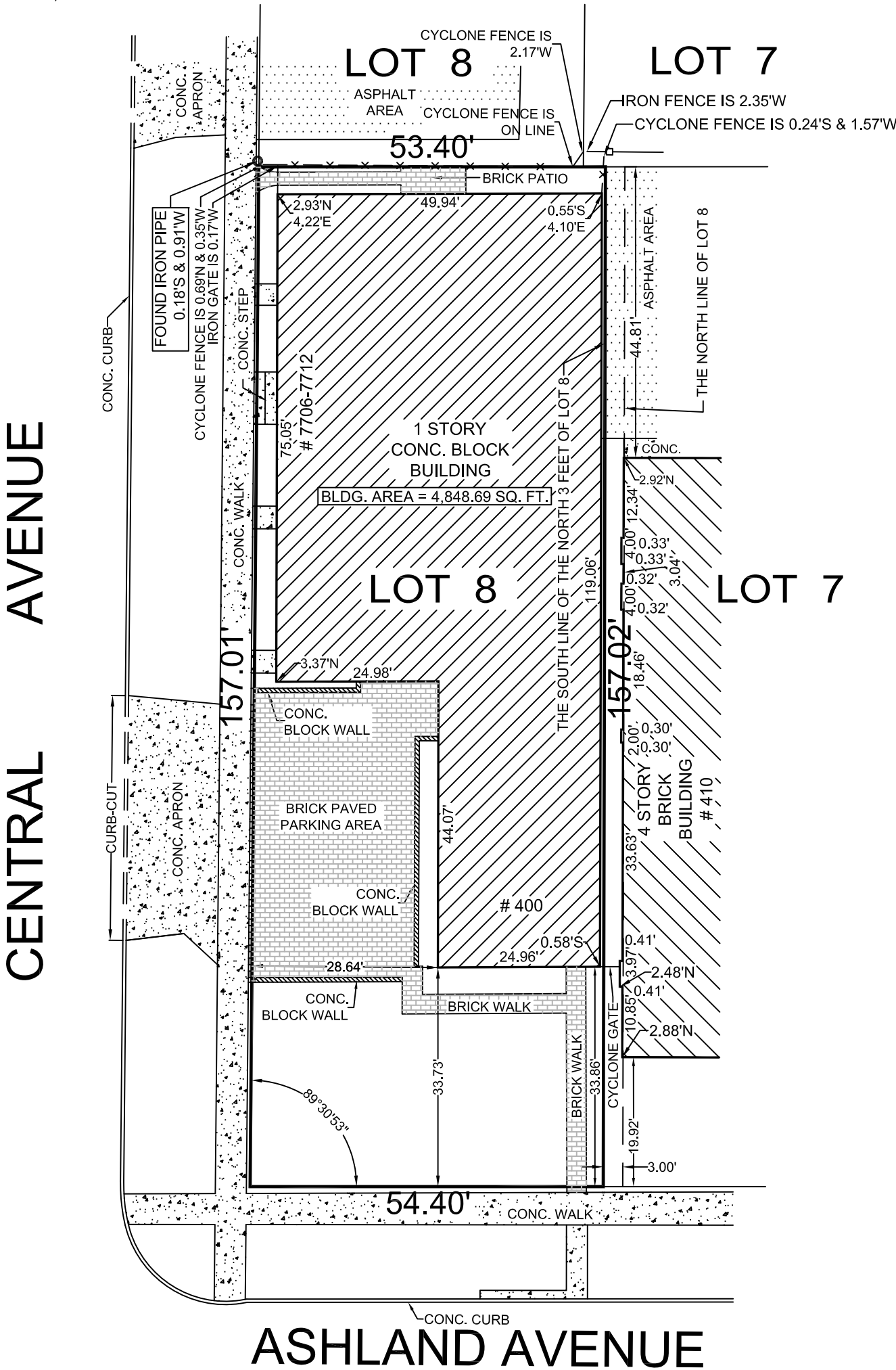
OF

LOT 8 (EXCEPT THE NORTH 3 FEET) IN BLOCK 4 IN PART OF RIVER FOREST, BEING A SUBDIVISION OF SECTION 12, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THIRD PRINCIPAL MERIDIAN, SURVEYED FOR SUBURBAN HOME MUTUAL ASSOCIATION ACCORDING TO THE PLAT THEREOF RECORDED JUNE 23, 1890 AS DOCUMENT NUMBER 1291334, IN COOK COUNTY, ILLINOIS.

KNOWN AS : 7706-7712, CENTRAL AVENUE, 400 ASHLAND AVENUE, RIVER FOREST, ILLINOIS

PERMANENT INDEX NUMBER: 15 - 12 - 116 - 022 - 0000

AREA = 8,463 SQ. FT. OR 0.194 ACRE



UPDATED: MAY 26, 2020

☐ CHECK (✓) IN BOX MEANS THAT SURVEY HAS BEEN MADE FOR USE IN CONNECTION WITH A REAL ESTATE OR MORTGAGE LOAN TRANSACTION AND IS NOT TO BE USED FOR CONSTRUCTION.

ORDERED BY:
VIKTOR JAKOVLJEVIC

DATE : FEBRUARY 1, 2018

SCALE : 1" = 20'

ORDER No.: 2017 - 25305

BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS OTHERWISE REFER TO YOUR DEED OR ABSTRACT. COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, ROY G. LAWNICZAK, DO HEREBY CERTIFY THAT I HAVE LOCATED THE BUILDING ON THE ABOVE PROPERTY.

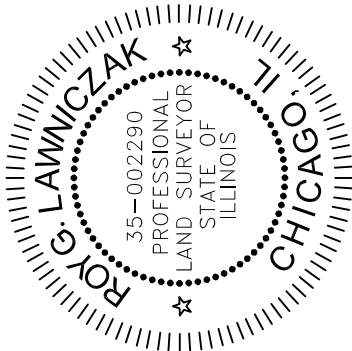
Roy G. Lawniczak
ROY G. LAWNICZAK, REG. ILL. LAND SURVEYOR NO. 35 - 2290

STATE OF ILLINOIS)
COUNTY OF COOK) SS

I, ROY G. LAWNICZAK, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.

DIMENSIONS ARE SHOWN IN FEET AND DECIMALS AND ARE CORRECTED TO A TEMPERATURE OF 68° FAHRENHEIT. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR BOUNDARY SURVEY. COMPARE THIS PLAT, LEGAL DESCRIPTION AND ALL SURVEY MONUMENTS BEFORE BUILDING, AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE SURVEYOR.

Roy G. Lawniczak
ROY G. LAWNICZAK, REG. ILL. LAND SURVEYOR NO. 35 - 2290
LICENSE EXPIRES: NOVEMBER 30, 2020
PROFESSIONAL DESIGN FIRM LICENSE NO.: 184-004576
LICENSE EXPIRES: APRIL 30, 2021












SITE

400 ASHLAND AVENUE
Zone District: C3 Central Commercial



Village of River Forest Zoning Map

-  R1: Wide Lot Single-Family Residential
-  R2: Single-Family Residential
-  R3: Single-Family Residential
-  R4: Multi-Family Residential
-  Historic District
-  C1: Commercial
-  C2: Commercial
-  C3: Central Commercial
-  ORIC: Office/Research/Industrial/Commercial
-  PRI: Public/Recreational/Institutional
-  Perimeter of Planned Development

LOCATION AND ZONING MAP



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OWNER:
400 ASHLAND, LLC
1237 W. Madison
Chicago, Illinois 60607
(708) 267 - 4255 phone

Amended PD	12/29/2020
Plan Development	05/29/2020
Issued for:	Date

**MAJOR AMENDED TO
PLAN DEVELOPMENT**

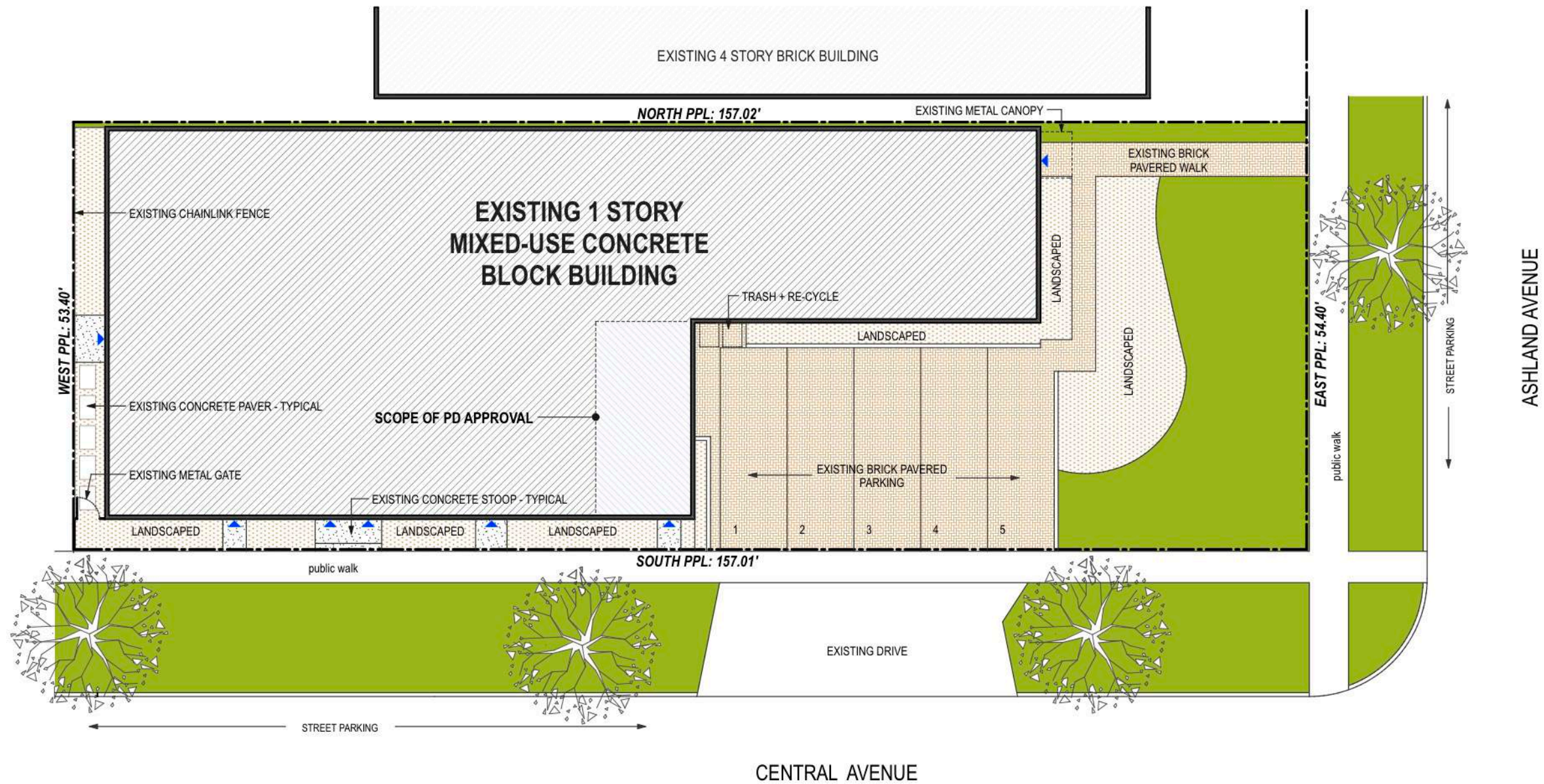
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RESIDENTIAL STUDIO**

400 Ashland Avenue
River Forest, Illinois

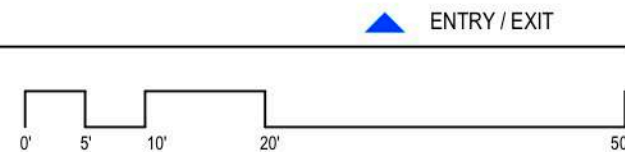
Sheet Title
LOCATION AND ZONING
MAP

SK1.0

Sheet No.



EXISTING SITE PLAN
SCALE: 1/16" = 1'-0"



SITE DATA:

EXISTING LOT AREA:	8,463 SQ FT
PROPOSED LOT AREA:	8,463 SQ FT
SETBACKS:	PROPOSED SET BACK:
EAST 33'-11 1/8"	EXISTING
WEST 4'-0"	EXISTING
NORTH 0'-5"	EXISTING
SOUTH 3'-0"	EXISTING
LOT COVERAGE:	4,848.69 SQ FT
PROPOSED LOT COVERAGE:	4,848.69 SQ FT
BUILDING HEIGHT:	13'-6"
PROPOSED BUILDING HEIGHT:	13'-6"
CONTOUR LINES:	ALL SITE CONTOUR LINES EXISTING TO REMAIN
REQUIRED OFF STREET PARKING:	6
PROPOSED OFF STREET PARKING:	5 (EXISTING)
REQUIRED OFF STREET LOADING:	NONE
PROPOSED OFF STREET LOADING:	NONE
EXISTING TYPE OF CONSTRUCTION:	III-B
PROPOSED TYPE OF CONSTRUCTION:	III-B



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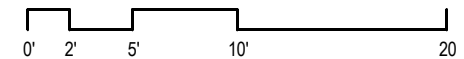
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SITE PLAN

SK1.1

Sheet No.



EXISTING FLOOR PLAN
SCALE: NTS



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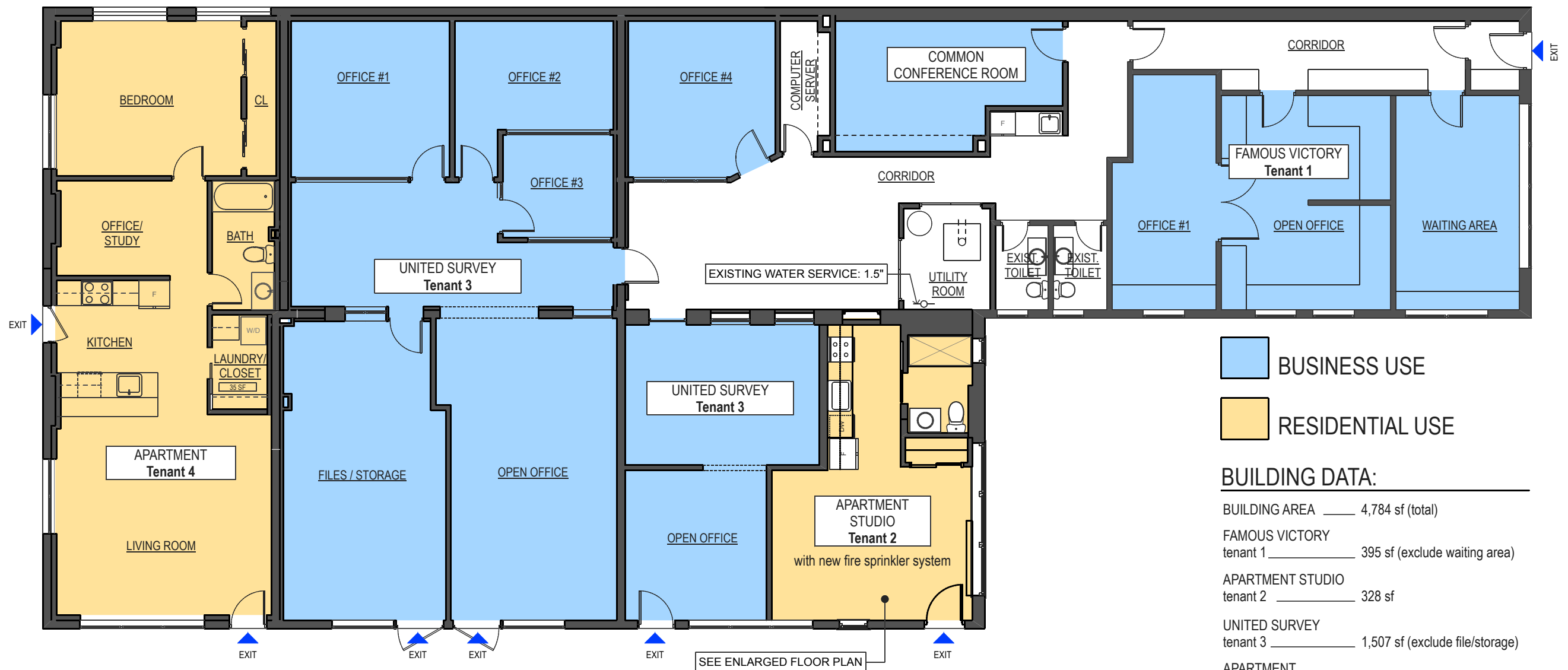
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River Forest, Illinois**

Sheet Title
FLOOR PLAN

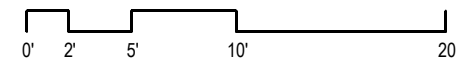
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Sheet No.



PROPOSED FLOOR PLAN

SCALE: NTS



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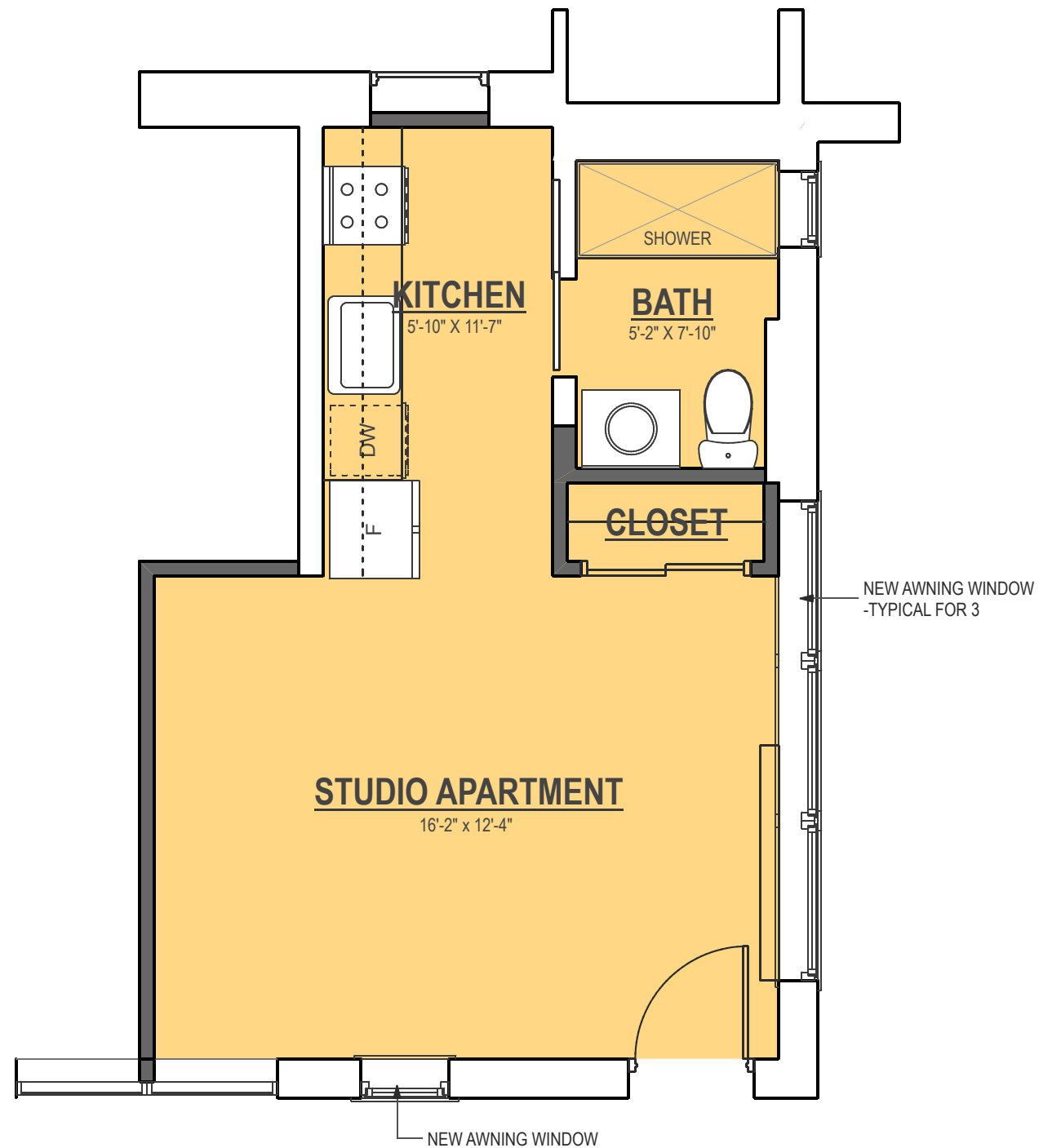
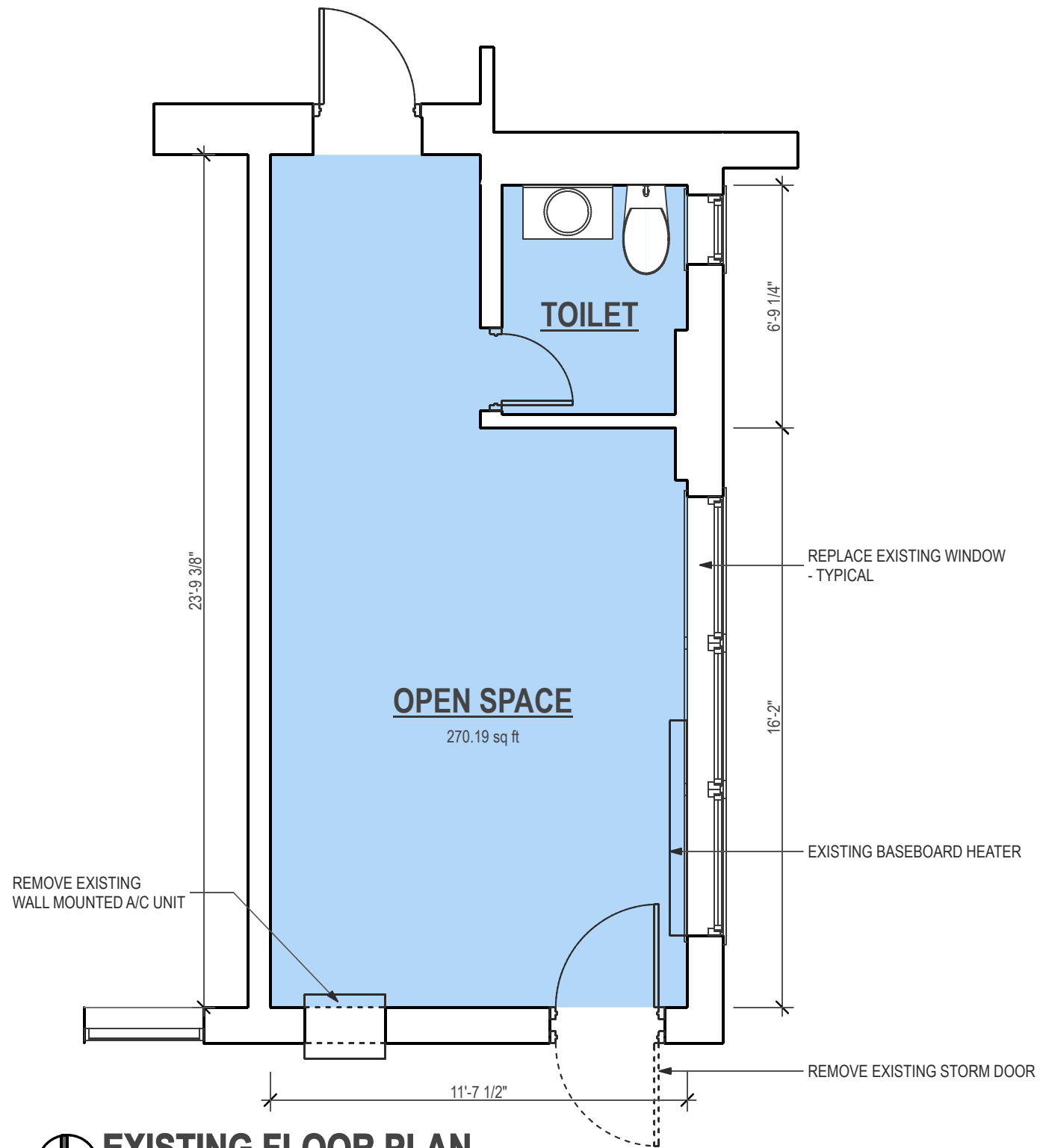
**ADDITION OF
RESIDENTIAL STUDIO**

400 Ashland Avenue
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Sheet Title
FLOOR PLAN

SK1.3

Sheet No.



EXISTING WALL

NEW PARTITION WALL



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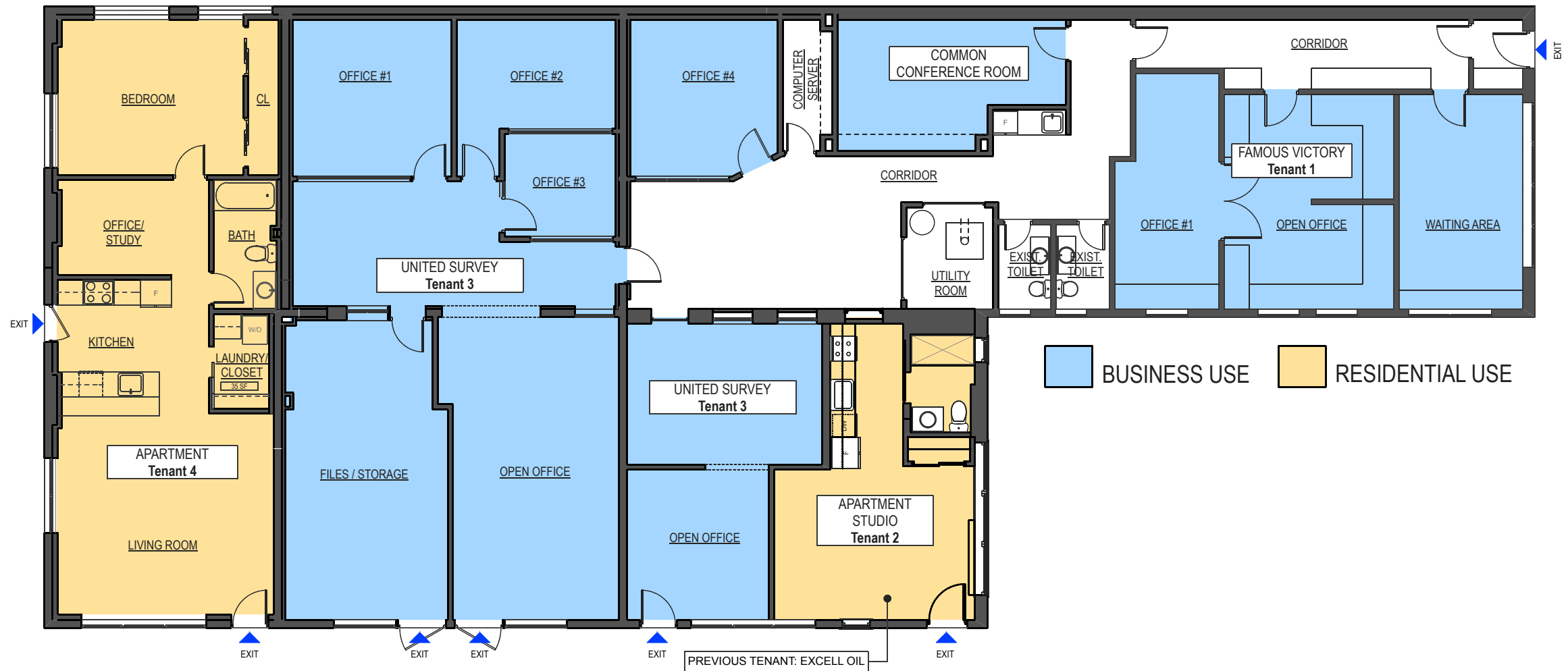
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RESIDENTIAL STUDIO**

400 Ashland Avenue
River Forest, Illinois

Sheet Title
ENLARGED FLOOR PLAN

SK1.4

Sheet No.



EXISTING PARKING DATA

	NUMBER OF EMPLOYEE / BEDROOM	REQUIRED OFF STREET PARKING
FAMOUS VICTORY tenant 1	2	1
EXCELL OIL tenant 2	1	0
JCSA tenant 3	2	1
UNITED SURVEY tenant 4	4	2
APARTMENT tenant 5	1 BEDROOM	2
TOTAL		6
PROVIDED OFF STREET PARKING		5

PROPOSED PARKING DATA

	NUMBER OF EMPLOYEE / BEDROOM	REQUIRED OFF STREET PARKING
FAMOUS VICTORY tenant 1	2	1
APARTMENT STUDIO tenant 2	Studio	0
UNITED SURVEY tenant 3	6	3
APARTMENT tenant 4	1 BEDROOM	2
TOTAL		6
PROPOSED OFF STREET PARKING		5

PROPOSED FLOOR PLAN - parking data

SCALE: NTS



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Amended PD	12/29/2020
Plan Development	05/29/2020
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ADDITION OF
RESIDENTIAL STUDIO
400 Ashland Avenue
River Forest, Illinois

Sheet Title
FLOOR PLAN

SK1.5

Sheet No.



VIEW LOOKING WEST ALONG ASHLAND AVENUE



VIEW LOOKING EAST ALONG CENTRAL AVENUE



EXTERIOR VIEW OF EXISTING EXCEL OIL OFFICE ALONG CENTRAL AVENUE



EXTERIOR VIEW OF EXISTING APARTMENT ALONG CENTRAL AVENUE



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Amended PD	12/29/2020
Plan Development	05/29/2020
Issued for:	Date

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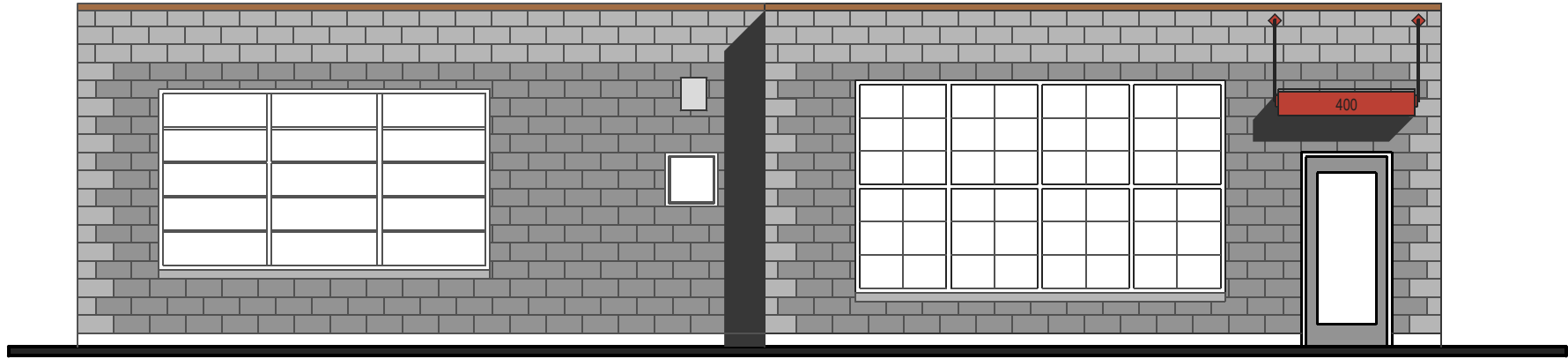
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RESIDENTIAL STUDIO**

**400 Ashland Avenue
River Forest, Illinois**

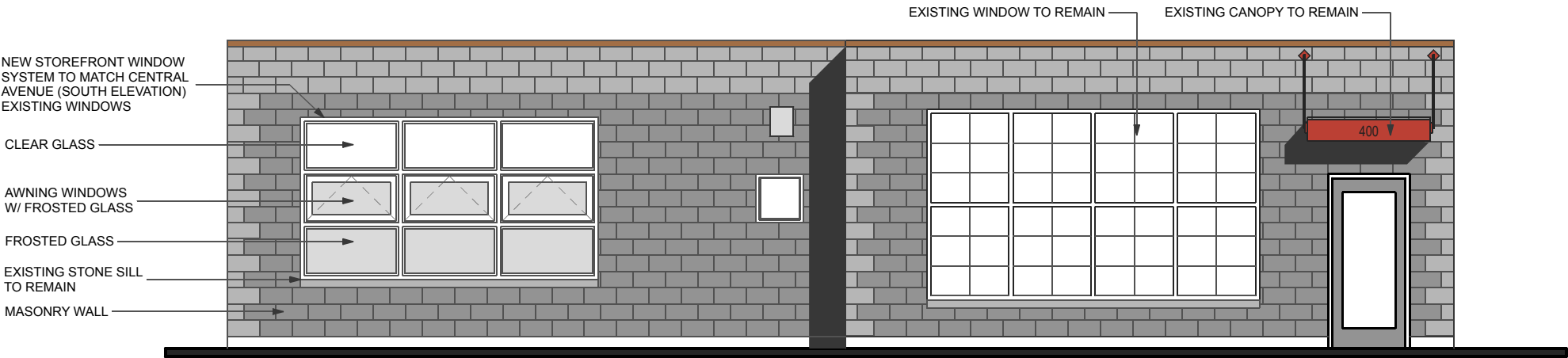
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PHOTOS

SK1.6

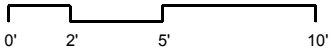
Sheet No.



EXISTING EAST ELEVATION



PROPOSED EAST ELEVATION



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Revised Amended PD	3/12/2021
Amended PD	12/29/2020
Plan Development	05/29/2020
Issued for:	Date

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PLAN DEVELOPMENT**

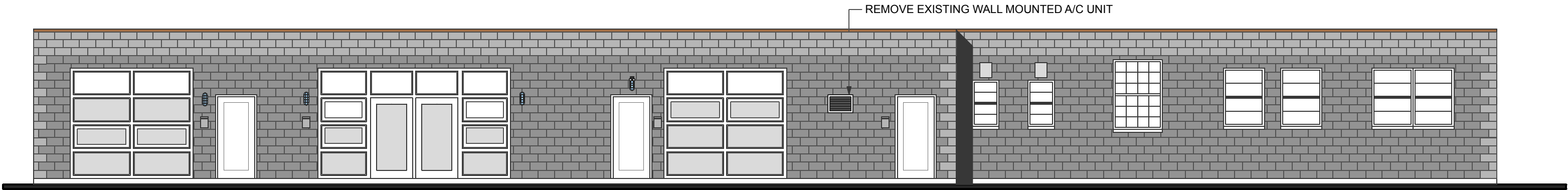
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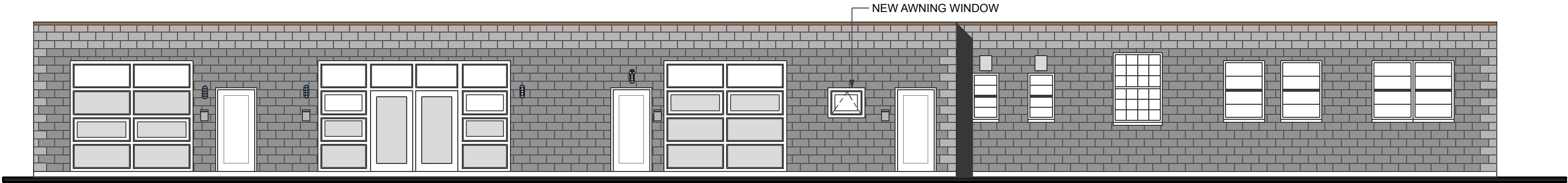
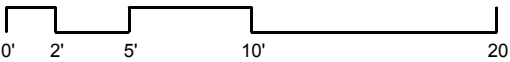
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ELEVATIONS

SK1.7

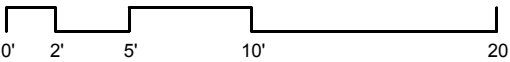
Sheet No.



EXISTING SOUTH ELEVATION



PROPOSED SOUTH ELEVATION





John Conrad Schiess

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tel. 708.366.1500
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OWNER:

400 ASHLAND, LLC
1237 W. Madison
Chicago, Illinois 60607
(708) 267 - 4255 phone

Amended PD12/29/2020

Plan Development05/29/2020

Issued for:Date

MAJOR AMENDED TO
PLAN DEVELOPMENT

ADDITION OF
RESIDENTIAL STUDIO

400 Ashland Avenue
River Forest, Illinois

Sheet Title
ELEVATIONS

SK1.8

Sheet No.

ORIGINAL BILLED AMOUNT

\$10,010.48

2019 First Installment Property Tax Information

Property Index Number (PIN)

Volume

Code

Tax Year

(Payable In)

Township

Classification

15-12-116-022-0000

182

33002

2019

(2020)

RIVER FOREST

2-12

TAXING DISTRICT DEBT AND FINANCIAL DATA

Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Costs Taxing Districts Can Pay
Des Plaines Valley Mosq Abat Dist Lyons	\$0	\$3,378,130	\$57,473	98.30%
Metro Water Reclamation Dist of Chicago	\$3,460,595,000	\$2,795,614,000	\$1,098,622,000	60.70%
River Forest Park Dist	\$67,510	\$2,448,884	\$438,592	82.09%
Triton Community College 504 (River Grv)	\$100,766,660	\$31,142,507	\$31,142,507	0.00%
Oak Park And River Forest HS Dist 200	\$59,181,366	\$73,748,636	\$1,220,248	98.35%
River Forest School District 90	\$22,828,478	\$13,638,307	\$3,253,932	76.14%
Village of River Forest	\$20,381,605	\$95,317,013	\$43,847,005	54.00%
Town of River Forest	\$171,551	\$813,248	\$48,059	94.09%
Cook County Forest Preserve District	\$193,646,842	\$457,040,680	\$246,669,734	46.03%
County of Cook	\$7,490,403,508	\$25,089,044,035	\$14,681,160,592	41.48%
Total	\$11,348,042,520	\$28,562,185,440	\$16,106,460,142	

For a more in-depth look at government finances and how they affect your taxes, visit cookcountytreasurer.com

TAX CALCULATOR

2018 TOTAL TAX

18,200.87

2019 ESTIMATE

X

55%

2019 1st INSTALLMENT

=

10,010.48

The First Installment amount is 55% of last year's total taxes.

All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

PROPERTY LOCATION

400 ASHLAND AVE
RIVER FOREST IL 60305

MAILING ADDRESS

400 ASHLAND LLC
400 ASHLAND AVE
RIVER FOREST IL 60305-1823

*** FOR INFORMATION ONLY ***

YOUR SECOND INSTALLMENT TAX BILL WILL ALWAYS INCLUDE ANY UNPAID FIRST INSTALLMENT BALANCE.

WARRANTY DEED

Grantor, **CENTRAL ASHLAND, LLC**, an Illinois limited liability company, of 400 Ashland Avenue, River Forest, County of Cook, State of Illinois 60305 for and in consideration of Ten Dollars, and other good and valuable consideration, in hand paid CONVEYS and WARRANTS to 400 **ASHLAND, LLC**, an Illinois limited liability company, of 1400 Park Avenue, River Forest, County of Cook, State of Illinois 60305, the following described Real Estate situated in the County of Cook in the State of Illinois, to wit:

Doc#: 1727517059 Fee: \$50.00
Karen A. Yarbrough
Cook County Recorder of Deeds
Date: 10/02/2017 01:47 PM Pg: 1 of 2

Dec ID 20170901623305
ST/CO Stamp 1-307-003-840 ST Tax \$800.00 CO Tax \$400.00

ORIGINAL ATTACHED

C.T.I./W
1701281001F
10/3

LOT 8 (EXCEPT THE NORTH 3 FEET) IN BLOCK 4 IN PART OF RIVER FOREST, BEING A SUBDIVISION OF SECTION 12, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, SURVEYED FOR SUBURBAN HOME MUTUAL LAND ASSOCIATION ACCORDING TO THE PLAT THEREOF RECORDED JUNE 23, 1890 AS DOCUMENT NUMBER 1291334, IN COOK COUNTY, ILLINOIS

Permanent Real Estate Index Number: 15-12-116-022-0000

Commonly known as: 400 Ashland Avenue, River Forest, Illinois 60305

Subject to the following Permitted Exceptions: covenants, conditions, and restrictions of record; public and utility easements; acts done by or suffered through Buyer; existing leases and tenancies, if any; all special governmental taxes or assessments confirmed and unconfirmed; and general real estate taxes not yet due and payable at the time of Closing.

THIS IS NOT HOMESTEAD PROPERTY.

including all improvements of every kind and nature located thereon and all appurtenances belonging thereto (hereinafter referred to as the "premises") TO HAVE AND TO HOLD the premises for the uses and purposes stated herein FOREVER.

IN WITNESS WHEREOF the Grantor has signed this Deed on this 29th day of September, 2017.

CENTRAL ASHLAND, LLC

By: Michael R. Streif

Michael R. Streif, its Manager

VILLAGE OF RIVER FOREST
Real Estate Transfer Tax
Date: 9-27-17 Amt Paid: \$149.00

REAL ESTATE TRANSFER TAX

02-Oct-2017



COUNTY:	400.00
ILLINOIS:	800.00
TOTAL:	1,200.00

15-12-116-022-0000

| 20170901623305 | 1-307-003-840

WARRANTY DEED

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C.T.I./W
17012816WF
10/3

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CENTRAL ASHLAND, LLC

By: _____

Michael R. Streit, its Manager

VILLAGE OF RIVER FOREST



Real Estate Transfer Tax

Date 9-27-17 Amt Paid \$149.00

REAL ESTATE TRANSFER TAX



02-Oct-2017
COUNTY: 400.00
ILLINOIS: 800.00
TOTAL: 1,200.00

15-12-116-022-0000

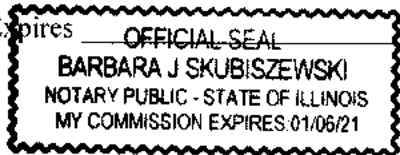
20170901623305 | 1-307-003-840

State of Illinois)
) SS
County of DuPage)

I, the undersigned, a Notary Public in and for said County, in the state aforesaid, DO HEREBY CERTIFY that MICHAEL R. STREIT, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act for the uses and purposes therein set forth.

Given under my hand and official seal, this 29th day of September, 2017.

My Commission Expires



Barbara J. Skubiszewski
NOTARY PUBLIC

This instrument was prepared by Cathleen M. Keating, 2215 York Road, 5th Floor, Oak Brook, Illinois 60523

MAIL DEED TO:

Andrew Spivack
566 W. Lake
Cowan Level
Chicago 60661

MAIL TAX BILL TO:

400 Ashland, LLC
1400 Park Avenue
River Forest, Illinois 60305

July 3, 2021

Village of River Forest
400 Park Avenue
River Forest, Illinois 60305

To Whom It May Concern:

I, Viktor Jakovljevic, beneficiary of the Viktor Jakovljevic revocable trust as manager of 400 Ashland, LLC owner of the property located at 400 Ashland Avenue River Forest, Illinois 60305. Please accept this letter certifying the number of employees for the following commercial spaces:

Tenant #1 (Famous Victory): 2 employees

Tenant #4 (United Survey): 6 employees

Total of 8 employees.

I am attaching a copy of the Tenant unit layouts.

Should there be any questions or concerns, please feel free to contact me at (708) 268-4255.

Sincerely,

A handwritten signature in black ink, appearing to read 'Viktor Jakovljevic', written over a horizontal line.

Viktor Jakovljevic, Manager

400 Ashland, LLC

Item 2
Statement from the Owner

November 3, 2020

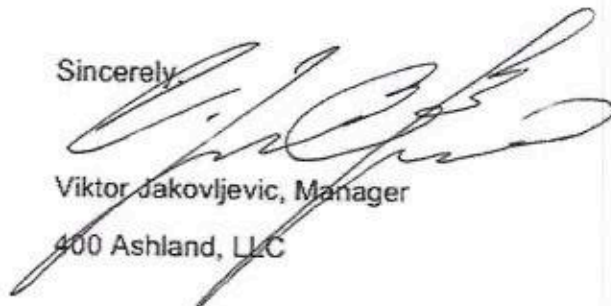
River Forest
Building and Zoning Department
400 Park Avenue
River Forest, IL 60305

To Whom It May Concern:

I, Victor Jakovljevic, owner/owner's representative of the property located at 400 Ashland Avenue River Forest, Illinois have contracted John Schiess, Architect to act as agent authorized to submit, obtain permits, and conduct additional business activities related to the Department of Buildings and Zoning permit process of said property.

Should there be any questions or concerns, please feel free to contact me at (708) 268-4255.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Jakovljevic', is written over the typed name and address.

Viktor Jakovljevic, Manager
400 Ashland, LLC

Item 11
Responsibility to Record

May 27, 2021

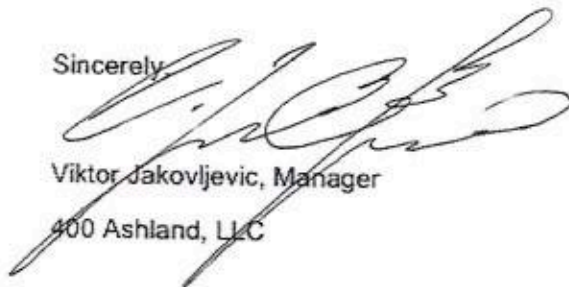
River Forest
Building and Zoning Department
400 Park Avenue
River Forest, IL 60305

To Whom It May Concern:

I, Viktor Jakovljevic, manager of the property located at 400 Ashland Avenue River Forest, Illinois 60305 acknowledging to record the certified copy of the zoning ordinance granting the planned development permit with Cook county Recorders of Deed's Office and to provide evidence of said recording to the Village within 30 days of passage in the event the proposed planned development is approved by the Village Board.

Should there be any questions or concerns, please feel free to contact me at 708- 268-4255.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Jakovljevic', is written over the typed name and address.

Viktor Jakovljevic, Manager

400 Ashland, LLC



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 <i>(if different than property owner)</i>	John C. Schiess		
Address	905 Home Avenue Unit B		
City/State/Zip	Oak Park, Illinois 60304		
Phone	708-366-1500	Email	john@jcsarchitect.com
Relationship of Applicant to Property Owner <i>(contract purchaser, agent, legal counsel, etc.)</i>	Owner Representative		
Owner Name* <i>(if different than applicant)</i>	400 Ashland, LLC		
Address	1237 W Madison		
City/State/Zip	Chicago, Illinois 60607		
Phone	708-267-4255	Email	viktor@vivifyconstruction.com

(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)	40 Ashland Avenue River Forest, Illinois 60305
Zoning District(s) of Proposed Development Site(s)	<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input checked="" type="checkbox"/> C3 <input type="checkbox"/> ORIC <input type="checkbox"/> PRI
Description of Proposed Use/Development	Convert an office space and a portion of an adjacent
office space into a studio apartment.	

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	Reason for Request
<input type="checkbox"/>	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"/>	2. A statement from the owner, if not the applicant, approving the filing of the application by the particular applicant.	
<input type="checkbox"/>	3. A survey, legal description and street address of the subject property.	
<input type="checkbox"/>	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"/>	5. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation and utilities.	
<input type="checkbox"/>	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"/>	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"/>	8. A landscaping plan showing the location, size, character and composition of vegetation and other material.	
<input type="checkbox"/>	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"/>	10. A schedule of development showing the approximate date for beginning and completion of each stage of construction of development.	
<input type="checkbox"/>	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"/>	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.	The developer requests a waiver for this requirement since any change in traffic (traffic impact) will be negligible and diminimus.
<input type="checkbox"/>	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"/>	14. Copies of all environmental impact studies as required by law.	
<input type="checkbox"/>	15. An analysis reporting the anticipated demand on all village services.	
<input type="checkbox"/>	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"/>	17. A site drainage plan for the developed tract.	
<input type="checkbox"/>	18. A list of the site development allowances sought.	
<input type="checkbox"/>	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)

John C Schiess, owner rep.

4.28.21

Printed Name

Signature

Date

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

Viktor Jakovljevic

Viktor Jakovljevic by JCS

4.28.21

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

AvenueOne

June 15, 2021

Village of River Forest
400 Park Avenue
River Forest, Illinois, 60305

Re: 400 Ashland

To Whom it may Concern,

AvenueOne, at the request of, 400 ASHLAND LLC., has evaluated the current market conditions in River Forest Illinois as it pertains to the addition of ONE (1) Studio apartment at the above referenced location.

Attached documentation supports the current market trend in transit oriented, walkable locations in that supply is behind demand.

Please feel free to call me with any questions at 773.622.4663.

Sincerely,



Mariano Mollo
AvenueOne

400 Ashland:

Similar communities will see 20% - 30% studio / one bedroom absorption whereas in the attached MLS report from 2020 only 3 of 44 leased units were of this category in RF Market.

Given the highly desirable, walkable, transit location and the below average one bedroom inventory we believe absorption to be less than one month.

RF Rentals 2020

1 Beds - 3

2+ Beds - 41

	MLS #	Stat	Street #	CP	Str Name	Sfx	Unit #	Area	Rent	Search Price	# Rms	All Beds	Baths	Type	DE/AT
1	10876435	RNTD	7956		Madison	St	2E	305		\$1,050	4	1	1	Condo	
2	10727815	RNTD	1535		Bonnie Brae	Pl	11	305		\$1,100	3	1	1	Condo	
3	10733697	RNTD	421		Edgewood	Pl	1	305		\$1,375	4	2	1	Condo	
4	10823357	RNTD	421		Edgewood	Pl	1	305		\$1,375	4	2	1	Condo	
5	10569546	RNTD	1510	N	Harlem	Ave	3S	305		\$1,400	5	2	1	Low Rise (1-3 Stories)	
6	10627357	RNTD	1519		Bonnie Brae	Pl	1E	305		\$1,400	3	1	1	Other	
7	10745253	RNTD	1516	N	Harlem	Ave	3W	305		\$1,400	5	2	1	Condo	
8	10636660	RNTD	1550		Ashland	Ave	1B	305		\$1,450	5	2	1	Condo	
9	10699748	RNTD	8039		Lake	St	2	305		\$1,450	4	2	1	Condo	
10	10718322	RNTD	1114	N	Harlem	Ave	2	305		\$1,500	5	2	1	Condo	
11	10778251	RNTD	1541		Monroe	Ave	2	305		\$1,500	5	2	1	Condo	
12	10598536	RNTD	500		Bonnie Brae	Pl	B2	305		\$1,550	5	2	1	Condo, Courtyard, Low Rise (1-3 Stories)	
13	10779069	RNTD	407		Park	Ave	3	305		\$1,550	5	2	1	Condo	
14	10808595	RNTD	510		Bonnie Brae	Pl	K3	305		\$1,550	5	2	1	Condo	
15	10913936	RNTD	7415		Oak	Ave		305		\$1,550	5	2	1	2 Stories	
16	10733146	RNTD	419		Ashland	Ave	1	305		\$1,650	7	3	1	Flat	
17	10720684	RNTD	7344		Lake	St	1E	305		\$1,750	5	2	1	Condo	
18	10759932	RNTD	1420	N	Harlem	Ave	E	305		\$1,695	6	2	1.1	Townhouse-2 Story	
19	10816418	RNTD	7348		Lake	St	3W	305		\$1,900	6	3	1	Condo	
20	10692648	RNTD	36		Ashland	Ave		305		\$2,000	7	4	2	1.5 Story	
21	10732479	RNTD	419		Ashland	Ave	2	305		\$2,100	7	3	1	Flat	
22	10744325	RNTD	240		Forest	Ave	1	305		\$2,350	6	3	2	Flat	
23	10731678	RNTD	1135		Bonnie Brae	Ave	2	305		\$2,500	7	3	1.1	Flat	
24	10704051	RNTD	525		Forest	Ave		305		\$2,900	8	3	1.1	2 Stories	
25	10672612	RNTD	911		Thatcher	Ave		305		\$3,000	7	3	1.1	2 Stories	
26	10608359	RNTD	12		Park	Ave		305		\$3,250	8	3	2.2	Townhouse 3+ Stories	
27	10858119	RNTD	7836		Madison	St		305		\$3,400	7	3	3.1	Townhouse-2 Story	

28	10772568	RNTD	1319	Ashland	Ave	305	\$3,500	8	3	1.1	2 Stories
29	10713665	RNTD	35	Forest	Ave	305	\$3,599	7	3	3.1	Townhouse 3+ Stories
30	10732065	RNTD	43	Forest	Ave	305	\$3,599	7	3	3.1	Townhouse 3+ Stories
31	10781971	RNTD	37	Forest	Ave	305	\$3,599	7	3	3.1	Townhouse 3+ Stories
32	10789557	RNTD	29	Forest	Ave	305	\$3,599	7	3	3.1	Townhouse 3+ Stories
33	10856547	RNTD	27	Forest	Ave	305	\$3,599	7	3	3.1	Townhouse 3+ Stories
34	10651865	RNTD	1007	Thatcher	Ave	305	\$3,550	10	3	3	1.5 Story
35	10678189	RNTD	1515	Monroe	Ave	305	\$3,600	9	4	2.1	2 Stories
36	10856548	RNTD	23	Forest	Ave	305	\$3,649	7	3	3.1	Townhouse 3+ Stories
37	10913308	RNTD	7828	Madison	St	305	\$3,699	7	3	3.1	Townhouse 3+ Stories
38	10920034	RNTD	21	Forest	Ave	305	\$3,699	7	3	3.1	Townhouse 3+ Stories
39	10774810	RNTD	7820	Madison	St	305	\$3,799	7	3	3.1	Townhouse 3+ Stories
40	10740315	RNTD	13	Forest	Ave	305	\$3,999	7	3	3.1	Townhouse 3+ Stories
41	10887720	RNTD	15	Forest	Ave	305	\$3,999	7	3	3.1	Townhouse 3+ Stories
42	10697916	RNTD	343	Ashland	Ave	305	\$4,500	10	5	3.1	2 Stories
43	10687832	RNTD	500	William	St	305	\$5,000	14	5	5	2 Stories
44	10741153	RNTD	534	Bonnie Brae	Pl	305	\$5,000	11	5+1 bsmt	3	2 Stories

Copyright 2021 MRED LLC - The accuracy of all information, regardless of source, including but not limited to square footages and lot sizes, is deemed reliable but not guaranteed and should be personally verified through personal inspection by and/or with the appropriate professionals.
NOTICE: Many homes contain recording devices, and buyers should be aware that they may be recorded during a showing.

Prepared By: Riley Mockler | Avenue 1 Realty Group Inc | 06/16/2021 08:00 AM

400 Ashland, LLC

1237 W. Madison St


Chicago, IL 60607

June 30, 2021

To whom it may concern:

Please accept this letter as a formal commitment to the affordable unit lease rate. 400 Ashland LLC is committing to leasing out the current space at a maximum of \$955 per month for at least the next 10 years. Should you have any questions or concerns, please feel free to contact me at Viktor@vivifyconstruction.com

Thank you,



Viktor Jakovljevic

400 Ashland, LLC

ORDINANCE NO. 3485

AN ORDINANCE GRANTING A PLANNED DEVELOPMENT PERMIT FOR 400 ASHLAND AVENUE

WHEREAS, a petition for the granting of a planned development permit for a mixed use development (1-bedroom apartment and commercial office space) at 400 Ashland Avenue has been filed with the Village and has been referred to the Development Review Board of this Village and has been processed in accordance with the Zoning Ordinance of the Village of River Forest as amended; and

WHEREAS, the Development Review Board of this Village held a public hearing on April 18, 2013 on whether the planned development permit should be granted, at which time all persons present were afforded an opportunity to be heard; and

WHEREAS, public notice in the form required by law was given of said public hearing by publication not more than 30 days nor less than 15 days prior to said hearing in the Wednesday Journal, a newspaper of general circulation in this Village, there being no newspaper published in this Village; and

WHEREAS, the Development Review Board of this Village has filed the minutes of the aforesaid hearing, its report of findings and recommendation that the proposed planned development permit be granted with this President and Board of Trustees which are hereby incorporated by reference as fully as if attached hereto. This Board of Trustees has duly considered said reports and findings and recommendations;

NOW, BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

Section 1: The application and all exhibits submitted at the aforesaid public hearing and as amended are hereby incorporated by reference as fully as if attached hereto. This Board of Trustees finds that the proposed planned development is in the public good and in the best interest of the Village and its residents and is consistent with and fosters the purposes and spirit of the Zoning Ordinance of the Village of River Forest. Said planned development is also in accordance with the provisions of the comprehensive land use plan of the Village.

Section 2: In addition to the findings set forth in Section 1 hereof, this Board of Trustees further finds that the proposed development meets the standards set forth in Section 10-19-3 of the Zoning Ordinance of the Village of River Forest, provided that the following conditions are met:

1. Petitioner shall remove the two existing driveway aprons on Central Avenue and restore the parkway with appropriate curb and grass.

2. Petitioner shall provide verification from the ownership of 420 Franklin Avenue that there are currently two off-site parking spaces available for use by 400 Ashland Avenue tenants and such availability will be maintained throughout the term of the license agreement.
3. Petitioner shall provide a diagram demonstrating that sufficient space exists for a car to park in parking space #5, as identified on the plans, when a car is already parked in space #4.
4. Petitioner shall submit a corrected Appendix C to meet the requirements of Section 10-19-6B2 of the Village Code.

Section 3: That all ordinances, or parts of ordinances in conflict with this Ordinance, are hereby expressly repealed.

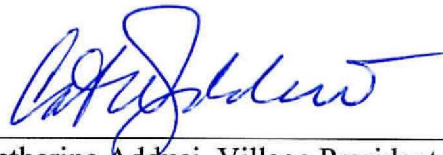
Section 54 This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

Ayes: Trustees Cargie, Colwell-Steinke, Conti, Dwyer, Horrigan, and Corsini

Nays: None

Absent: None

APPROVED by me this 28th day of May, 2013.



Catherine Adduci, Village President

ATTEST:



Sharon Halperin, Village Clerk

2. Petitioner shall provide verification from the ownership of 420 Franklin Avenue that there are currently two off-site parking spaces available for use by 400 Ashland Avenue tenants and such availability will be maintained throughout the term of the license agreement.
3. Petitioner shall provide a diagram demonstrating that sufficient space exists for a car to park in parking space #5, as identified on the plans, when a car is already parked in space #4.
4. Petitioner shall submit a corrected Appendix C to meet the requirements of Section 10-19-6B2 of the Village Code.

Section 3: That all ordinances, or parts of ordinances in conflict with this Ordinance, are hereby expressly repealed.

Section 54 This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

Ayes: Trustees Colwell-Steinke, Conti, Dwyer, Horrigan, and Corsini

Nays: None

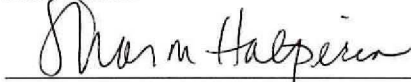
Absent: Trustee Cargie

APPROVED by me this 28th day of May, 2013.



Catherine Adduci, Village President

ATTEST:



Sharon Halperin, Village Clerk



May 29, 2013

STATE OF ILLINOIS}
COUNTY OF COOK}

I, Sharon Halperin, certify that I am the duly elected and acting municipal clerk of the Village of River Forest of Cook County, Illinois.

I further certify that on May 28, 2013 the Corporate Authorities of such municipality passed and approved **Ordinance No. 3485 AN ORDINANCE AN ORDINANCE GRANTING A PLANNED DEVELOPMENT PERMIT FOR 400 ASHLAND AVENUE** which provided by its terms that is should be published in pamphlet form as provided by law.

By: Sharon Halperin
Sharon Halperin, Village Clerk

**FINDINGS OF FACT AND RECOMMENDATION OF THE
DEVELOPMENT REVIEW BOARD -
VILLAGE OF RIVER FOREST**

May 2, 2013

RE: **Application for a Planned Development –
Granite Realty Partners, LLC, to be known as Central Ashland LLC–
400 Ashland Avenue, River Forest, Illinois**

PETITIONER: **Granite Realty Partners, LLC, to be known as Central Ashland LLC**

APPLICATION: **For a Planned Development to change the existing use at 400
Ashland Avenue from C3 Commercial to a combination of residential
and commercial uses.**

BACKGROUND AND SUMMARY OF RECOMMENDATION: On April 18, 2013, following the conclusion of a public hearing, the Development Review Board, by a vote of 7-0, recommended approval of a Planned Development application as amended by the applicant on April 18, 2013 (the "Application") and submitted by Granite Realty Partners, LLC, with certain conditions and modifications as specified in detail below. The application proposes a change in use of the approximate 4,784 square foot structure at 400 Ashland Avenue (the "Property") to permit a one-bedroom apartment and two commercial office spaces with a total of nine offices, five on-site parking spaces, and two off-site parking spaces located at 420 Franklin Avenue.

The Property is the site of SBA Architects. The existing building envelope will remain in place and the existing overhead garage doors will be removed and replaced with insulated aluminum windows and doors. The interior will be divided into three spaces: a 953 square foot one-bedroom apartment, a 1,338 square foot commercial suite with five offices, and a 2,493 square foot commercial suite with four offices. Granite Realty Partners, LLC proposes to purchase the Property from the current owner and operate as Central Ashland LLC.

PUBLIC HEARING: At the public hearing before the Development Review Board ("DRB") held on April 18, 2013 on this matter, representatives of the Petitioner presented the Application, followed by reports from Village staff, who had minimal concerns about the Application. During the presentation, members of the DRB raised various issues and asked a number of questions, primarily related to whether the Application provided sufficient parking to meet the demands of the site and whether to require the removal of the existing driveway aprons on Central Avenue. During the course of the hearing, there was consensus amongst the DRB and Staff that sufficient parking was provided, but that the applicant would be required to provide a diagram demonstrating that a car could park in the easternmost parking space when a car was already parked immediately to the left.

Ten members of the Public, nearby residents, presented concerns regarding the number of parking spaces provided in the Application and the impact additional parked cars may have on the already congested area.

MOTION TO APPROVE RECOMMENDATION: A motion was made by Commissioner Griffin and seconded by Commissioner Berni to recommend approval of the Planned Development Application, subject to the following recommended conditions:

1. Petitioner shall remove the two existing driveway aprons on Central Avenue and restore the parkway with appropriate curb and grass.
2. Petitioner shall provide verification from the ownership of 420 Franklin Avenue that there are currently two off-site parking spaces available for use by 400 Ashland Avenue tenants and such availability will be maintained throughout the term of the license agreement.
3. Petitioner shall provide a diagram demonstrating that sufficient space exists for a car to park in parking space #5, as identified on the plans, when a car is already parked in space #4.
4. Petitioner shall submit a corrected Appendix C to meet the requirements of Section 10-19-6B2 of the Village Code.

The DRB approved the motion on a vote of 7-0.

FINDINGS: The DRB, based upon the evidence presented and pursuant to Section 10-19-3 of the Village Code, makes the following Findings regarding the Application:

A. The proposed use or combination of uses is consistent with the goals and policies of the comprehensive plan.

Overall, the proposed use is consistent with the goals and objectives of the Comprehensive Plan. Specifically, the DRB finds that the proposed which does not change the existing building envelope will help to preserve the existing quality of life, character and heritage of the area, while anticipating change and progress in the future (Comprehensive Plan Goal 1), that the proposed use is a well-designed, compatible and economically sustainable use of the existing structure and property (Comprehensive Plan Goal 2), and that the proposed use will maintain or enhance the quality of life in the community, institutional facilities and residential neighborhoods in the Village (Comprehensive Plan Goal 3), and will continue to enhance and improve the quality of life for Village residents through the provision of quality facilities and services. Based on the evidence presented, the DRB finds that this standard has been met.

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.

The proposed use should improve public safety by eliminating two of the three curbs cuts thereby making the area safer for pedestrians. The original structure remains unchanged other than the removal of existing overhead garage doors. Based on the evidence presented, the DRB finds that the establishment, maintenance or operation of the proposed improvements as presented in the Application will not be detrimental to or endanger the public health, safety, comfort, morals or general welfare of the residents; the DRB finds that this standard has been met.

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.

The proposed use will not change the building envelope and minor upgrades are proposed to the exterior of the structure. The applicant will remove the existing overhead garage doors,

remove the existing wall mounted air conditioning units, add one additional parking space, remove the two driveway aprons and restore the parkway and curb, and maintain the existing landscaping. Based on the evidence presented, the DRB finds that the proposed use will not diminish the use or enjoyment of permitted uses on other property in the vicinity; the DRB finds that this standard has been met.

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.

The proposed use will not change the structure on the site, other than minor improvements to the exterior. The proposed use should not impede development and will not block light, air, or easements of adjacent properties. The surrounding neighborhood has been fully developed for a number of years. Based on this evidence, the DRB finds that this standard has been met.

E. The proposed use or combination of uses will not diminish property values in the vicinity.

The DRB concluded that the proposed use is sustainable and will ensure that the building does not become vacant. The Petitioner has taken steps to improve the exterior of an aging structure while maintaining the existing building envelop and landscaping, thus ensuring that the project will not negatively impact residents in the vicinity. The combination of uses proposed has been demonstrated to stabilize property value. The DRB finds that this standard has been met.

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.

The existing building envelop remains unchanged. Infrastructure including roads, sidewalks, water main, sewer main, and other utilities already exist and municipal services are already provided to the property. Based on the evidence presented, the DRB finds that this standard has been met.

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.

The existing parking area will be enhanced to include one additional parking space. The Petitioner has extended the parking area to the west to ensure that cars can adequately access the parking spaces. The proposed use will not have any adverse effect on traffic, and will not affect ingress or egress from the area. Based on the evidence presented, the DRB finds that this standard has been met.

H. The proposed use or combination of uses will be consistent with the character of the Village.

Petitioner has taken steps to ensure that the minor improvements to the exterior of the structure, including removal of the overhead garage doors, removal of the wall mounted air conditioning units, and expansion of the parking area will not negatively impact residents in the vicinity. The proposed combination of uses has been shown to be compatible in the vicinity and throughout the Village. Based on the evidence presented, the DRB finds that this standard has been met.

- I. **Development of the proposed use or combination of uses will not materially affect a known historical or cultural resource.**

There are no known historical or cultural resources in the area. The DRB finds that this standard has been met.

- 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.**

Petitioner has taken steps to ensure that the proposed use will have a minimal visual impact, for the nearest residences. The Petitioner's proposal to replace the overhead garage doors with insulated aluminum windows and door systems as well as removal of the existing wall mounted air conditioning units will improve the visual impact of the property on adjacent properties. Based on the evidence presented, the DRB finds that this standard has been met.

- K. **The design of the proposed use or combination of uses promotes a safe and comfortable pedestrian environment.**

The proposed use promotes a safe and comfortable pedestrian environment by eliminating three overhead garage doors and as conditioned by the DRB, removing two existing driveway aprons thereby creating a safer public walk. Based on the evidence presented, the DRB finds that this standard has been met.

- 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.**

Petitioner has completed several previous projects within the Village, and will own, maintain and occupy the building. The Petitioner has the financial and technical capacity to complete the aspects of the proposed use for which they are responsible. Based on the evidence presented, the DRB finds that this standard has been met.

- 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.**

The DRB finds that there is no evidence the proposed use will substantially increase the burden on the services, tax base, or other economic factors that affect the financial operations of the Village. The DRB further finds that providing a combination of uses allows greater flexibility to the property owner to ensure the building does not become vacant. Based on the evidence presented, the DRB finds that this standard has been met.

- N. **The proposed use or combination of uses will meet the objectives and other requirements set forth in Section 3-19-3.**

1. **Creation of a more desirable environment than would be possible through strict applications of other Village land use regulations.**

The Village has previously approved the construction of the existing building. No additional site development allowances are being sought. Based on the evidence presented, the DRB finds that this standard has been met.

2. Promotion of a creative approach to the use of land and related physical facilities resulting in better design and development, including aesthetic amenities.

Petitioner proposes a creative and unobtrusive way to fill vacant space in the building, through the combination of uses with a one-bedroom apartment and two commercial office suites. Minor building improvements appear to be merely an extension of the existing character of the building and do not increase the building envelope. Based on the evidence presented, the DRB finds that this standard has been met.

3. Combination and coordination of the character, the form and the relationship of structures to one another.

The proposed changes to the exterior of the structure closely match the construction of the existing structure. Based on the evidence presented, the DRB finds that this standard has been met.

4. Preservation and enhancement of desirable site characteristics such as natural topography, vegetation, and geologic features.

The proposed use, which will not increase the building envelope, will not affect the site layout as it currently exists. The minor extension of the parking area to the west will have no impact on the natural topography or vegetation. Based on the evidence presented, the DRB finds that this standard has been met.

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.

The Application does not seek any allowances for floor area ratio or maximum lot coverage, and will not impact the amount of open space at the site. Based on the evidence presented, the DRB finds that this standard has been met.

6. Encouragement of land uses or combination of land uses that maintain the existing character and property values of the Village, and promote the public health, safety, comfort and general welfare of the Village.

The existing structure previously approved by the Village remains essentially unchanged by the Application. The proposed use and minor changes to the overhead garage doors, wall mounted air conditioning units and parking area should have no negative impact on the use, enjoyment or value of surrounding properties. The removal of two driveway aprons will promote the public welfare and safety by improving pedestrian safety for residents in the vicinity. Based on the evidence presented, the DRB finds that this standard has been met.

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.

The location of the existing building will continue to allow harmonious and compatible land uses in the surrounding areas. Based on the evidence presented, the DRB finds that this standard has been met.

RECOMMENDATION: Based upon the foregoing Findings, the DRB, by a vote of 7-0, recommends to the President and Board of Trustees that the Board grant approval of the Application attached hereto as **Exhibit "A"**.

Signed: _____
Frank Martin, Chairman
Development Review Board
Village of River Forest

VILLAGE OF RIVER FOREST DEVELOPMENT REVIEW BOARD MEETING MINUTES

April 18, 2013

A meeting of the Village of River Forest Development Review Board was held at 7:30 p.m. on Thursday, April 18, 2013 in the First Floor Community Room of Village Hall, 400 Park Avenue, River Forest, Illinois.

1. CALL TO ORDER/ROLL CALL

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

Present: Chair Martin, Board Members McMahon, Kirk, Berni, Levy, Fishman, Griffin (7:40), Ex-Officio Architect Douglas Madel

Absent: None

Also Present: Assistant Village Administrator Michael Braiman

2. APPROVAL OF MINUTES OF THE MARCH 21, 2013 DEVELOPMENT REVIEW BOARD MEETING

Commissioner Kirk moved to approve the March 21, 2013 Development Review Board Minutes, seconded by Commissioner Levy.

Ayes: McMahon, Kirk, Berni, Levy, Fishman, Martin

Nays: None

Motion Passes.

3. PUBLIC HEARING: PLANNED DEVELOPMENT APPLICATION BY CENTRAL ASHLAND LLC: 400 ASHLAND AVENUE

Chair Martin summarized the process for the Public Hearing and asked the applicant to introduce their project.

Assistant Village Administrator Braiman swore-in all parties wishing to speak during the public hearing.

Mike Streit of Granite Realty Partners, LLC introduced the project and introduced architect John Schiess.

Mr. Schiess presented a PowerPoint presentation which summarized the proposed project at 400 Ashland Avenue. Mr. Schiess stated the property is surrounded by C3 properties and the proposed project does not plan to alter the existing building envelope. Everything on the site will remain the same with the exception of adding one additional parking space by adding 2.5' to the width of the existing parking area. This will provide five onsite parking spaces. The existing shrubs and landscaping will be moved 2.5' to the east.

Mr. Schiess stated that the proposal includes converting a portion of the existing building into a 1-bedroom apartment in the western portion of the building. The remainder of the building is currently commercial and will remain commercial.

Mr. Schiess discussed how the proposed project meets the standards of the Planned Development Ordinance. Mr. Schiess indicated that the proposal meets Standard A as it is consistent with the Comprehensive Plan, is compatible with buildings in the district, will preserve quality of life, and will physically improve structures within the Village.

Mr. Schiess indicated the proposal meets Standard B as there are similar uses in the district, the building exterior will remain similar with some upgrades, and the use is not detrimental to public health or safety.

Mr. Schiess indicated that the proposal meets Standard C as the uses will not diminish enjoyment of the neighbors property.

Chair Martin asked on what basis the proposed use will not diminish property values in the vicinity, a requirement of Standard E. Mr. Schiess responded that he has significant experience repositioning buildings locally. Mr. Schiess added that his anecdotal as well as circumstantial knowledge indicate that when buildings like this are invested in, at a minimum, it helps to stabilize property values.

Mr. Schiess stated that the project meets Standard F as utilities, infrastructure and municipal services all currently exist to service the building.

Mr. Schiess stated that the project does not intend to change any of the curb cuts as ingress and egress exists, thereby meeting Standard G.

Commissioner McMahon asked how the existing curb cut would allow a vehicle to park in parking space #5. Mr. Schiess stated that the parking space widths and depths are larger than required by Village Code which will provide adequate space for a car to maneuver into space #5.

Chair Martin asked if the applicant had considered installing curbs at the current curbs cuts on Central. Mr. Schiess stated they had not.

Mr. Schiess addressed Standard J as the design considers the relationship to surrounding neighbors as the building will be staying as is with no changes to the building envelope.

Mr. Schiess stated the project meets Standard K as it will reduce the number of areas cars can cross the public sidewalk from three to one.

Mr. Schiess indicated that the project meets Standard M as the uses are economically viable as the combination of uses allows greater flexibility to the building owner.

The Board then discussed the reports from the Police, Fire, Public Works and Finance Departments regarding the proposal at 400 Ashland Avenue and its impact on Village services.

Roger Sugg, 411 Ashland, stated his balcony is in eyesight of 400 Ashland and he opposes the application as it will set a dangerous precedent. Subdividing spaces lowers property values and taxes and denying the application is in the best interests of River Forest residents. Granting this application will place all of the risks on River Forest citizens and all of the rewards will be on the applicants.

Phyllis Baren, 410 Ashland, stated her condo is immediately adjacent to the building and has three windows which are now blocked by 400 Ashland. Ms. Baren stated she is concerned that future changes to 400 Ashland will block her only window with a view and can lead to the existing building being demolished and a larger building constructed.

Sheila Montroy, 410 Ashland, stated she is concerned about the amount of parking. The 300 block of Ashland now has Constructive Chaos and a doctor's office making parking extremely difficult.

Patricia Montroy, 415 Franklin, agreed with Sheila Montroy.

Joan Hickey, 410 Ashland, asked about the dimensions of the present parking.

Marilyn Henricks, 411 Ashland, asked about the aprons and whether cars would be parked on the apron.

Pat Novelli, 407 Ashland, agreed with Ms. Henricks's comments.

Nancy O'Toole, 407 Ashland, stated that a big concern for residents who live on this street is parking.

Ed Klima, 415 Franklin, stated that the current parking presents vision problems for cars that access their building. Mr. Klima did not believe the exterior of the building, which is cinderblock, is in keeping with the character of the Village. The plans indicate kitchen access on the west side of the building and Mr. Klima asked where the garbage cans would be located and stated the cans may be viewable from the balconies of 415 Franklin.

Pete Trantow, 411 Ashland, President of 407-411 Ashland Avenue, discussed the potential parking problems and asked whether it was legal for cars to park on driveway aprons.

Chair Martin asked if there were any other members of the audience who wished to address the Board. There were no audience members indicating a desire to address the Board.

Mike Streit, applicant, stated he believes the project is a perfect application if the neighborhood is concerned about parking. The applicant intends to upgrade the building and will be there for a long time. Mr. Streit stated two current tenants would like to stay in the building and if Elm Glass will stay, they will leave the existing overhead garage door as they utilize the garage door. The applicant is requesting the right to take out the garage door in the future if Elm Glass ever moves.

Chair Martin stated that Mr. Schiess's presentation and the plans as presented show the garage door being removed and Mr. Streit is now indicating that these doors will not be removed.

Upon further discussion, the applicant agreed to remove the garage door as presented in the application.

Mr. Schiess concluded that the fundamental change as proposed is to convert 953 square feet of the existing building from a commercial use to a residential use. In Mr. Schiess's opinion, it is a nominal change for the opportunity to reinvest in local property and upgrade the property for long term viability.

Chair Martin closed the Public Hearing at 9:03pm.

4. DISCUSSION REGARDING THE 400 ASHLAND AVENUE PLANNED DEVELOPMENT APPLICATION

Commissioner Berni asked whether the applicant should be required to remove the driveway aprons. Commissioner McMahon stated the aprons should be eliminated and landscaped. Commissioner McMahon added that he is not satisfied with the parking plan as space #5 would not be accessible if parking space #4 is occupied. Without a diagram showing a car can park into space #5, he is not satisfied with the parking plan.

Commissioner Fishman stated she agrees that the aprons should be removed in order to provide additional on-street parking.

Chair Martin asked if the Board is satisfied with the parking calculations.

Commissioner McMahon stated he is satisfied with Staff's calculation of the required number of parking spaces but he is unsure if the applicant satisfies the parking calculations.

Commissioner Griffin stated the parking situation could be improved with the proposed addition of an on-site space and two additional street parking spaces. Commissioner Griffin stated the impact of the proposal on the community is minimal. Commissioner Griffin does not believe approval of the application would set a terrible precedent.

Commissioner McMahon stated the parking license for the two additional spots reads that the spaces are first-come first-serve and does not restrict the licensor from promising additional spaces to new people.

Commissioner Griffin moved to approve the proposal as presented, seconded by Commissioner Berni. Chair Martin opened the application for discussion of amendments or conditions of approval.

Commissioner Berni moved to condition the application to require that the two unused aprons be removed.

Commissioner McMahon stated his concern as to whether all seven parking spaces are accessible, whether the five on site are accessible from the existing apron and whether the other two off-site spaces will be available in the lot where they are promised.

After discussion and considering the comments of the Board members, it was suggested that the motion to recommend approval be made subject to the following four conditions:

- The applicant shall provide satisfactory proof to the Public Works Department that there is access from Central Avenue to all five parking spaces.
- The applicant shall provide verification from the licensor of the property at 420 Franklin that there are currently two parking spaces available and availability will be maintained throughout the term of the license agreement to satisfy the parking requirements.
- The two driveway aprons on Central Avenue will be removed and restored with curb and landscaping.
- The applicant shall submit a corrected Appendix C to meet the requirements of 10-19-6B2.

The amended motion was approved by Commissioner Griffin and Commissioner Berni.

Chair Martin asked the Secretary to call the roll on Commissioner Griffin's motion with the four conditions as listed above:

Ayes: McMahon, Kirk, Berni, Levy, Fishman, Griffin, Martin

Nays: None

Motion Passes.

5. ADJOURNMENT

Commissioner Fishman made a motion seconded by Commissioner Levy to adjourn the Development Review Board meeting at 9:45 p.m.

Ayes: Chair Martin, Board Members McMahon, Griffin, Berni, Levy, Fishman, Kirk

Nays: None

Motion Passes.

Michael Braiman
Assistant Village Administrator