



VILLAGE OF RIVER FOREST
MEETING OF THE HISTORIC PRESERVATION
COMMISSION

Thursday, April 30th, 2026 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
First Floor Community Room

AGENDA

Public comments sent in advance of [the meeting](#) are shared with the Commission. You may submit your written public comments via email in advance of the meeting to: lmabella@vrf.us. This meeting will take place **in the First Floor Community Room** at Village Hall.

You may listen to the meeting via Zoom conference call as follows: **Zoom Conference Call: Dial-in number: 312-626-6799 with meeting ID: 854 5693 2628. Zoom Link: <https://us02web.zoom.us/j/85456932628>**

The agenda is as follows:

- I. Call to Order
- II. Public Comment
- III. Approval of Meeting Minutes – March 26th, 2026
- IV. Review of Application for Certificate of Appropriateness – 1447 Ashland – Garage Demolition and Addition
- V. Discussion of the Application for Certificate of Appropriateness at 236 Keystone
- VI. Proposed Rewrite of the Village Historic Preservation Ordinance – Review and Discussion
- VII. Discussion Regarding Protection and Promotion of River Forest Architecture and History
- VIII. Other Business
- IX. Adjournment

ADA Compliance: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village at least 24 hours in advance of the scheduled meeting in person at Village Hall by telephone at 708.366.8500 or by email: lmabella@vrf.us. Every effort will be made to allow for meeting participation.

**VILLAGE OF RIVER FOREST
Historic Preservation Commission Meeting Minutes
March 26th, 2026**

A regular meeting of the Village of River Forest Historic Preservation Commission was held on March 26th, 2026, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:00 p.m. Upon roll call, the following persons were:

Present: Chair Franek, Commissioners Saeger, Muhr, Forehand, Graham-White and Schutzenhofer

Absent: None

Also Present: Luke Masella, Deputy Clerk

2. PUBLIC COMMENT

None.

3. APPROVAL OF MEETING MINUTES – FEBRUARY 26th, 2026

A MOTION was made by Commissioner Saeger and SECONDED by Commissioner Forehand to approve the meeting minutes for the February 26th, 2026, meeting.

AYES: Chair Franek, Commissioners Saeger, Forehand, Muhr, Graham-White, and Schutzenhofer

NAYS: None

Motion Passes.

4. REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR COMPLETENESS – 1447 ASHLAND – GARAGE DEMOLITION AND ADDITION

Mindy Viamontes gave a brief presentation on the proposed changes to the property at 1447 Ashland.

Commissioner Forehand asked if the applicant was able to locate any old photos of the home.

The applicant noted that they have located a limited number of photographs to date and are continuing their search for additional materials.

Commissioner Forehand commented on the beauty of the home and inquired whether the applicant plans to retain any of the existing light fixtures.

Ms. Viamontes stated that this was a good suggestion and something they will consider, though they have not yet reached the stage of discussing light fixtures. She added that the home is in rough condition due to flooding issues and its age.

Commissioner Forehand asked if the front window wells would be properly capped with brick to match the home.

Ms. Viamontes confirmed that they would, and noted that a railing will be required in that area.

Commissioner Forehand suggested that the applicant draw inspiration for the railing from the existing ironwork on the home. He added that the proposed work is excellent and expressed enthusiasm about seeing a home of this nature being restored.

Chair Franek noted that the application and presentation were among the most thorough he has seen. He added that the Oak Park River Forest Historical Society may have photographs of the home and suggested the applicant use them as a potential resource.

Commissioner Saeger asked whether the garage was original.

Ms. Viamontes responded that they are unsure but noted that it has been modified and is likely not original.

A MOTION was made by Commissioner Muhr and SECONDED by Commissioner Schutzenhofer to deem the Certificate of Appropriateness Application for 1447 Ashland as complete.

AYES: Chair Franek, Commissioners Saeger, Forehand, Muhr, Graham-White, and Schutzenhofer

NAYS: None

Motion Passes.

5. REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR COMPLETENESS – 236 KEYSTONE – GARAGE DEMOLITION

Chair Franek asked whether the application included any photographs of the existing principal structure on the property.

Deputy Clerk Masella noted that it did not.

The Commission agreed to request that the applicant provide photographs of the existing principal structure for the next meeting. The Commission also agreed to include this as a requirement for future garage applications and to incorporate it into the proposed ordinance revision.

Commissioner Schutzenhofer asked whether applicants are required to match the architecture of a proposed new garage to the existing principal structure on the property.

Chair Franek noted that, while it is encouraged, it is not a requirement.

A MOTION was made by Commissioner Saeger and SECONDED by Commissioner Forehand to deem the application for a Certificate of Appropriateness for 236 Keystone complete, pending submission of additional photographs of the principal structure.

AYES: Chair Franek, Commissioners Saeger, Forehand, Muhr, Graham-White, and Schutzenhofer

NAYS: None

Motion Passes.

6. REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR COMPLETENESS – 743 WILLIAM – GARAGE DEMOLITION

Commissioner Saeger noted this application needs photos of the principal structure as well.

Commissioner Forehand noted that the garage may appear to be original.

A MOTION was made by Commissioner Forehand and SECONDED by Commissioner Graham-White to deem the application for a Certificate of Appropriateness for 743 William as complete, pending submission of additional photographs of the principal structure.

AYES: Chair Franek, Commissioners Saeger, Forehand, Muhr, Graham-White, and Schutzenhofer

NAYS: None

Motion Passes.

7. PROPOSED REWRITE OF THE VILLAGE HISTORIC PRESERVATION ORDINANCE – REVIEW AND DISCUSSION

The Commission, along with Deputy Clerk Masella, reviewed the proposed ordinance rewrite page by page and also examined the accompanying flow charts. Commissioners made a number of suggested changes throughout the review.

Commissioner Saeger led a discussion on the proposed changes to the ordinance concerning Local Landmarks.

8. DISCUSSION REGARDING PROTECTION AND PROMOTION OF RIVER FOREST ARCHITECTURE AND HISTORY

None.

9. OTHER BUSINESS

Commissioner Saeger encouraged the Village to continue promoting the house walks and noted that she may explore organizing a walk focused on the homes of former Village presidents.

10. ADJOURNMENT

MOTION to adjourn by Commissioner Saeger, Seconded by Commissioner Graham-White

AYES: Chair Franek, Commissioners Saeger, Forehand, Muhr, Graham-White, and Schutzenhofer

NAYS: None

Motion Passes.

Luke Masella, Deputy Clerk

Date: _____

Email from the applicant of 743 William who withdrew their application.

“Hi Luke,

We are withdrawing our detached garage application at 743 William. The homeowner has cited that the historical committee’s process seemed too complicated and expensive (specifically the certified mailers requirement) for them to pursue replacing their garage at this time.

Thank you for your assistance and follow up!”

Comment from the homeowner of 1447 Ashland

“Hey Luke,

Thanks for taking the time today to walk me thru the requirements for the Historic Committee of River Forest process. As we discussed, my family and I are thrilled to be a part of the community. And we definitely are not intending any complaints to start us off on the wrong foot.

But I do want to highlight the perplexing burden of having to send out certified mailers and return receipt requests. These are not cheap (\$10 each) and there are a lot of them that I need to send (about 90). While we welcome (and encourage!) our neighbors to see the project that we are planning to build, this seems like a decent waste of money. Not to mention the time required to actually fill all these out, go to the post office, pay, etc. It's a full days worth of work. It would probably have been cheaper and more time efficient to literally walk around the neighborhood and ring doorbells, hand delivering these to people. But alas, the ordinance doesn't allow for that (we checked).

I would hope the village would strongly consider reducing this procedural burden, if not for me, for the next person.

Thanks again for your time and consideration.

Sincerely,

James Cosentino”

1447 Ashland Ave COA Application

March 18, 2026

1. Applicants name:

Michael Viamontes, AIA
M Viamontes Architects PLLC
53 W Jackson Blvd, Suite 337, Chicago, IL 60604
Phone: 312.497.7424
Email: mike@mviamontes.com
CC: mindy@mviamontes.com
CC: james.r.cosentino@gmail.com

2. Owners Name, if different:

Kelly Kono and James Cosentino

3. Street address and plat if available:

1447 Ashland Ave, River Forest, IL, 60305. See Plat of Survey in Drawing Package.

4. A brief description and photos of the structure:

2.5-Story brick Tudor style single-family home constructed in 1925. The one-story garage was modified to increase the depth and is under-sized for two cars. The existing two-story wood framed porch on the rear of the house is not original and in a state of disrepair.

5. A detailed description of the proposed demolition, together with pictorial renditions indicating how the proposed changes will affect the property:

The proposed work involves careful removal of the existing one-story garage and two-story wood framed porch on the rear of the home. The 1.5-story, 2-car garage and 2.5-story addition will be constructed in brick veneer with slate roofs to match the detailing of the historic home. The new additions match the existing rooflines and provide a cohesive extension from the original home. The majority of the historic windows (assumed to be leaded glass) were replaced during more recent renovations. There are a few existing leaded glass windows remaining on the home which are covered with exterior storm windows. We are planning to restore the leaded glass windows where feasible. The existing non-historic replacement windows lack muntins and are deeply set into the window jambs. The existing openings will be maintained with new windows throughout the house including historic brick mouldings, divided lites, and set forward to match the characteristics of the original windows. All interventions are carefully considered to complement the historic fabric and ensure the property's historic significance is preserved.

6. Identification of any architect or developer involved in the project:

M Viamontes Architects PLLC



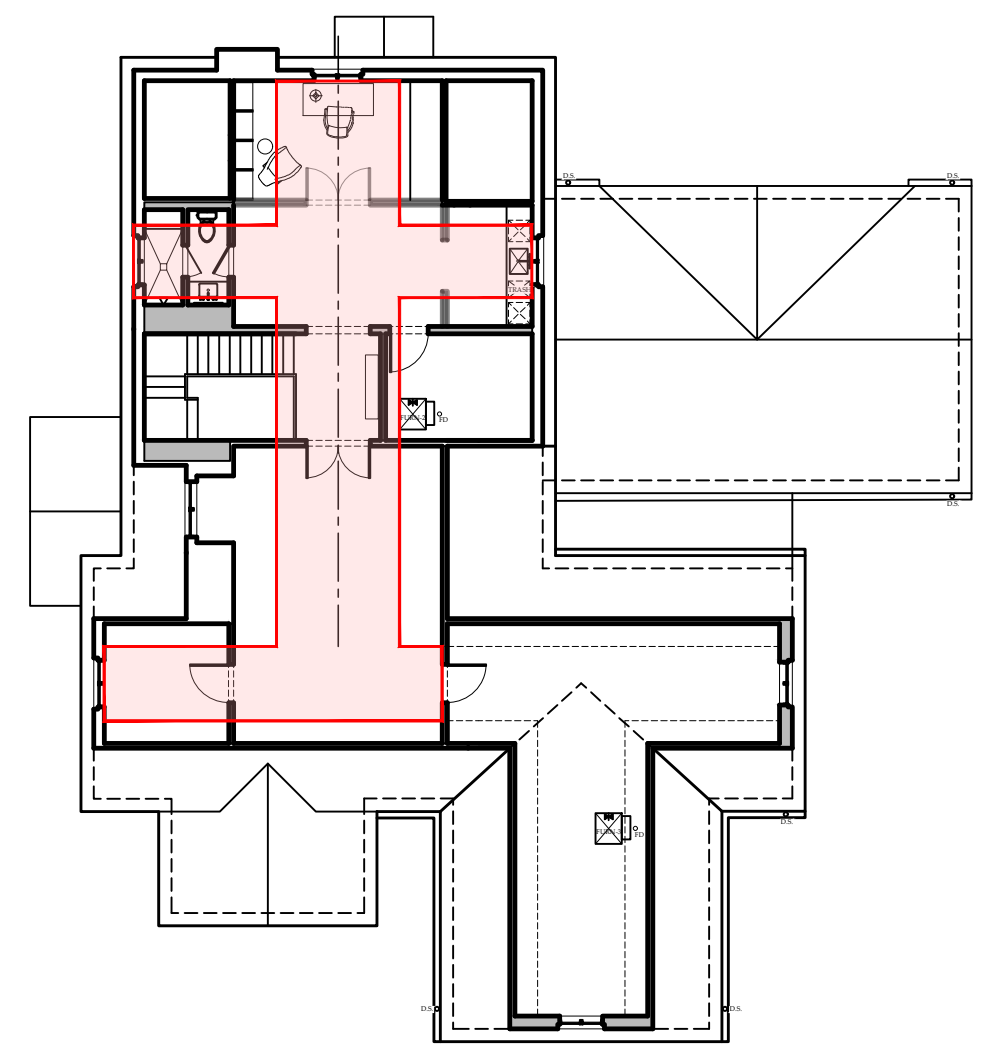
HISTORIC PHOTO - DATE UNKNOWN
COMPLETED 1925



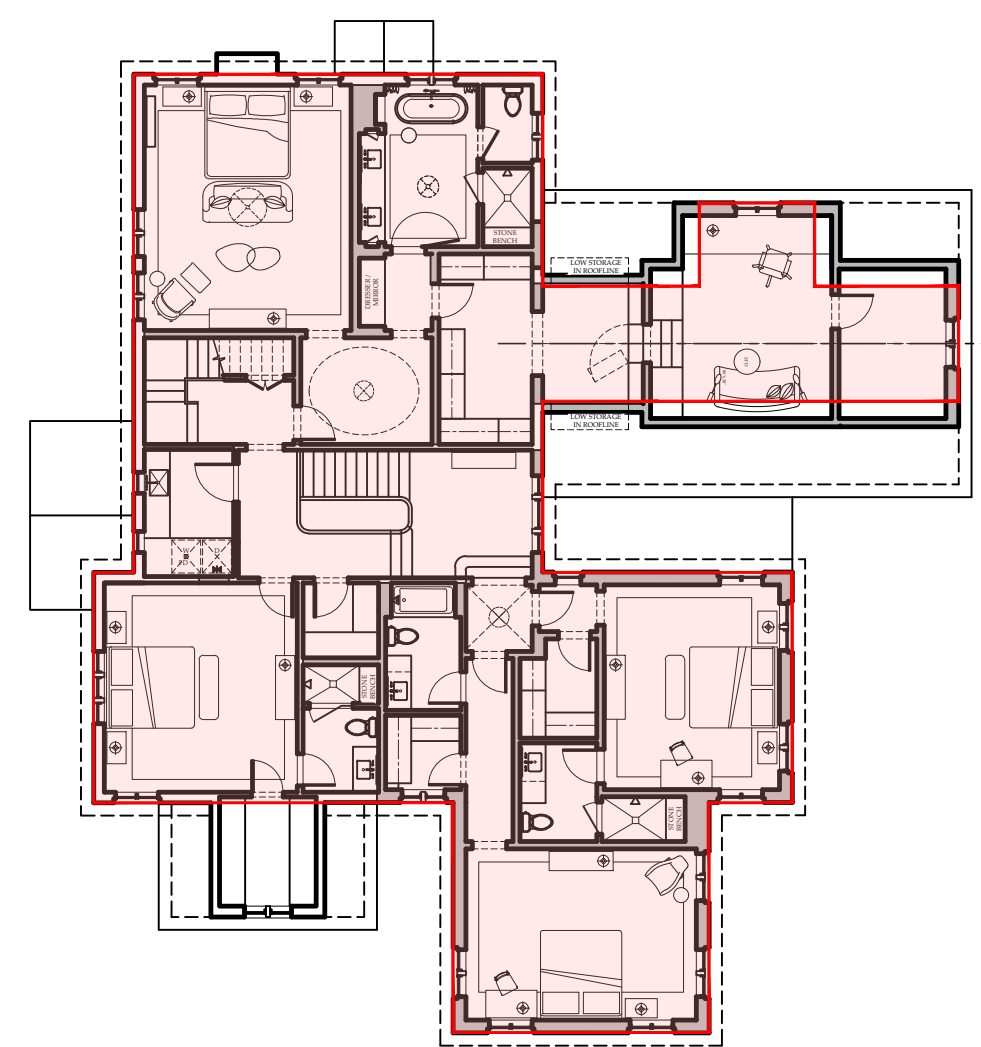
ORPHAN (HOUSEBOY) 1925 - 1932



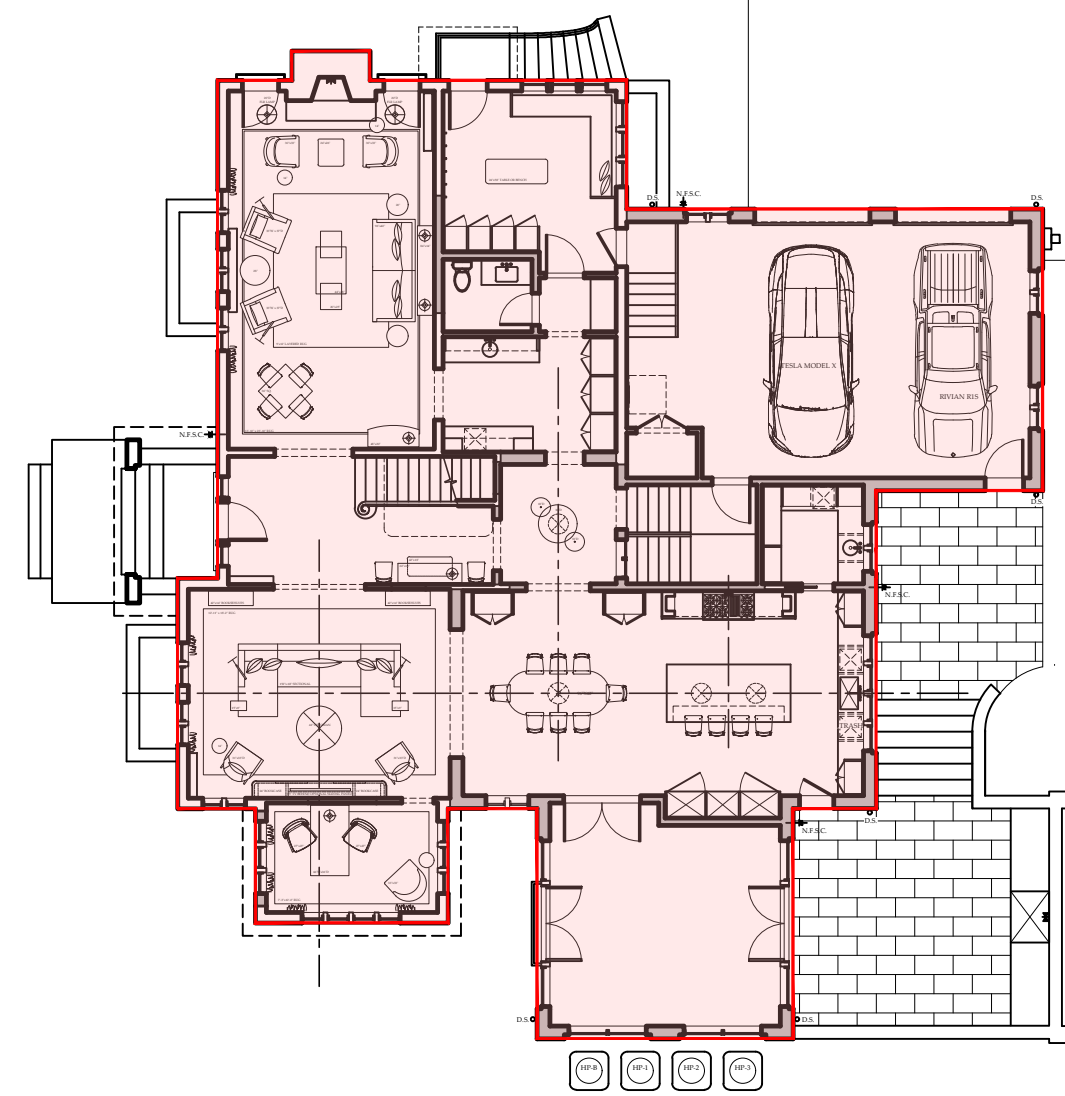
ORIGINAL OWNER
(WIFE OF THE ARCHITECT)



ATTIC = 699 S.F.



SECOND FLOOR = 2936 S.F.

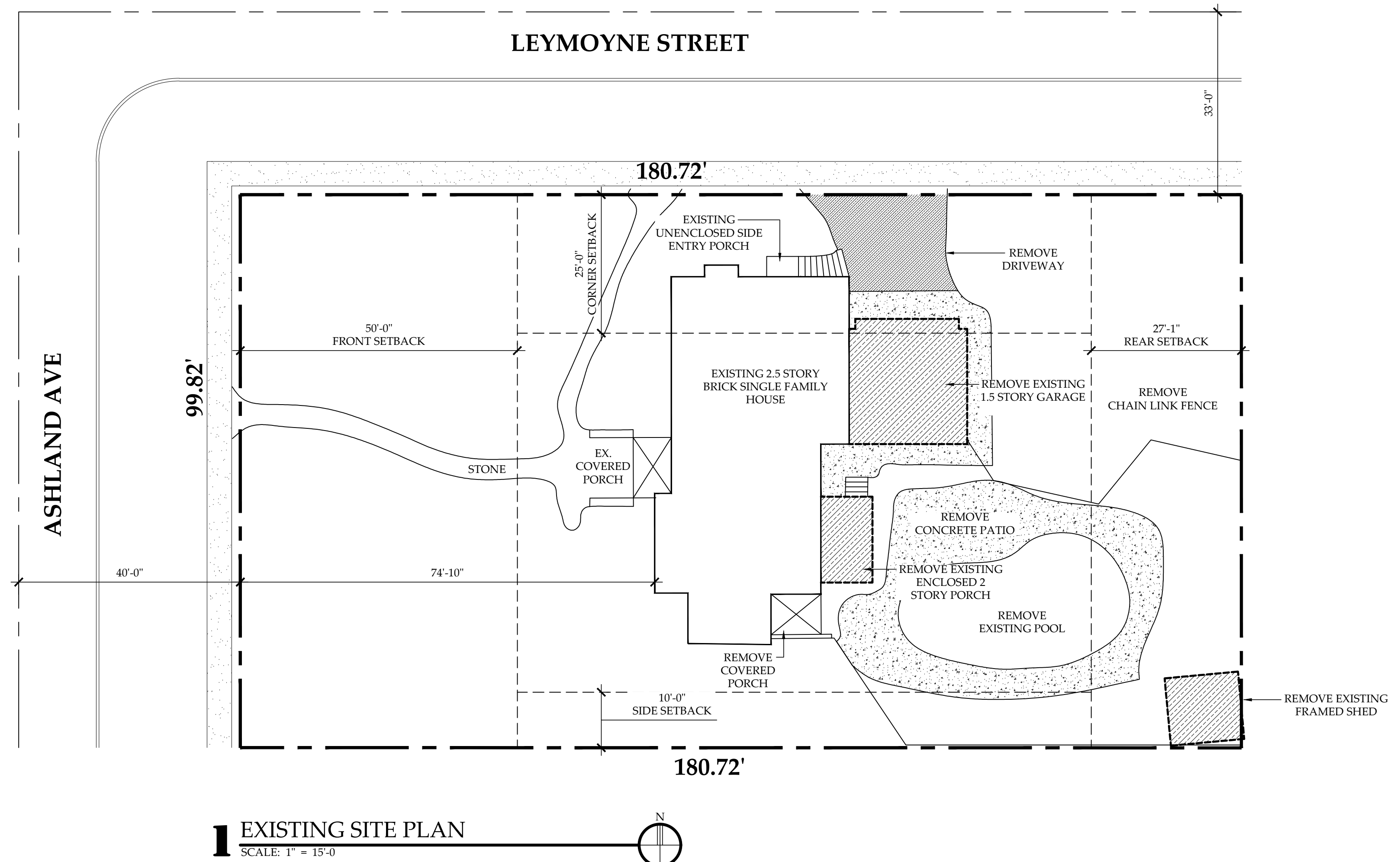
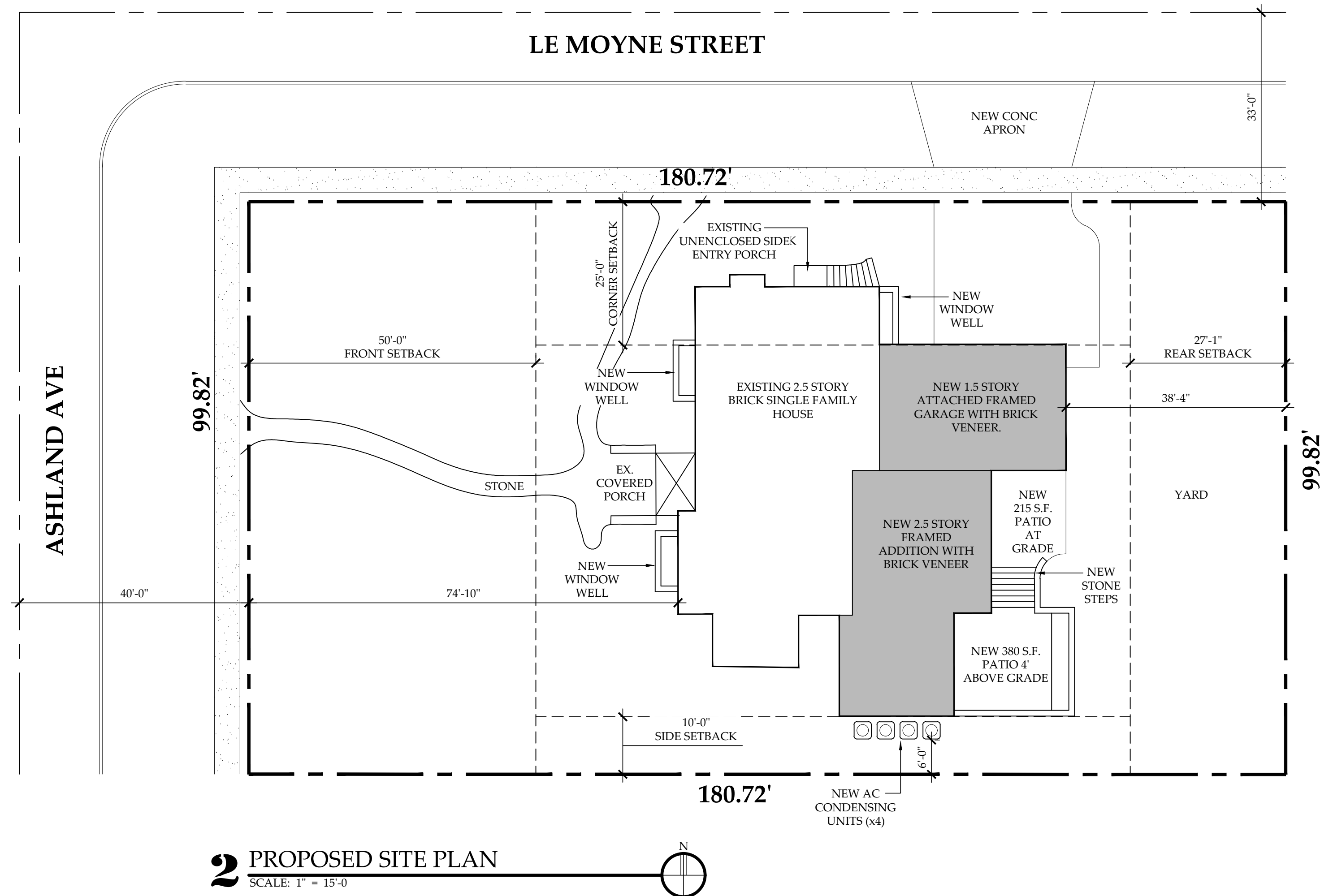


FIRST FLOOR = 3582 S.F.

2 FAR PLAN DIAGRAMS
SCALE: 1" = 15'-0"

ZONING			
	ORDINANCE	EXISTING	PROPOSED
DISTRICT:	R2		
MIN. LOT AREA	8,712	18,043	18,043
MIN. LOT WIDTH	AVG. OF OTHERS ON THE BLOCK	99.82'	99.82'
LOT COVERAGE	30% (INCL. ACCESSORY)	14%	22.4%
F.A.R.	0.40 (7217 S.F.)	0.29	0.40
MAX. HEIGHT:	35'	35'	NO CHANGE
MAX. STORIES	2.5	2.5	2.5
FRONT SETBACK	AVG. OF NEIGHBORS	NO CHANGE	NO CHANGE
CORNER SETBACK	25'	14'-10"	14'-10" (25' TO ADDITION)
REAR SETBACK	27.1' (15% OF LOT DEPTH)	49'-6"	36'-4"
SIDE SETBACKS	10' MIN.	18'-7"	10'-0"
ACCESSORY			
MAX. HEIGHT:	18'		
MAX. STORIES:	1.5		
REAR SETBACK	3'		
SIDE SETBACK	3'		

FAR CALCULATIONS	
LOT AREA	18,043
FAR	.40 (7217 S.F.)
BASEMENT	0 S.F.
FIRST FLOOR	3582 S.F.
SECOND FLOOR	2936 S.F.
ATTIC	699 S.F.
TOTAL	7217 S.F.
GROSS FLOOR AREA OVER 7	



DRAWING SYMBOL LEGEND

- NEW CONST.
- CONCRETE
- TO BE DEMOLISHED
- TYP TYPICAL
- EQ EQUAL
- SIM SIMILAR
- CENTERLINE
- U.N.O. UNLESS NOTED OTHERWISE
- V.I.F. VERIFY IN FIELD
- N.I.C. NOT IN CONTRACT
- A.F.F. ABOVE FINISHED FLOOR
- EXTERIOR ELEVATION OR SECTION MARKER
- INTERIOR ELEVATION MARKER
- DETAIL MARKER
- DOOR TAG
- WINDOW TAG
- PLUMBING TAG
- APPLIANCE TAG

03-20-26	PERMIT REVISIONS
02-13-26	FOR PERMIT

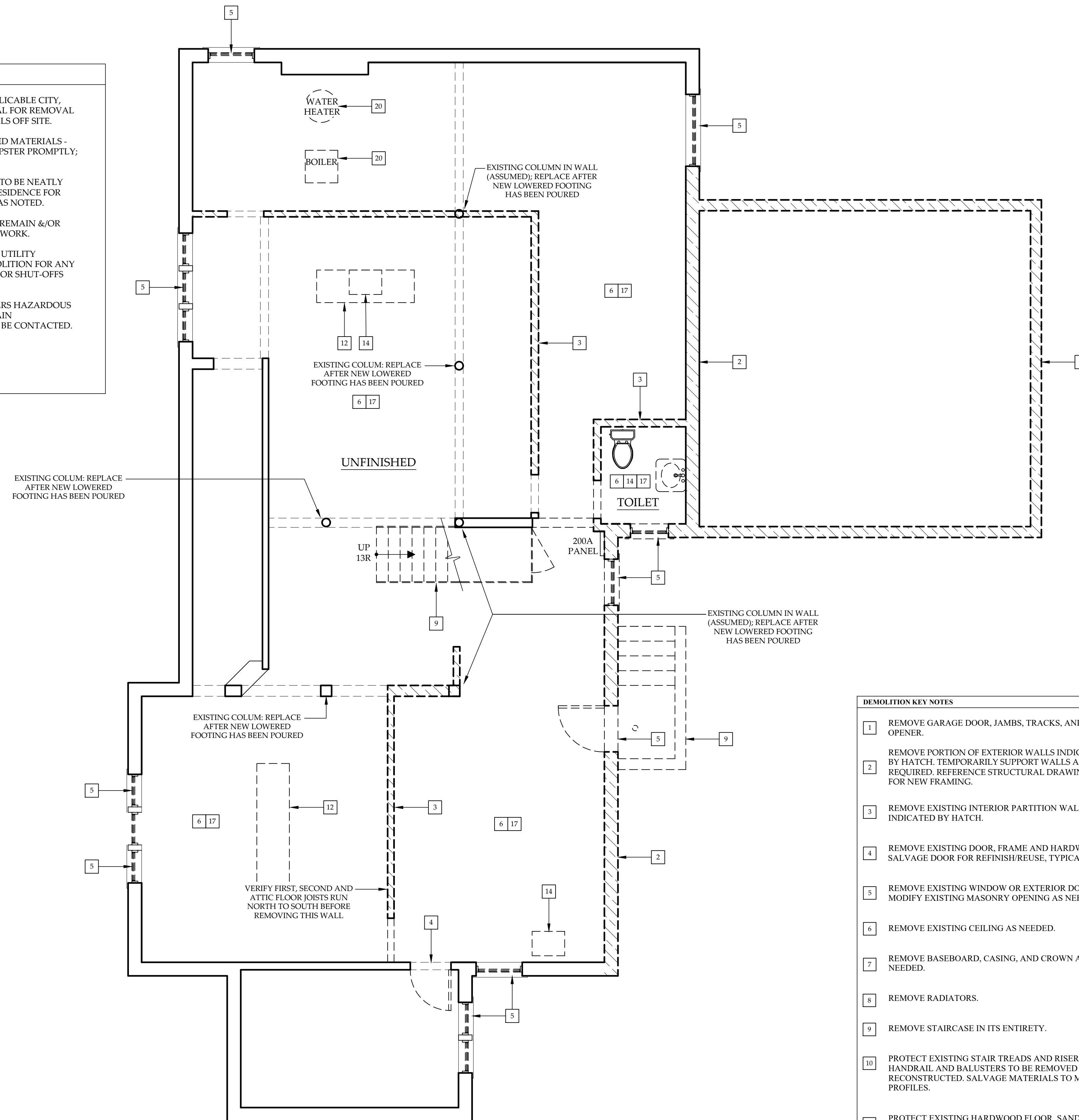
1447
ASHLAND
AVE
RIVER FOREST, IL 60305

MVIAMONTES ARCHITECTS
MVIAMONTES ARCHITECTS PLLC
53 W. JACKSON BLVD.
SUITE 337
CHICAGO, IL 60604
MIKE@MVIAMONTES.COM
312-497-7424

SITE PLANS

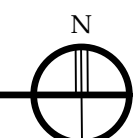
SP1.1

DEMOLITION NOTES	
1. DEMOLITION SHALL BE AS INDICATED ON DRAWINGS & IN ACCORDANCE W/ NOTES.	7. DEMOLITION REQUIRES APPLICABLE CITY, STATE, & FEDERAL APPROVAL FOR REMOVAL & DISPOSAL OF MATERIALS OFF SITE.
2. WORK TO COMPLY WITH ALL APPLICABLE CODES & ORDINANCES OF RIVER FOREST, ILLINOIS.	8. DO NOT STOCKPILE REMOVED MATERIALS - REMOVE BY TRUCK OR DUMPSTER PROMPTLY, UNLESS NOTED FOR REUSE.
3. CONTRACTOR TO CONDUCT OPERATIONS & DUMPSTER PLACEMENT TO AVOID DAMAGE TO, & INSURE MINIMUM INTERFERENCE W/ STREETS, ALLEYS, WALKS, CURBS & ADJACENT FACILITIES.	9. ALL SALVAGED MATERIALS TO BE NEATLY STORED & PROTECTED IN RESIDENCE FOR REUSE OR STORED OFF SITE AS NOTED.
4. CONTRACTOR AT LEAST ONCE A DAY, CLEAN-UP AFTER OPERATIONS & REMOVE EXCESS RUBBISH.	10. PROTECT ALL SURFACES TO REMAIN &/OR ADJACENT TO DEMOLITION WORK.
5. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE EXISTING STRUCTURE OR CONTENTS THEREIN DUE TO INSUFFICIENT PROTECTION.	11. CONTRACTOR TO CONTACT UTILITY COMPANIES PRIOR TO DEMOLITION FOR ANY MARKING OF UTILITY LINES OR SHUT-OFFS REQUIRED.
6. STRUCTURAL MEMBERS ARE NOT TO BE REMOVED OR ALTERED UNLESS SPECIFICALLY SHOWN ON DRAWINGS OR REVIEWED BY ARCHITECT. LEAVE BEARING STUD WALLS IN PLACE UNTIL NEW STRUCTURE IS INSTALLED OR TEMPORARY SUPPORT IS PROVIDED.	12. IF CONTRACTOR ENCOUNTERS HAZARDOUS MATERIALS, WORK TO REMAIN UNDISTURBED & OWNER TO BE CONTACTED.



DEMOLITION KEY NOTES	
1 REMOVE GARAGE DOOR, JAMBS, TRACKS, AND OPENER.	14 REMOVE PLUMBING FIXTURES.
2 REMOVE PORTION OF EXTERIOR WALLS INDICATED BY HATCH. TEMPORARILY SUPPORT WALLS AS REQUIRED. REFERENCE STRUCTURAL DRAWINGS FOR NEW FRAMING.	15 REMOVE FLOOR TILE.
3 REMOVE EXISTING INTERIOR PARTITION WALLS INDICATED BY HATCH.	16 REMOVE WALL TILE.
4 REMOVE EXISTING DOOR, FRAME AND HARDWARE; SALVAGE DOOR FOR REFINISH/REUSE, TYPICAL.	17 REMOVE ALL ELECTRICAL WIRING, FIXTURES, AND RECEPTACLES.
5 REMOVE EXISTING WINDOW OR EXTERIOR DOOR. MODIFY EXISTING MASONRY OPENING AS NEEDED.	18 PROTECT EXISTING FIREBOX, MANTEL, SURROUND, AND HEARTH.
6 REMOVE EXISTING CEILING AS NEEDED.	19 REMOVE CLOSET RODS/SHELVING.
7 REMOVE BASEBOARD, CASING, AND CROWN AS NEEDED.	20 REMOVE WATER HEATER AND ALL EXISTING HVAC EQUIPMENT.
8 REMOVE RADIATORS.	21 REMOVE PORCH ADDITION IN ITS ENTIRETY.
9 REMOVE STAIRCASE IN ITS ENTIRETY.	22 REMOVE ROOF INDICATED BY HATCH.
10 PROTECT EXISTING STAIR TREADS AND RISERS. HANDRAIL AND BALUSTERS TO BE REMOVED AND RECONSTRUCTED. SALVAGE MATERIALS TO MATCH PROFILES.	23 PROTECT EXISTING LEADED GLASS WINDOWS TO REMAIN.
11 PROTECT EXISTING HARDWOOD FLOOR, SAND TO REFINISH.	24 REMOVE EXISTING LEADED GLASS WINDOWS, SALVAGE FOR REUSE.
12 REMOVE MILL WORK AND COUNTERTOPS.	25 REMOVE EXISTING MILKWORK, SALVAGE FOR REUSE.
13 REMOVE VANITY, COUNTERTOP, BATH ACCESSORIES, AND MIRRORS.	26 REMOVE EXISTING GARDEN WALL.
	27 REMOVE EXISTING HARDWOOD FLOOR.

1 BASEMENT DEMO PLAN
SCALE: 1/4" = 1'-0"



DRAWING SYMBOL LEGEND

	NEW CONST.
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	TO BE DEMOLISHED
TYP	TYPICAL
EQ	EQUAL
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03-20-26	PERMIT REVISIONS
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M. VIAMONTES ARCHITECTS PLLC

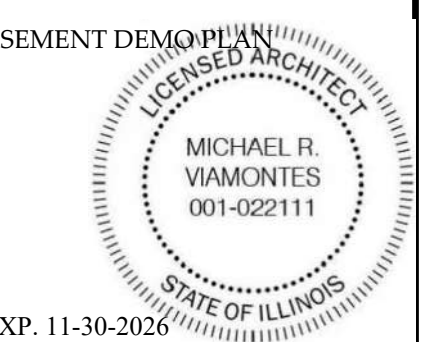
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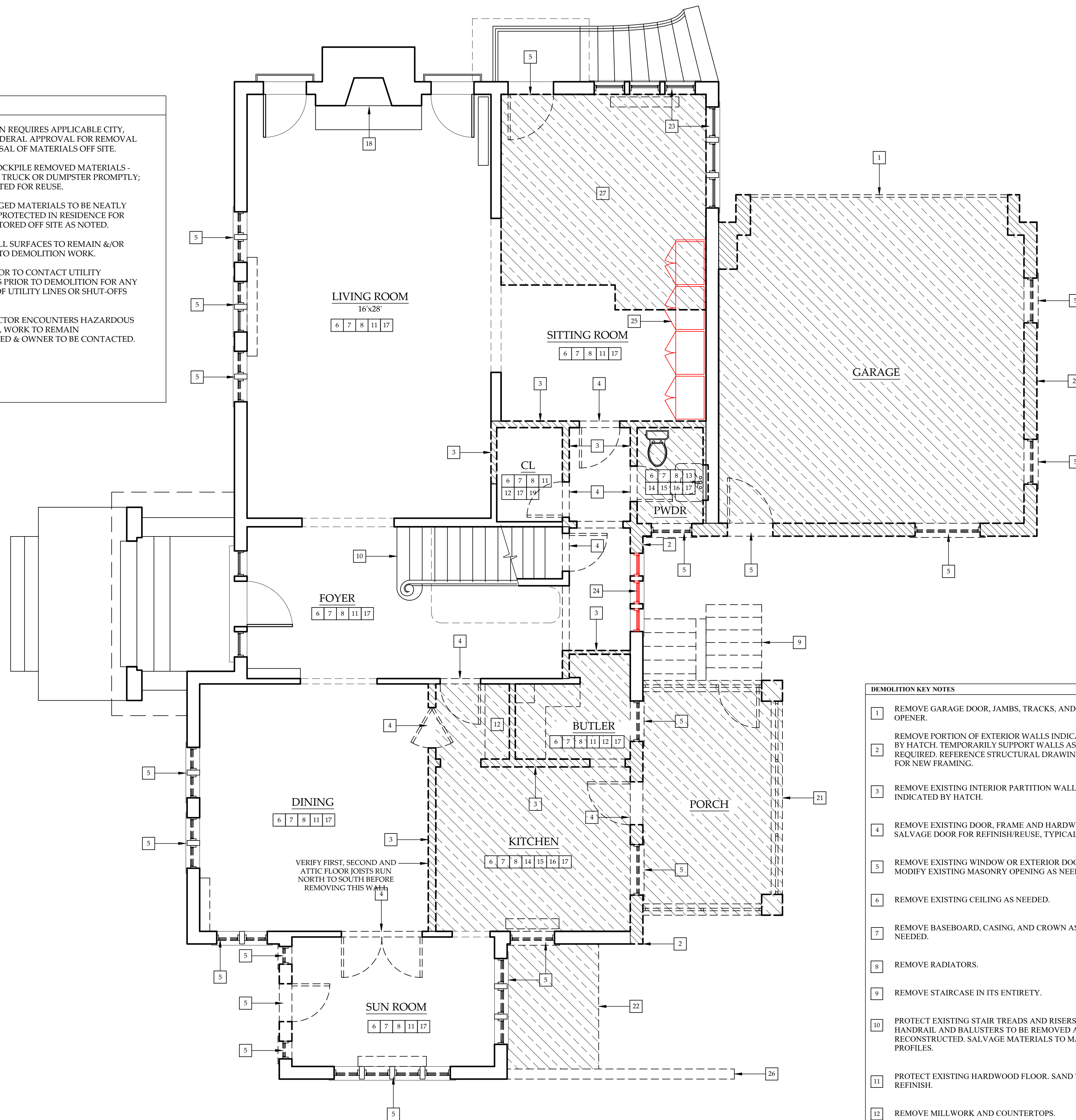
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D1.0

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- DEMOLITION KEY NOTES**
- | | |
|--|---|
| 1 REMOVE GARAGE DOOR, JAMBS, TRACKS, AND OPENER. | 14 REMOVE PLUMBING FIXTURES. |
| 2 REMOVE PORTION OF EXTERIOR WALLS INDICATED BY HATCH. TEMPORARILY SUPPORT WALLS AS REQUIRED. REFERENCE STRUCTURAL DRAWINGS FOR NEW FRAMING. | 15 REMOVE FLOOR TILE. |
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1 FIRST FLOOR DEMO PLAN
SCALE: 1/4" = 1'-0"

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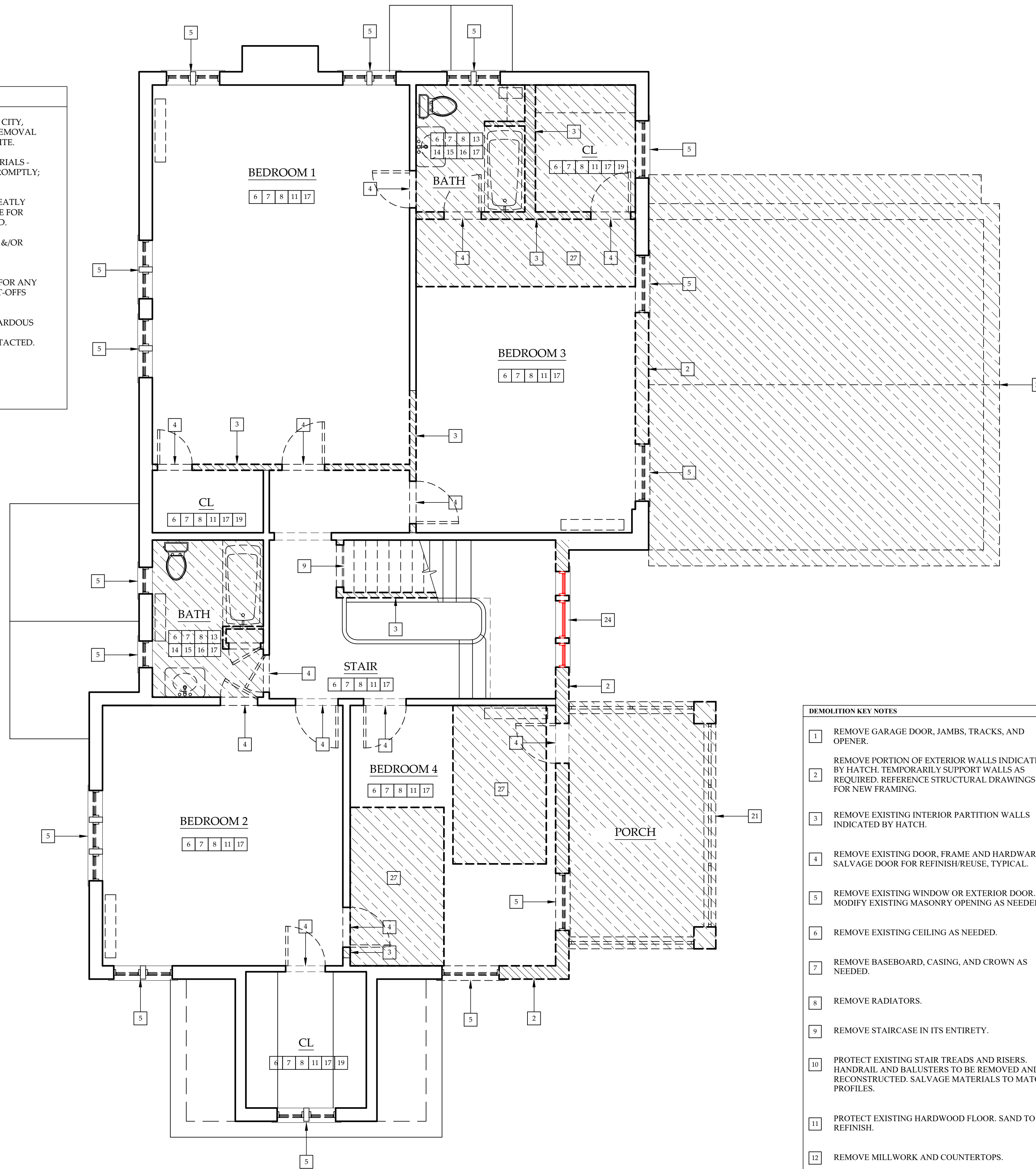
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312-497-7424

FIRST FLOOR DEMO PLAN
LICENSED ARCHITECT
MICHAEL R. VIAMONTES
001-022111
STATE OF ILLINOIS
EXP. 11-30-2026
D1.1

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- | | |
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| 6 REMOVE EXISTING CEILING AS NEEDED. | 19 REMOVE CLOSET RODS/SHELVING. |
| 7 REMOVE BASEBOARD, CASING, AND CROWN AS NEEDED. | 20 REMOVE WATER HEATER AND ALL EXISTING HVAC EQUIPMENT. |
| 8 REMOVE RADIATORS. | 21 REMOVE PORCH ADDITION IN ITS ENTIRETY. |
| 9 REMOVE STAIRCASE IN ITS ENTIRETY. | 22 REMOVE ROOF INDICATED BY HATCH. |
| 10 PROTECT EXISTING STAIR TREADS AND RISERS. HANDRAIL AND BALUSTERS TO BE REMOVED AND RECONSTRUCTED. SALVAGE MATERIALS TO MATCH PROFILES. | 23 PROTECT EXISTING LEADED GLASS WINDOWS TO REMAIN. |
| 11 PROTECT EXISTING HARDWOOD FLOOR, SAND TO REFINISH. | 24 REMOVE EXISTING LEADED GLASS WINDOWS, SALVAGE FOR REUSE. |
| 12 REMOVE MILLWORK AND COUNTERTOPS. | 25 REMOVE EXISTING MILKWORK, SALVAGE FOR REUSE. |
| 13 REMOVE VANITY, COUNTERTOP, BATH ACCESSORIES, AND MIRRORS. | 26 REMOVE EXISTING GARDEN WALL. |
| | 27 REMOVE EXISTING HARDWOOD FLOOR. |

1 SECOND FLOOR DEMO PLAN
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

- NEW CONST.
- CONCRETE
- TO BE DEMOLISHED
- TYP TYPICAL
- EQ EQUAL
- SIM SIMILAR
- CL CENTERLINE
- U.N.O. UNLESS NOTED OTHERWISE
- V.I.F. VERIFY IN FIELD
- N.I.C. NOT IN CONTRACT
- A.F.F. ABOVE FINISHED FLOOR
- EXTERIOR ELEVATION OR SECTION MARKER
- INTERIOR ELEVATION MARKER
- DETAIL MARKER
- DOOR TAG
- WINDOW TAG
- PLUMBING TAG
- APPLIANCE TAG

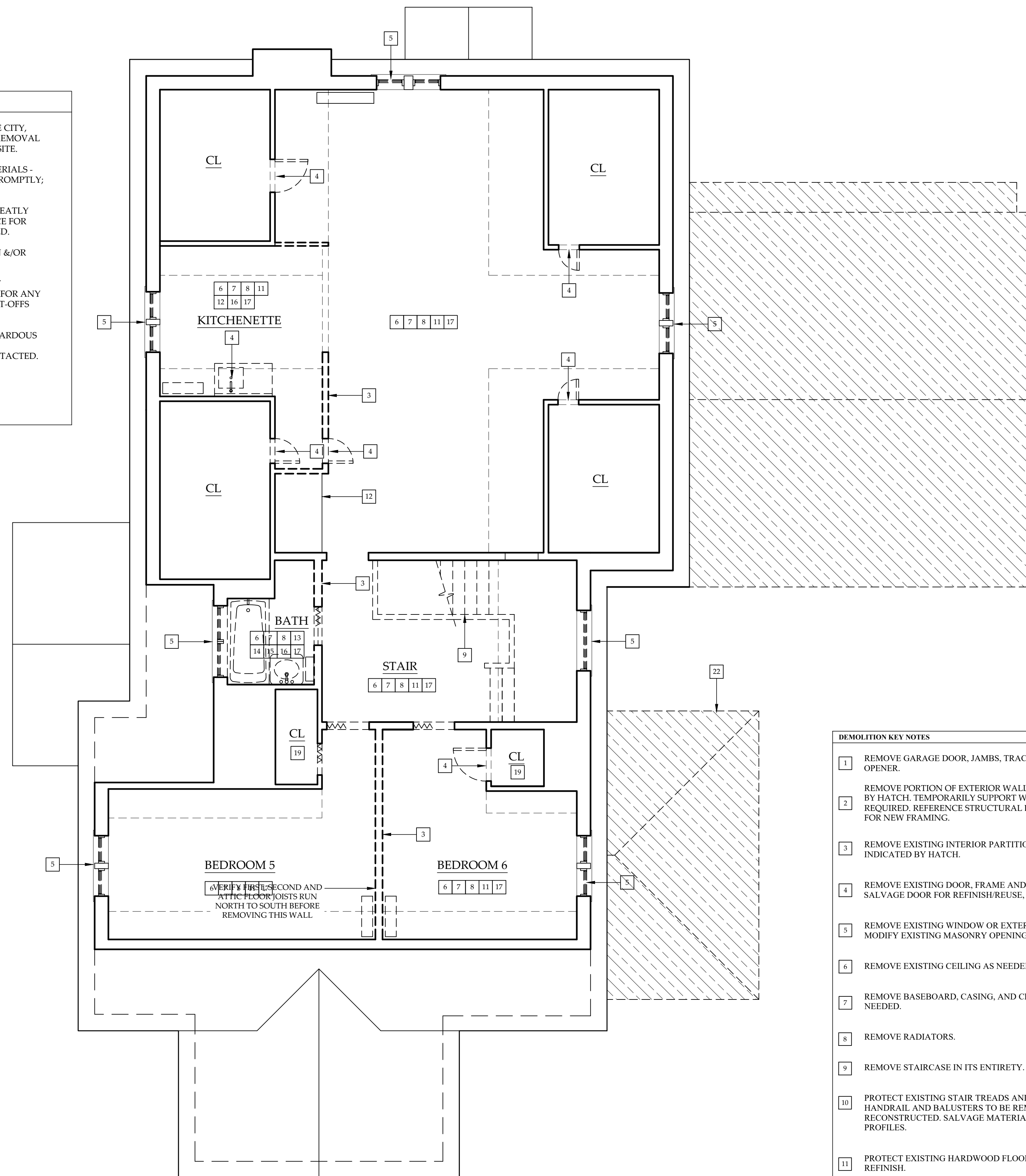
03-20-26 PERMIT REVISIONS
02-13-26 FOR PERMIT

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AVE**
RIVER FOREST, IL 60305

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312-497-7424

SECOND FLOOR DEMO PLAN
LICENSED ARCHITECT
MICHAEL R. VIAMONTES
001-022111
STATE OF ILLINOIS
EXP. 11-30-2026
D1.2

- DEMOLITION NOTES**
- DEMOLITION SHALL BE AS INDICATED ON DRAWINGS & IN ACCORDANCE W/ NOTES.
 - WORK TO COMPLY WITH ALL APPLICABLE CODES & ORDINANCES OF RIVER FOREST, ILLINOIS.
 - CONTRACTOR TO CONDUCT OPERATIONS & DUMPSTER PLACEMENT TO AVOID DAMAGE TO, & INSURE MINIMUM INTERFERENCE W/ STREETS, ALLEYS, WALKS, CURBS & ADJACENT FACILITIES.
 - CONTRACTOR AT LEAST ONCE A DAY, CLEAN-UP AFTER OPERATIONS & REMOVE EXCESS RUBBISH.
 - CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE EXISTING STRUCTURE OR CONTENTS THEREIN DUE TO INSUFFICIENT PROTECTION.
 - STRUCTURAL MEMBERS ARE NOT TO BE REMOVED OR ALTERED UNLESS SPECIFICALLY SHOWN ON DRAWINGS OR REVIEWED BY ARCHITECT. LEAVE BEARING STUD WALLS IN PLACE UNTIL NEW STRUCTURE IS INSTALLED OR TEMPORARY SUPPORT IS PROVIDED.
 - DEMOLITION REQUIRES APPLICABLE CITY, STATE, & FEDERAL APPROVAL FOR REMOVAL & DISPOSAL OF MATERIALS OFF SITE.
 - DO NOT STOCKPILE REMOVED MATERIALS - REMOVE BY TRUCK OR DUMPSTER PROMPTLY, UNLESS NOTED FOR REUSE.
 - ALL SALVAGED MATERIALS TO BE NEATLY STORED & PROTECTED IN RESIDENCE FOR REUSE OR STORED OFF SITE AS NOTED.
 - PROTECT ALL SURFACES TO REMAIN &/OR ADJACENT TO DEMOLITION WORK.
 - CONTRACTOR TO CONTACT UTILITY COMPANIES PRIOR TO DEMOLITION FOR ANY MARKING OF UTILITY LINES OR SHUT-OFFS REQUIRED.
 - IF CONTRACTOR ENCOUNTERS HAZARDOUS MATERIALS, WORK TO REMAIN UNDISTURBED & OWNER TO BE CONTACTED.



- DEMOLITION KEY NOTES**
- | | |
|--|---|
| 1 REMOVE GARAGE DOOR, JAMBS, TRACKS, AND OPENER. | 14 REMOVE PLUMBING FIXTURES. |
| 2 REMOVE PORTION OF EXTERIOR WALLS INDICATED BY HATCH. TEMPORARILY SUPPORT WALLS AS REQUIRED. REFERENCE STRUCTURAL DRAWINGS FOR NEW FRAMING. | 15 REMOVE FLOOR TILE. |
| 3 REMOVE EXISTING INTERIOR PARTITION WALLS INDICATED BY HATCH. | 16 REMOVE WALL TILE. |
| 4 REMOVE EXISTING DOOR, FRAME AND HARDWARE. SALVAGE DOOR FOR REFINISH/REUSE, TYPICAL. | 17 REMOVE ALL ELECTRICAL WIRING, FIXTURES, AND RECEPTACLES. |
| 5 REMOVE EXISTING WINDOW OR EXTERIOR DOOR. MODIFY EXISTING MASONRY OPENING AS NEEDED. | 18 PROTECT EXISTING FIREBOX, MANTEL, SURROUND, AND HEARTH. |
| 6 REMOVE EXISTING CEILING AS NEEDED. | 19 REMOVE CLOSET RODS/SHELVING. |
| 7 REMOVE BASEBOARD, CASING, AND CROWN AS NEEDED. | 20 REMOVE WATER HEATER AND ALL EXISTING HVAC EQUIPMENT. |
| 8 REMOVE RADIATORS. | 21 REMOVE PORCH ADDITION IN ITS ENTIRETY. |
| 9 REMOVE STAIRCASE IN ITS ENTIRETY. | 22 REMOVE ROOF INDICATED BY HATCH. |
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| | 27 REMOVE EXISTING HARDWOOD FLOOR. |

1 ATTIC DEMO PLAN
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

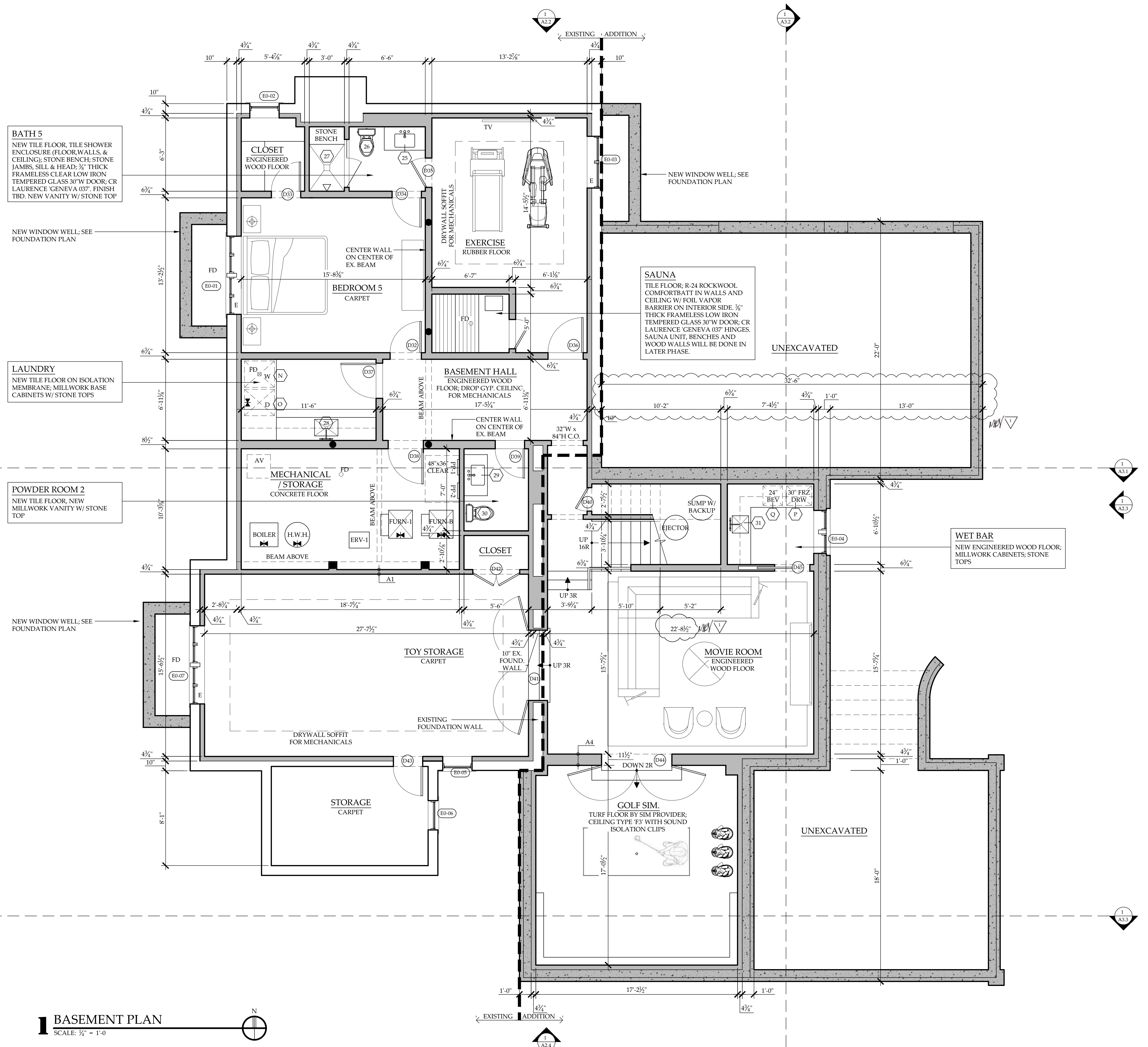
- NEW CONST.
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- APPLIANCE TAG

03-20-26 PERMIT REVISIONS
02-13-26 FOR PERMIT

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ATTIC DEMO PLAN
LICENSED ARCHITECT
MICHAEL R. VIAMONTES
001-022111
STATE OF ILLINOIS
EXP. 11-30-2026
D1.3



1 BASEMENT PLAN
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

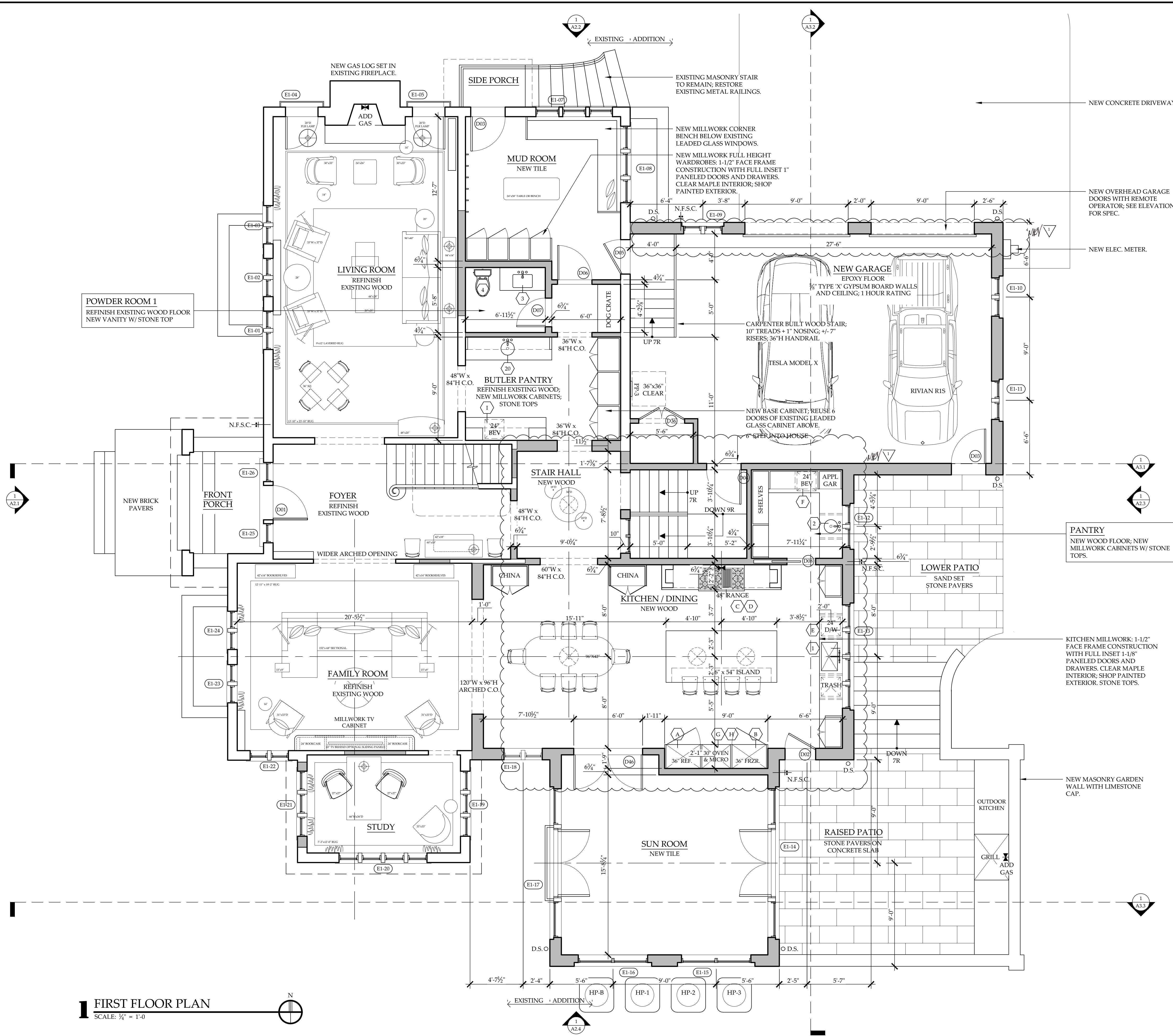
	NEW CONST.
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BASEMENT PLAN

A1.0



FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

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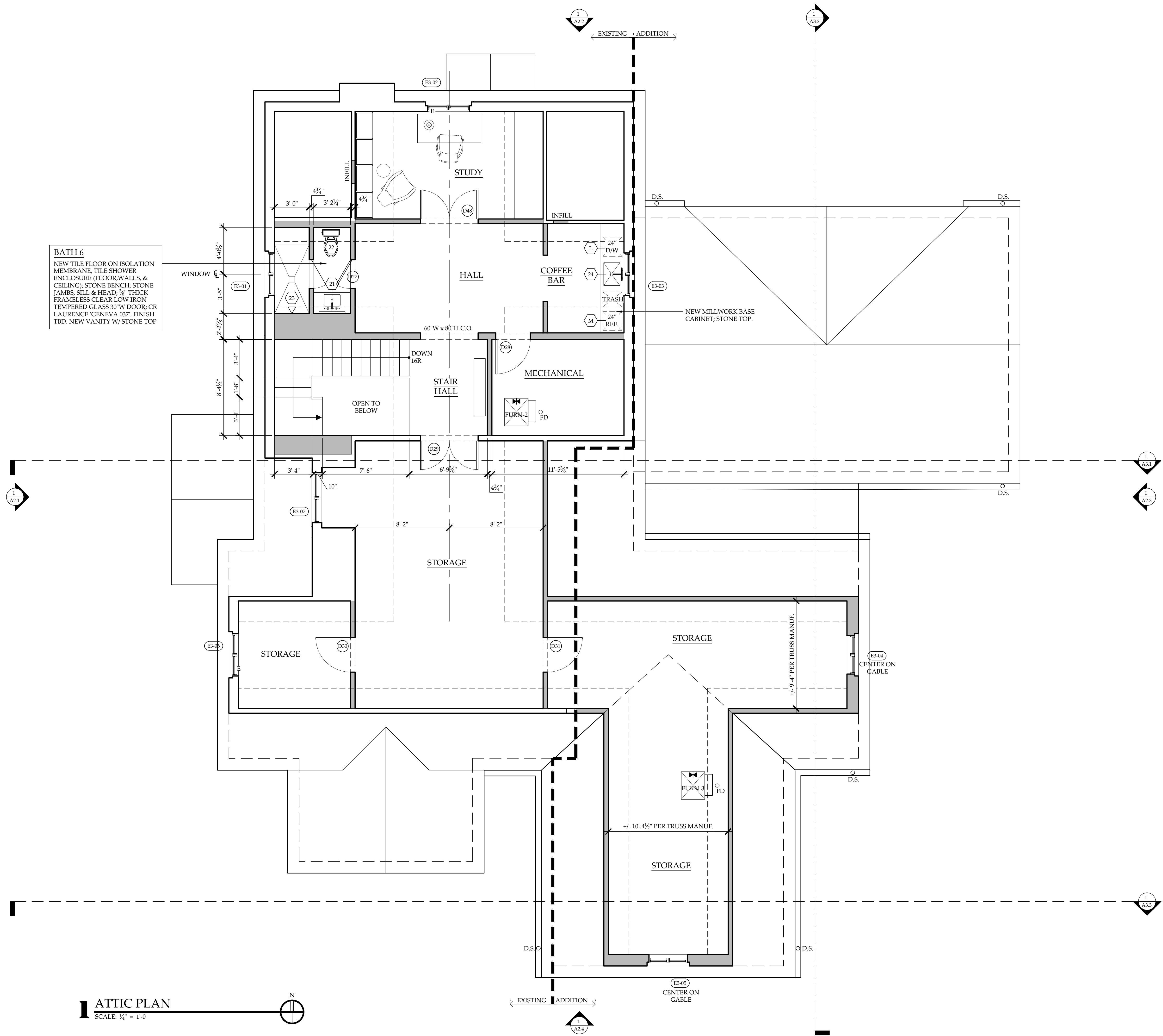
FIRST FLOOR PLAN

Michael R. Viamontes
001-022111
STATE OF ILLINOIS
LICENSED ARCHITECT

EXP. 11-30-2026

A1.1

BATH 6
 NEW TILE FLOOR ON ISOLATION
 MEMBRANE, TILE SHOWER
 ENCLOSURE (FLOOR, WALLS, &
 CEILING); STONE BENCH; STONE
 JAMBS, SILL & HEAD; 3/8" THICK
 FRAMELESS CLEAR LOW IRON
 TEMPERED GLASS 30"W DOOR, CR
 LAURENCE 'GENEVA 037', FINISH
 TBD. NEW VANITY W/ STONE TOP



1 ATTIC PLAN
 SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

- NEW CONST.
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- INTERIOR ELEVATION MARKER
- DETAIL MARKER
- X DOOR TAG
- WINDOW TAG
- 1 PLUMBING TAG
- A APPLIANCE TAG

▽	03-20-26	PERMIT REVISIONS
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ATTIC PLAN

LICENSED ARCHITECT

MICHAEL R. VIAMONTES
 001-022111

STATE OF ILLINOIS

EXP. 11-30-2026

A1.3

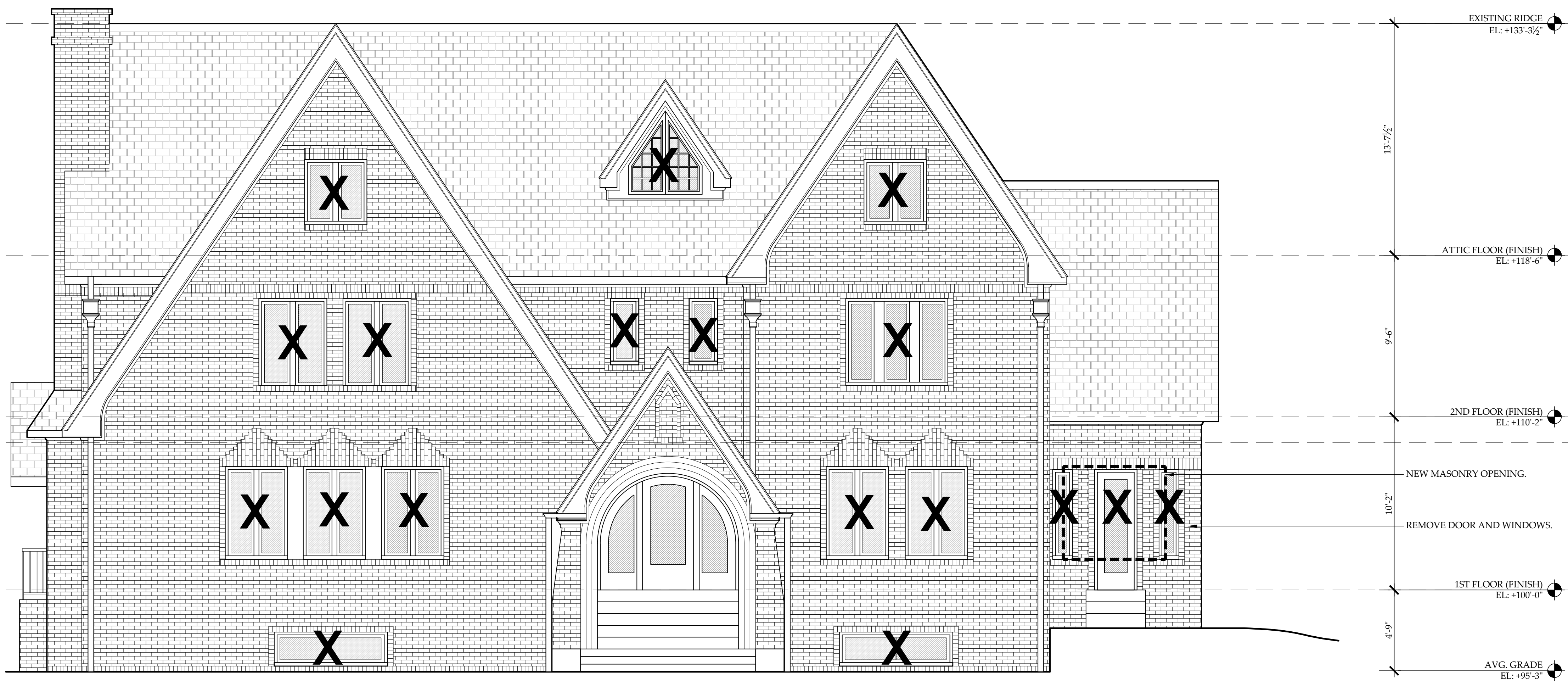
REPLACE ALL EXISTING WINDOWS IN EXISTING OPENINGS, UNLESS NOTED OTHERWISE. VERIFY MASONRY OPENINGS IN FIELD.

REPAIR EXISTING SLATE ROOF GUTTERS, DOWNSPOUTS, WOOD TRIM AND BRICK VENEER AS REQUIRED; PAINT ALL EXISTING WOOD TRIM.



1B PROPOSED WEST ELEVATION
SCALE: 1/4" = 1'-0"

REMOVE ALL EXISTING WINDOWS UNLESS NOTED OTHERWISE.



1A EXISTING WEST ELEVATION
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

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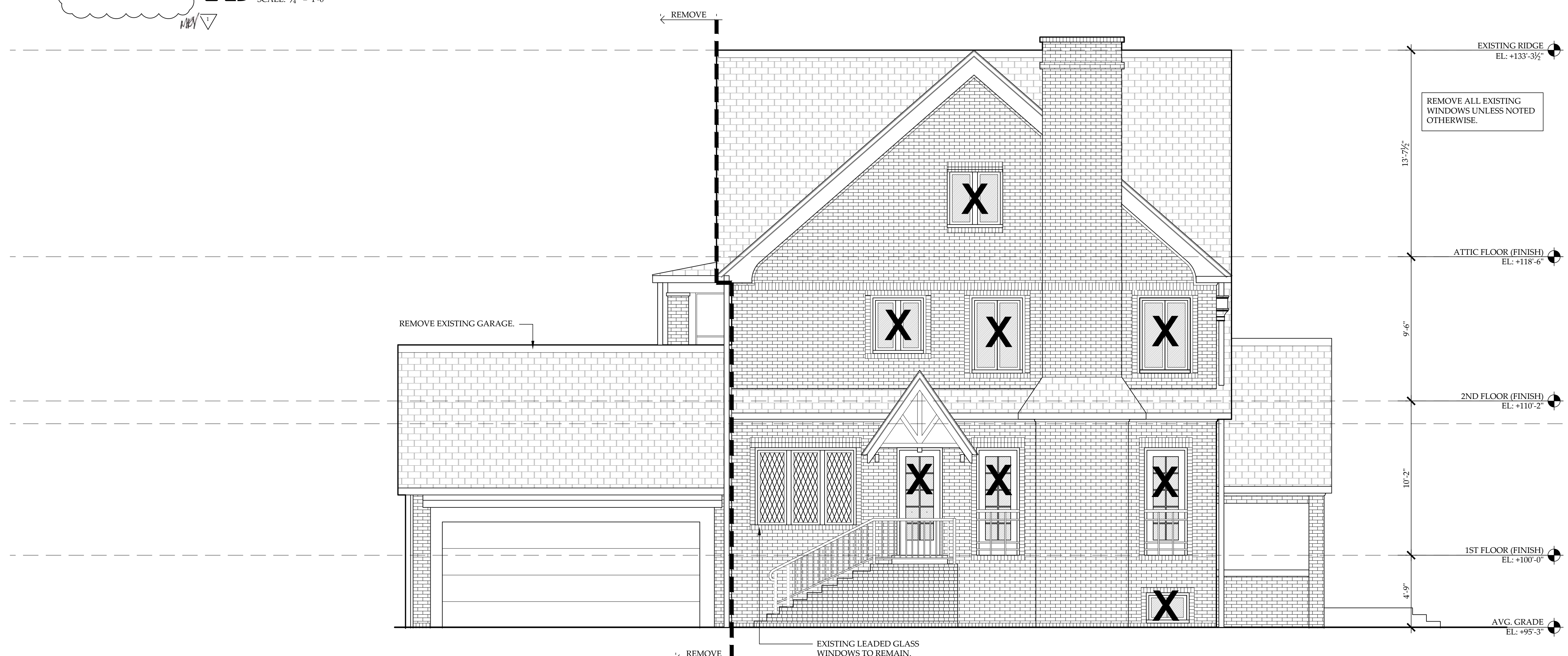
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WEST ELEVATION
LICENSED ARCHITECT
MICHAEL R. VIAMONTES
001-022111
STATE OF ILLINOIS
EXP. 11-30-2026
A2.1



1B PROPOSED NORTH ELEVATION
SCALE: 1/4" = 1'-0"



1A EXISTING NORTH ELEVATION
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

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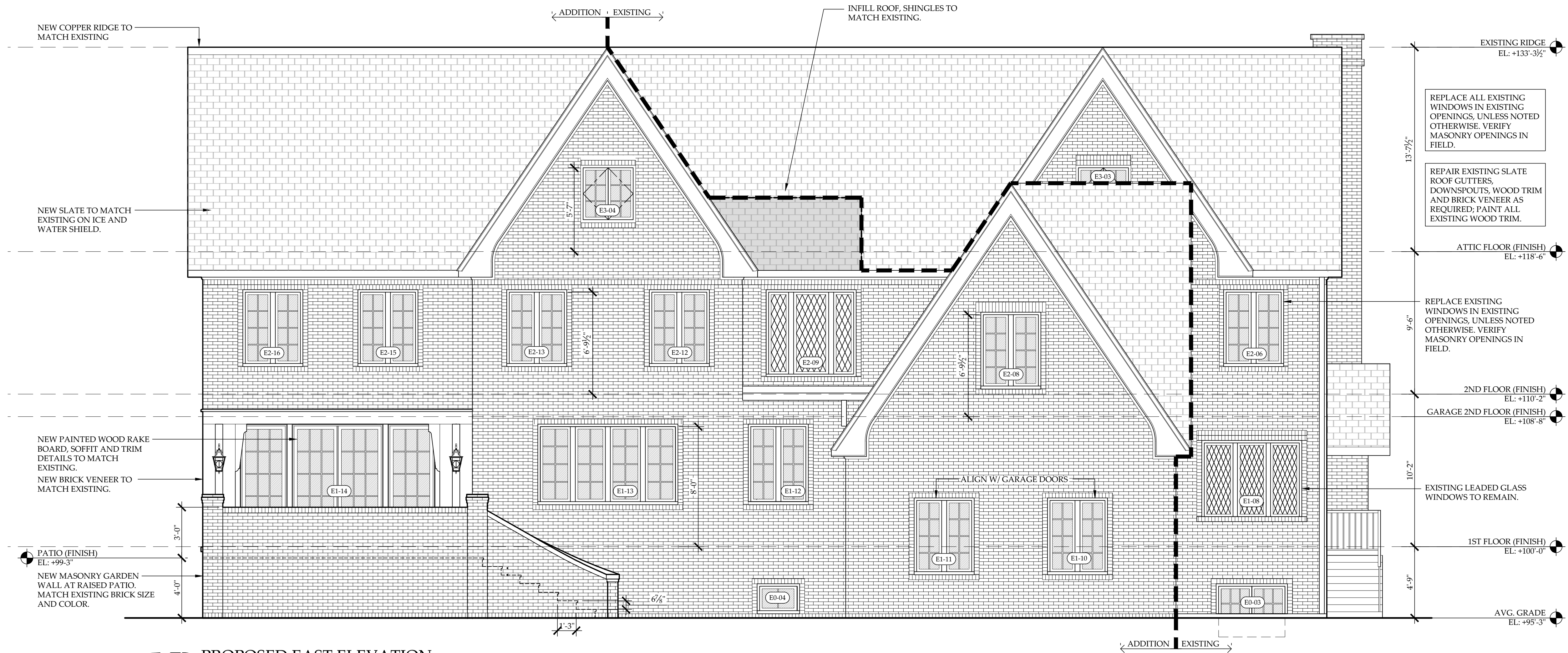
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NORTH ELEVATION

A2.2



1B PROPOSED EAST ELEVATION
SCALE: 1/4" = 1'-0"



1A EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"

DRAWING SYMBOL LEGEND

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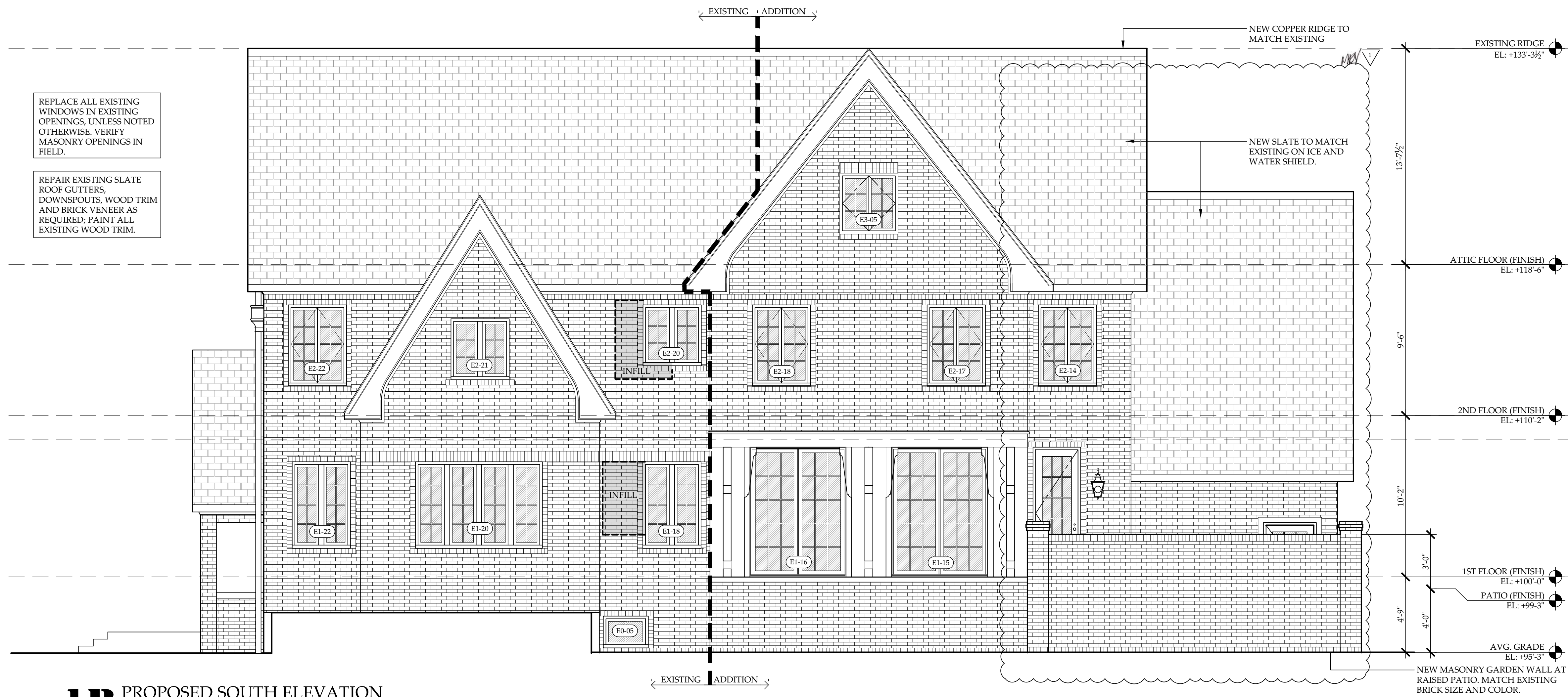
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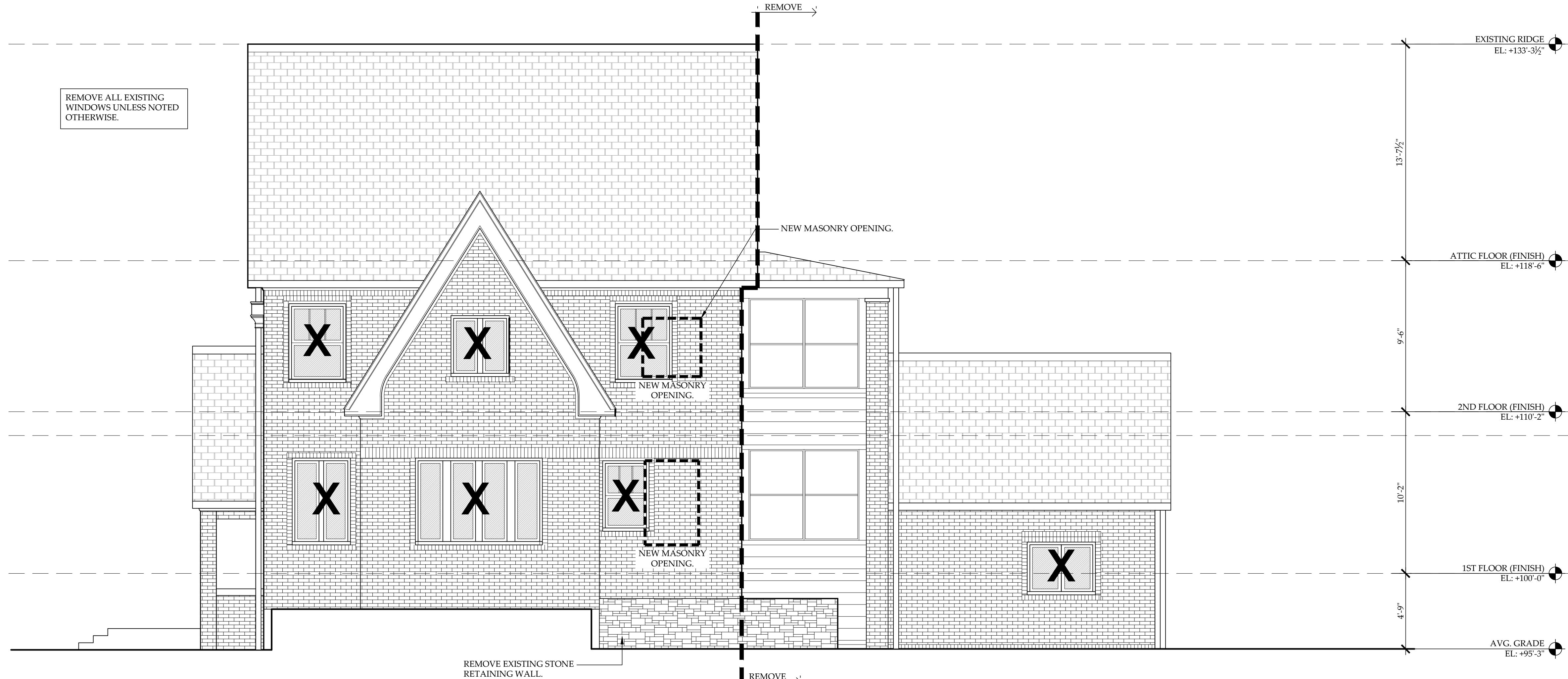
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EAST ELEVATION
LICENSED ARCHITECT
MICHAEL R. VIAMONTES
001-022111
STATE OF ILLINOIS
EXP. 11-30-2026
A2.3



1B PROPOSED SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



1A EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

REPLACE ALL EXISTING WINDOWS IN EXISTING OPENINGS, UNLESS NOTED OTHERWISE. VERIFY MASONRY OPENINGS IN FIELD.

REPAIR EXISTING SLATE ROOF GUTTERS, DOWNSPOUTS, WOOD TRIM AND BRICK VENEER AS REQUIRED. PAINT ALL EXISTING WOOD TRIM.

REMOVE ALL EXISTING WINDOWS UNLESS NOTED OTHERWISE.

DRAWING SYMBOL LEGEND

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SOUTH ELEVATION
LICENSED ARCHITECT
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A2.4



AERIAL PHOTO - EXISTING

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PHOTOS - REAR PORCH TO BE REMOVED

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PHOTOS - GARAGE TO BE REMOVED

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ORIGINAL LEADED GLASS WINDOW VISIBLE FROM INTERIOR
(EXTERIOR STORMS)



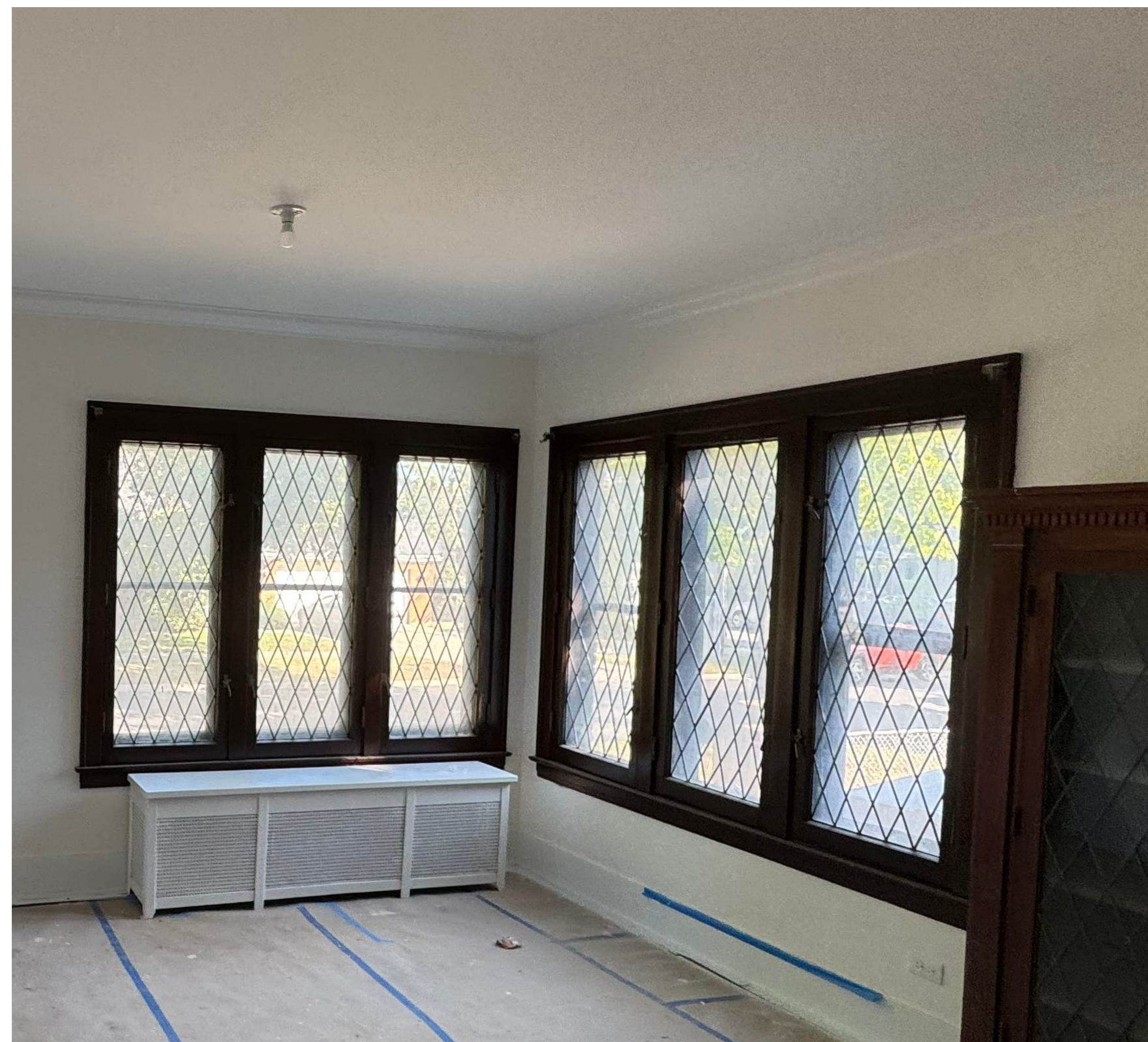
NON-HISTORIC REPLACEMENT WINDOWS



ORIGINAL DIVIDED LITE WINDOW AT ATTIC



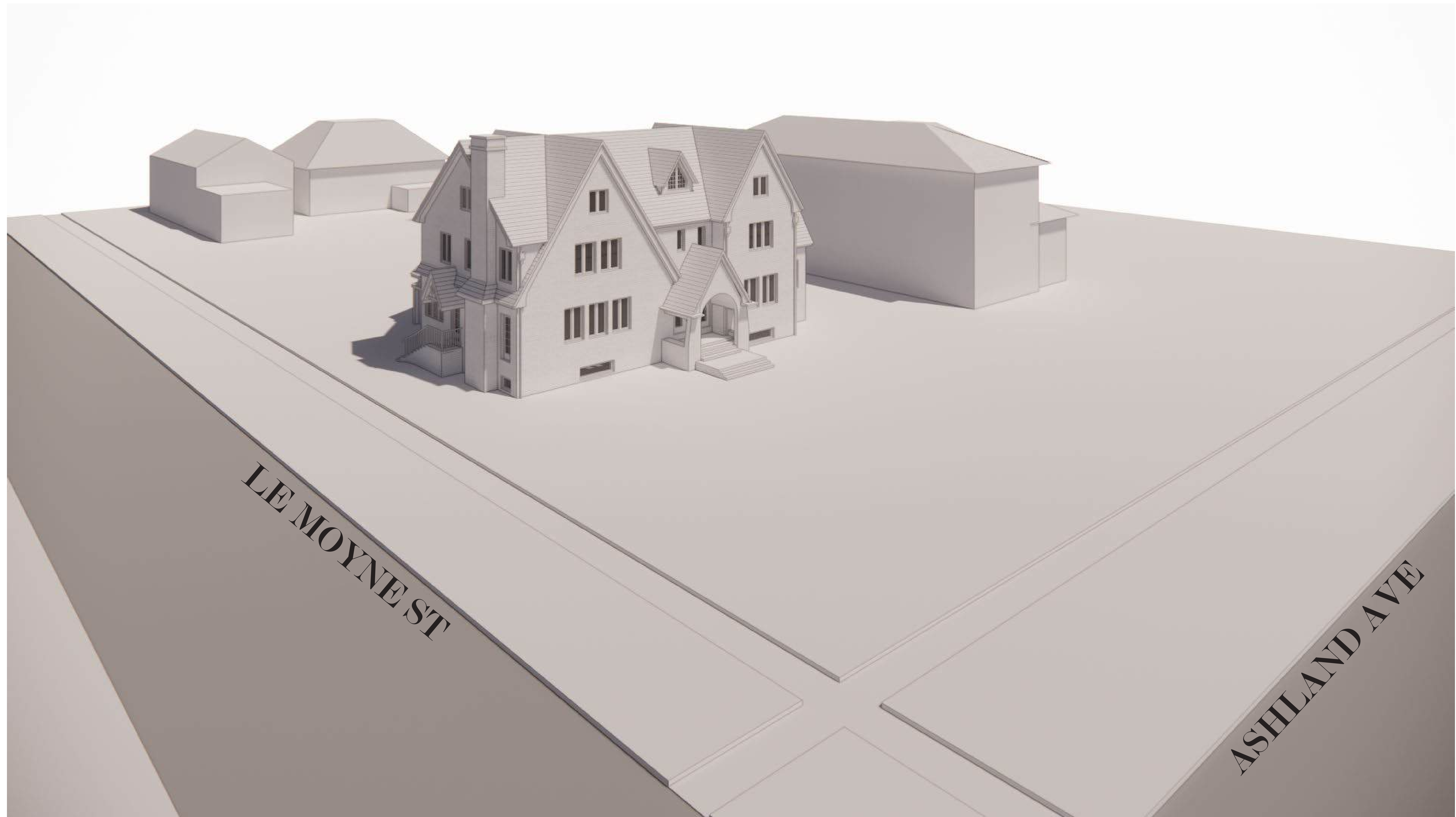
NON-HISTORIC REPLACEMENT WINDOWS



ORIGINAL LEADED GLASS CORNER WINDOW VISIBLE FROM INTERIOR
(EXTERIOR STORMS)

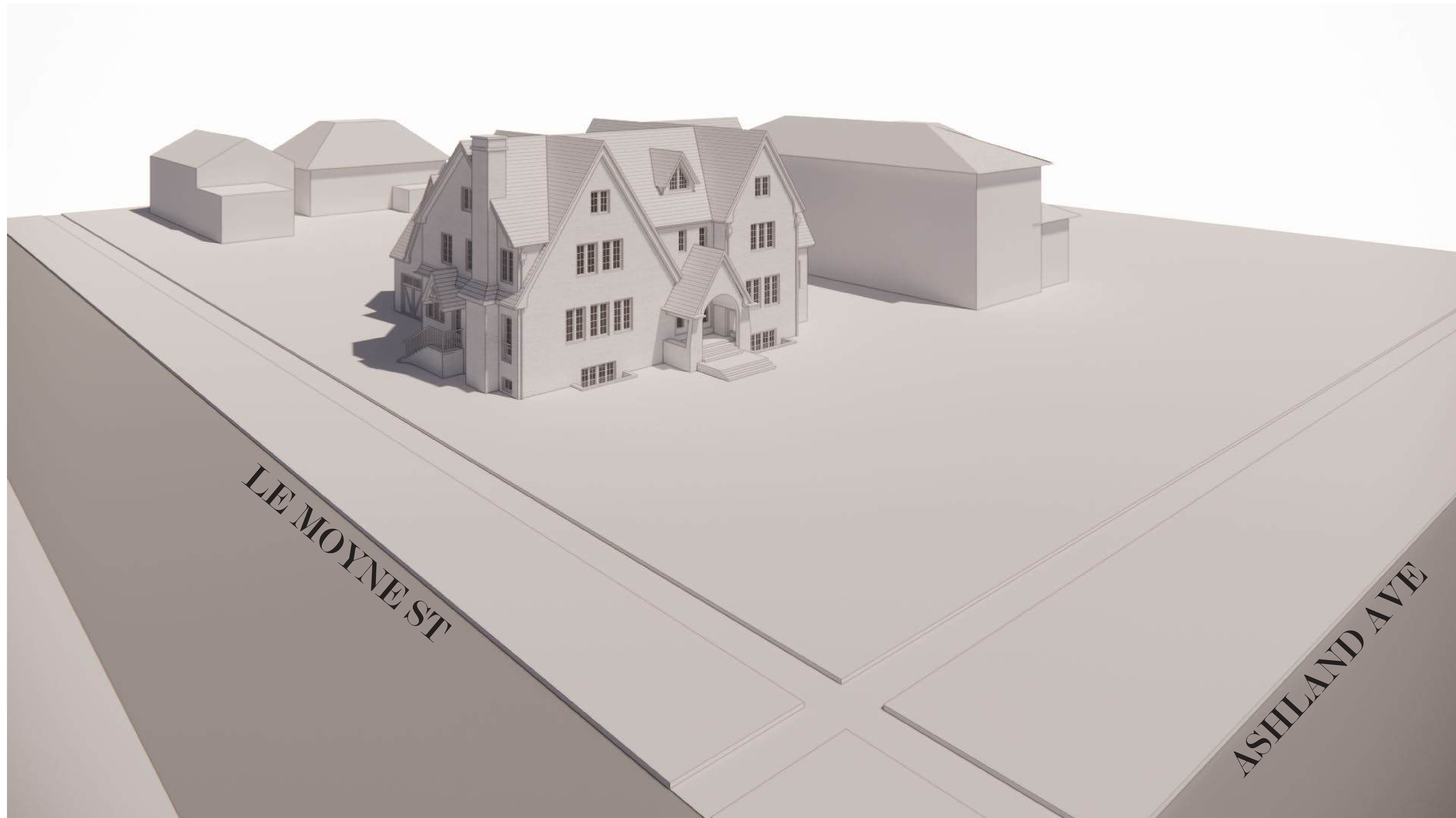


EXISTING FRONT DOOR



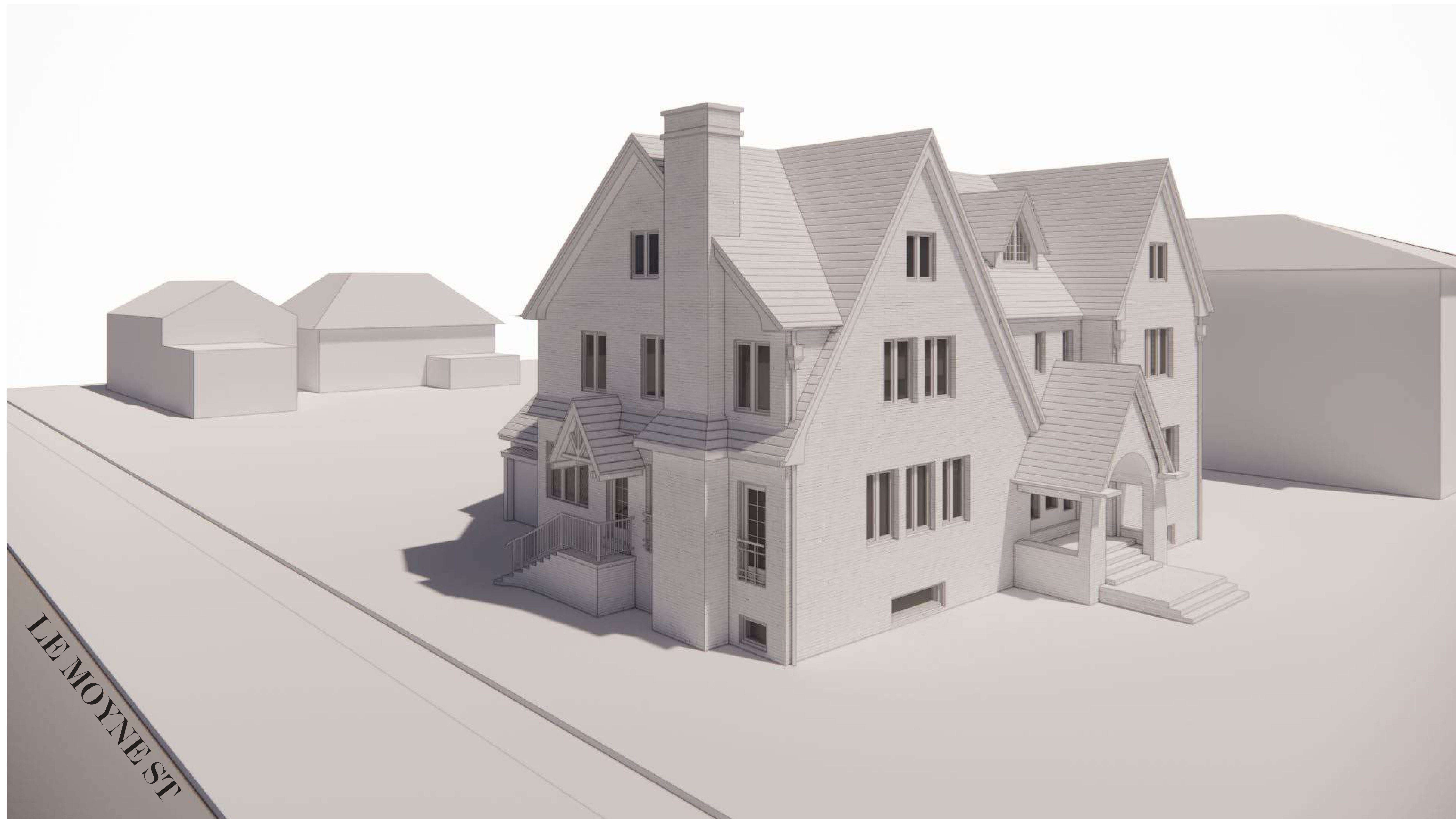
EXISTING - Site context facing SE

1447 ASHLAND AVE



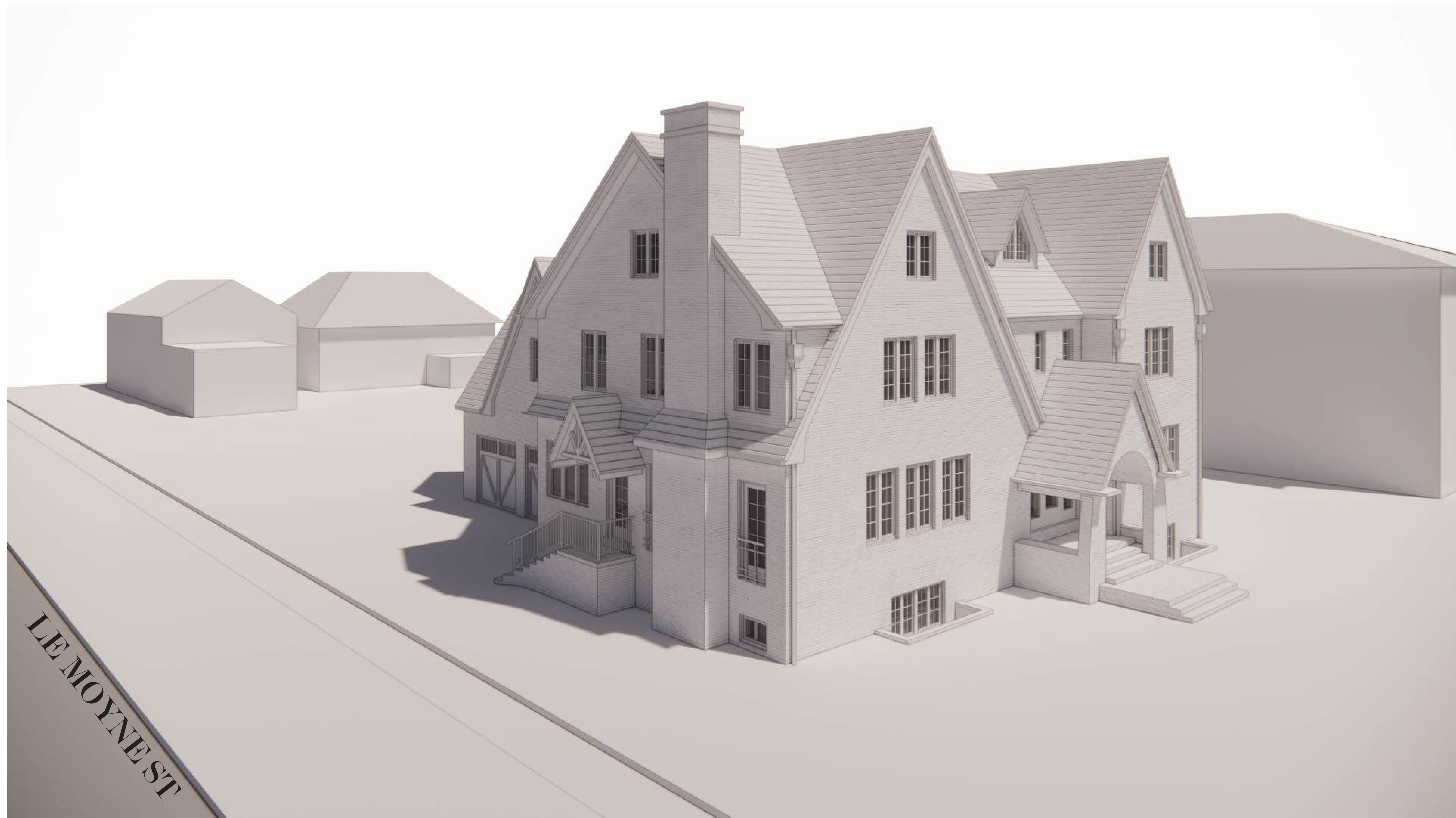
PROPOSED - Site context facing SE

1447 ASHLAND AVE



EXISTING - Facing SE

1447 ASHLAND AVE



PROPOSED - Facing SE

1447 ASHLAND AVE



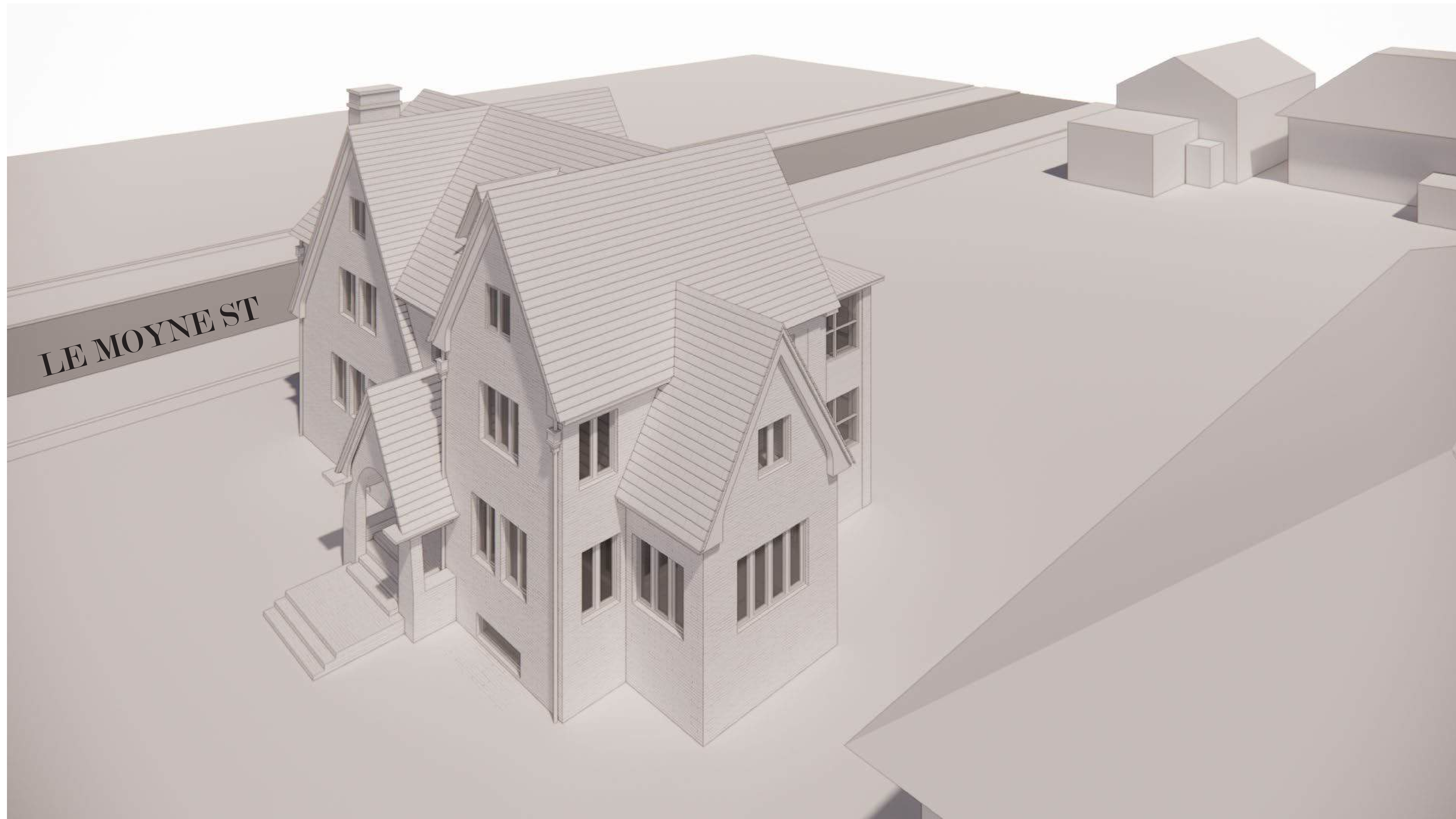
EXISTING - Facing NE

1447 ASHLAND AVE



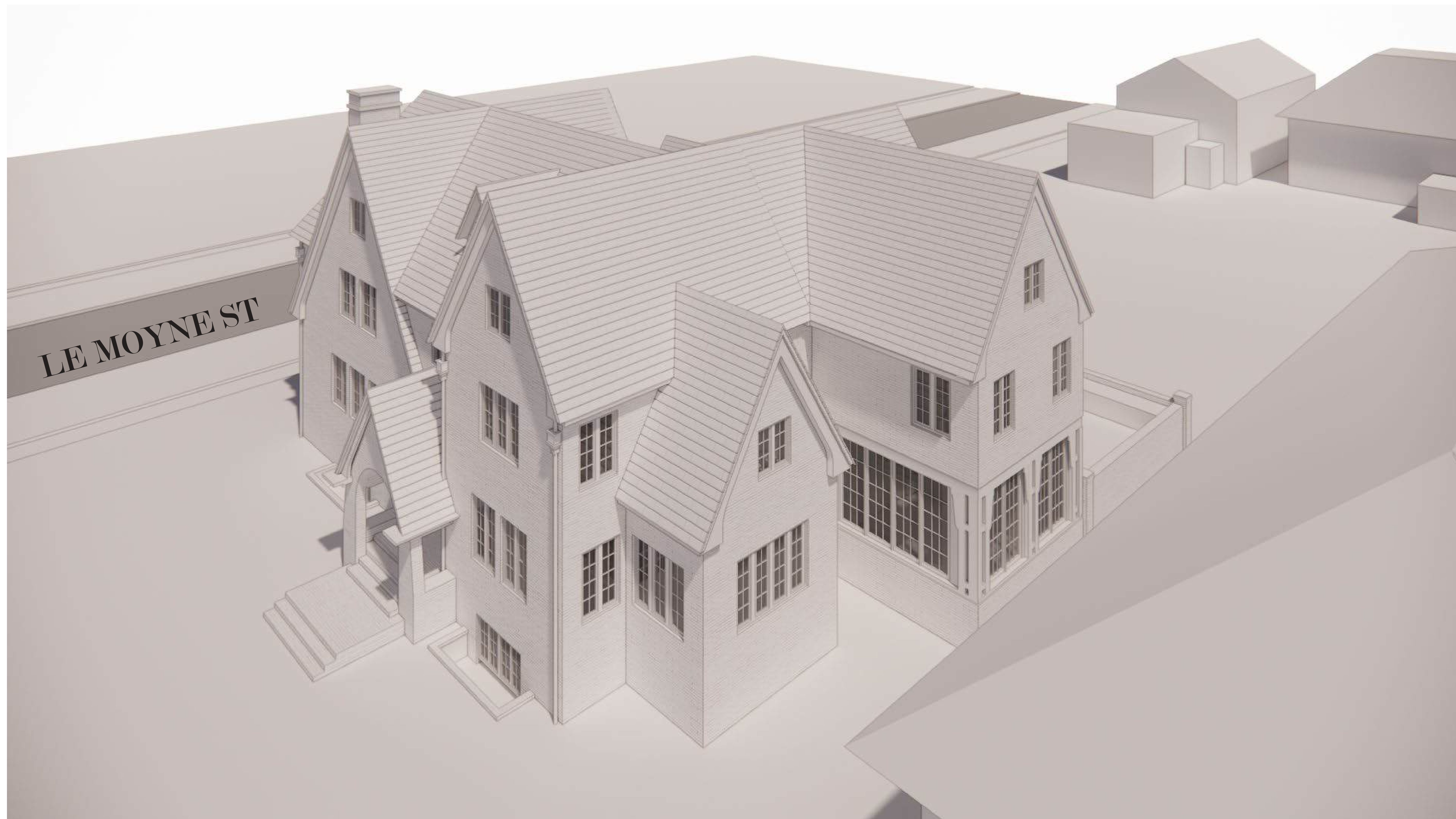
PROPOSED - Facing NE

1447 ASHLAND AVE



EXISINTG - Facing NE

1447 ASHLAND AVE



PROPOSED - Facing NE

1447 ASHLAND AVE



EXISTING - Facing NW

1447 ASHLAND AVE



PROPOSED - Facing NW

1447 ASHLAND AVE



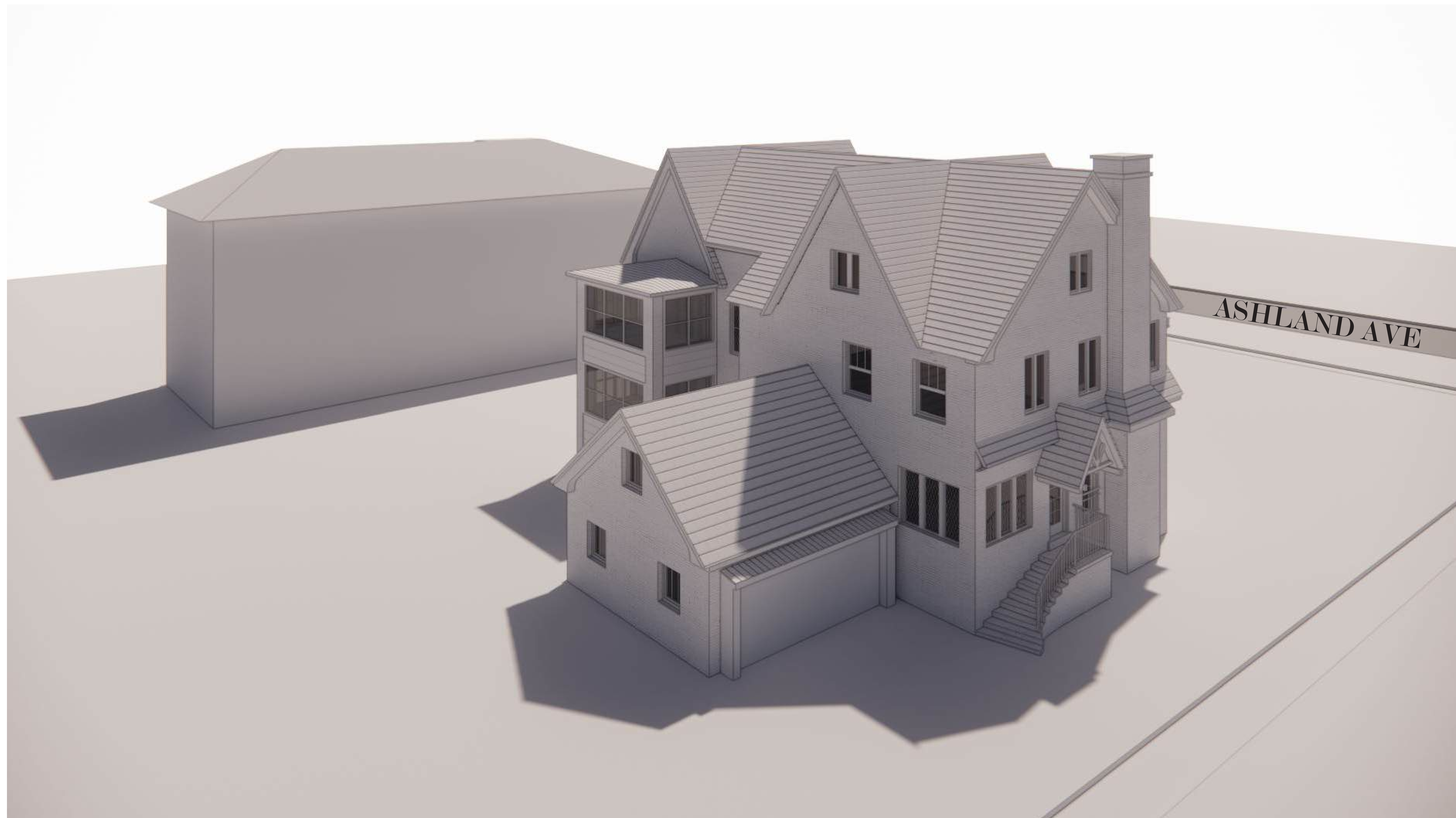
EXISTING - Facing W

1447 ASHLAND AVE



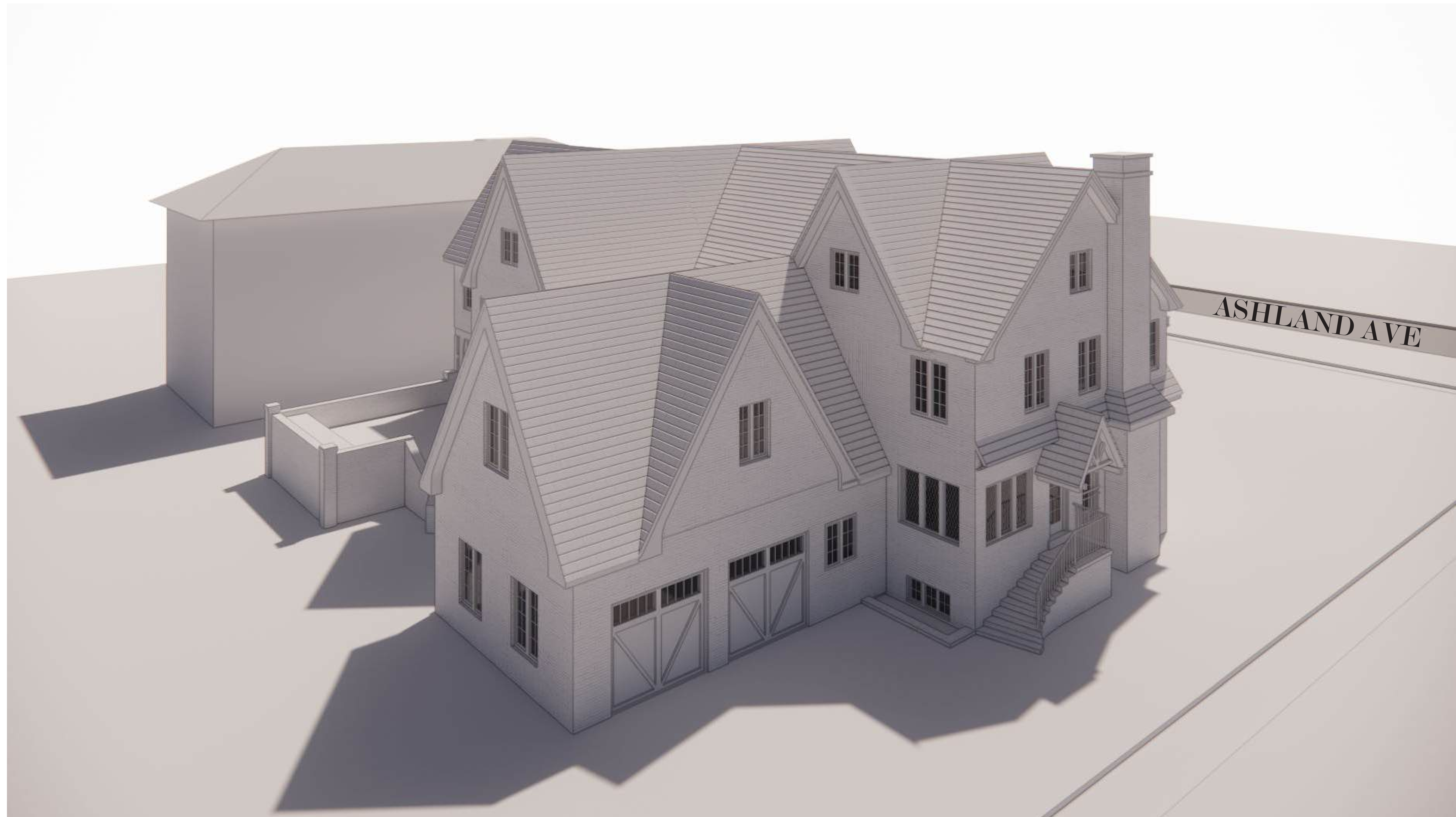
PROPOSED - Facing W

1447 ASHLAND AVE



EXISTING - Facing SW

1447 ASHLAND AVE



PROPOSED - Facing SW

1447 ASHLAND AVE



EXISTING - Facing SE

1447 ASHLAND AVE



PROPOSED - Facing SE

1447 ASHLAND AVE

236 Keystone COA Application

1. Applicants Name

The Garage Guy, Inc. -dba- Absolute Garage Builders / Vito
Ippolito

2. Owners Name, if different

Vito Ippolito

3. Street address and plat if available

36 Keystone Ave River Forest

4. A brief description and photos of the structure

Gable Roof two-car frame garage, blue lap Siding

5. A detailed description of the proposed demolition, together with pictorial renditions indicating how the proposed changes will affect the property

Due to current age and condition of existing two-car frame garage, deciding to build a new garage was the right course of action. Additionally, existing garage sits lower than surrounding area is prone to flooding and other water issues. New garage will be: 2 car garage, frame built with James Hardie blue lap siding.

6. Identification of any architect or developer involved in the project

The Garage Guy, Inc. -dba-
Absolute Garage Builders

7. Any information as requested by the Village Administrator or HPC(as of right now this is not applicable)



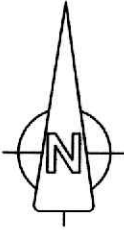




6415 N. Caldwell Ave.
Chicago, Il. 60646

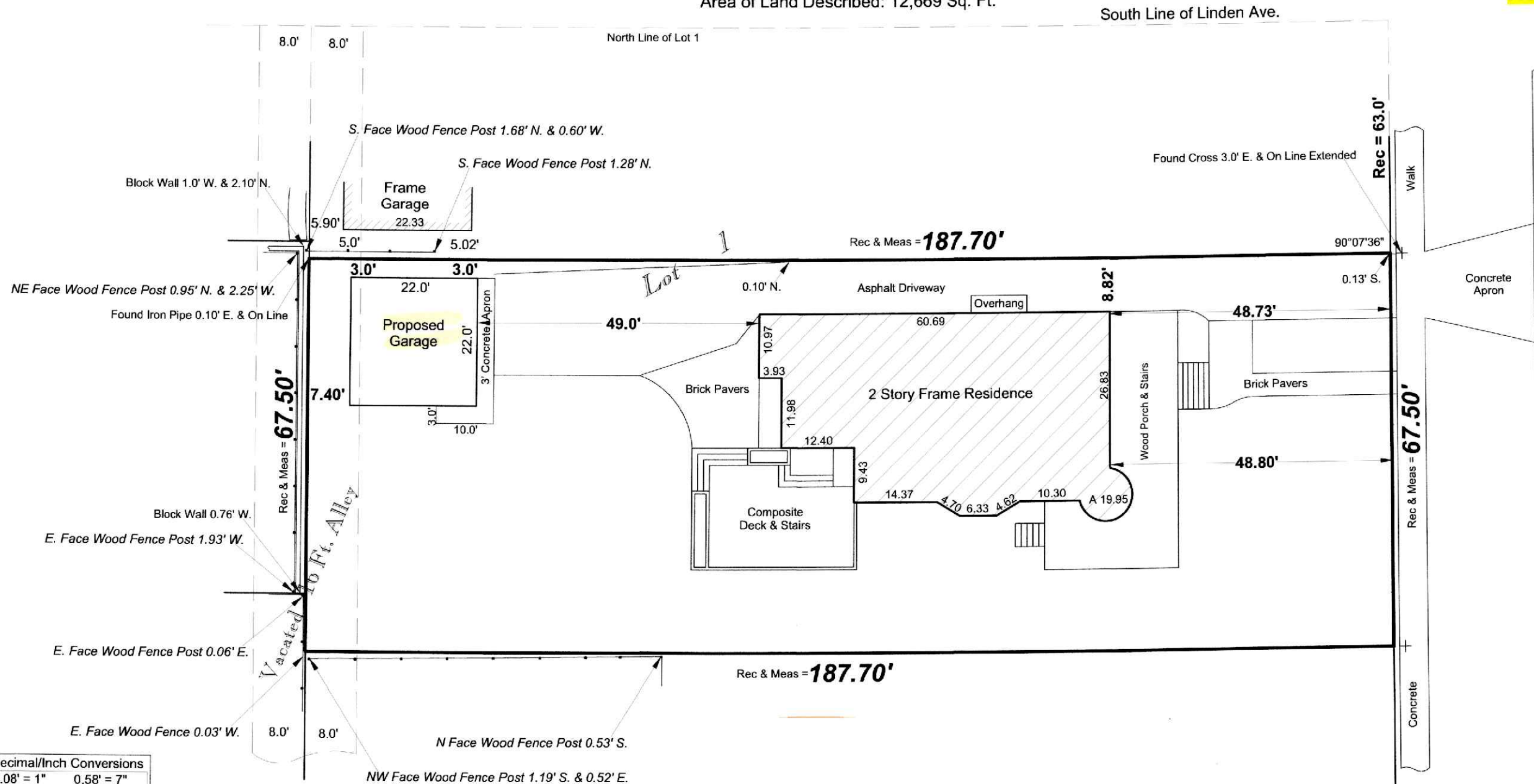
Plat of Survey *by* Central Survey PLLC

Phone (773) 631-5285
Fax (773) 775-2071
www.Centralsurvey.com



Legal Description
The South 67.50 feet of the North 130.50 feet of Lot 1, together with the East 1/2 of the vacated alley lying West and adjoining, in Block 3 in Gale and Block's Subdivision of the West 1/2 of the West 1/2 of the Southwest 1/4 of Section 12, Township 39 North, Range 12 East of the Third Principal Meridian, in Cook County, Illinois
Commonly Known as: 236 Keystone Avenue, River Forest, Illinois
Area of Land Described: 12,669 Sq. Ft.

Proposed Site Plan



Keystone Ave.

Decimal/Inch Conversions		
0.01' = 1/8"	0.08' = 1"	0.58' = 7"
0.02' = 1/4"	0.17' = 2"	0.67' = 8"
0.03' = 3/8"	0.25' = 3"	0.75' = 9"
0.04' = 1/2"	0.33' = 4"	0.83' = 10"
0.05' = 5/8"	0.42' = 5"	0.92' = 11"
0.06' = 3/4"	0.50' = 6"	1.00' = 12"

NOTES: *Property corners were NOT staked per customer.
*AutoCad file will not be provided under this contract. *For building restrictions refer to your abstract, deed, contract, title policy and local ordinances. *Assume no dimension from scaling upon this plat. *Compare all points before building and report any difference at once.

Scale: 1 Inch equals 20 Feet.
Ordered By: Absolute Garages
Order Number: 236F

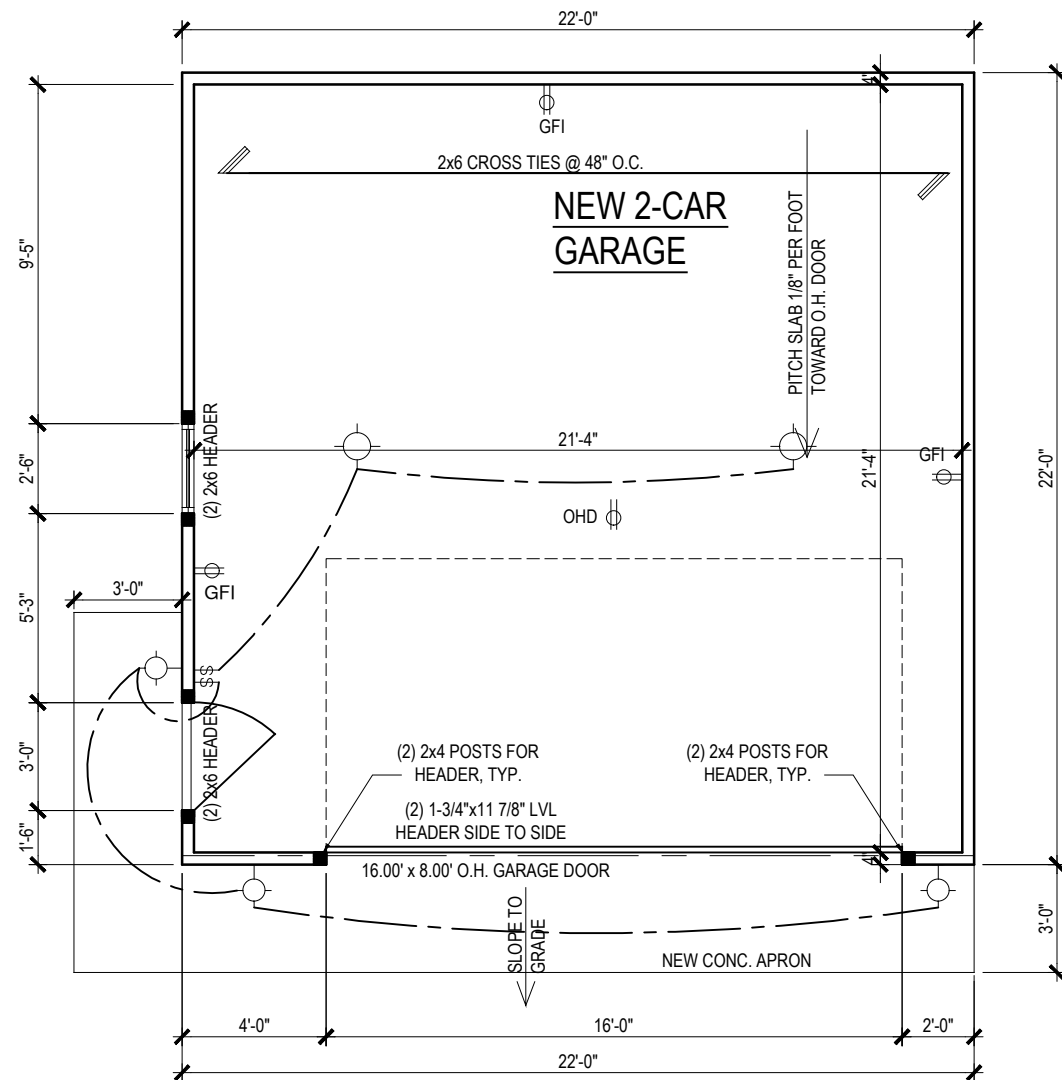
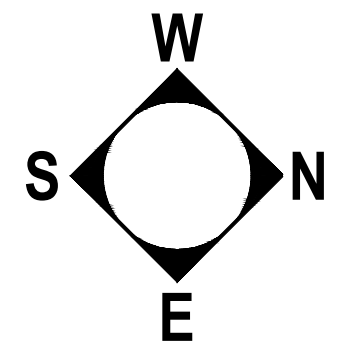
Legend
N. = North
S. = South
E. = East
W. = West
(TYP) = Typical
Rec = Record
Meas = Measure
St. = Street
Ave. = Avenue

State of Illinois)
County of Cook) S.S.

Central Survey PLLC does hereby certify that an on the ground survey per record description of the land shown hereon was performed on November 3, 2025 and that the map or plat hereon drawn is a correct representation of said survey. When bearings are shown the bearing base is assumed. Dimensions are shown in feet and hundredths and are correct at a temperature of 68° Fahrenheit.

Dated this 3rd day of November 2025
John M. Henriksen
John M. Henriksen P.L.S. #2668 (exp.11/30/2026) Professional Design Firm Land Surveying LLC (#184.005417)
This professional service conforms to current Illinois minimum standards for a boundary survey.





PROPOSED FLOOR PLAN

SCALE: 3/16" = 1'-0"

ALL CONSTRUCTION TO CONFORM TO:

- 2018 INTERNATIONAL RESIDENTIAL CODE WITH VILLAGE OF RIVER FOREST AMENDMENTS
- 2018 INTERNATIONAL BUILDING CODE WITH VILLAGE OF RIVER FOREST AMENDMENTS
- 2017 NATIONAL ELECTRICAL CODE WITH VILLAGE OF RIVER FOREST AMENDMENTS

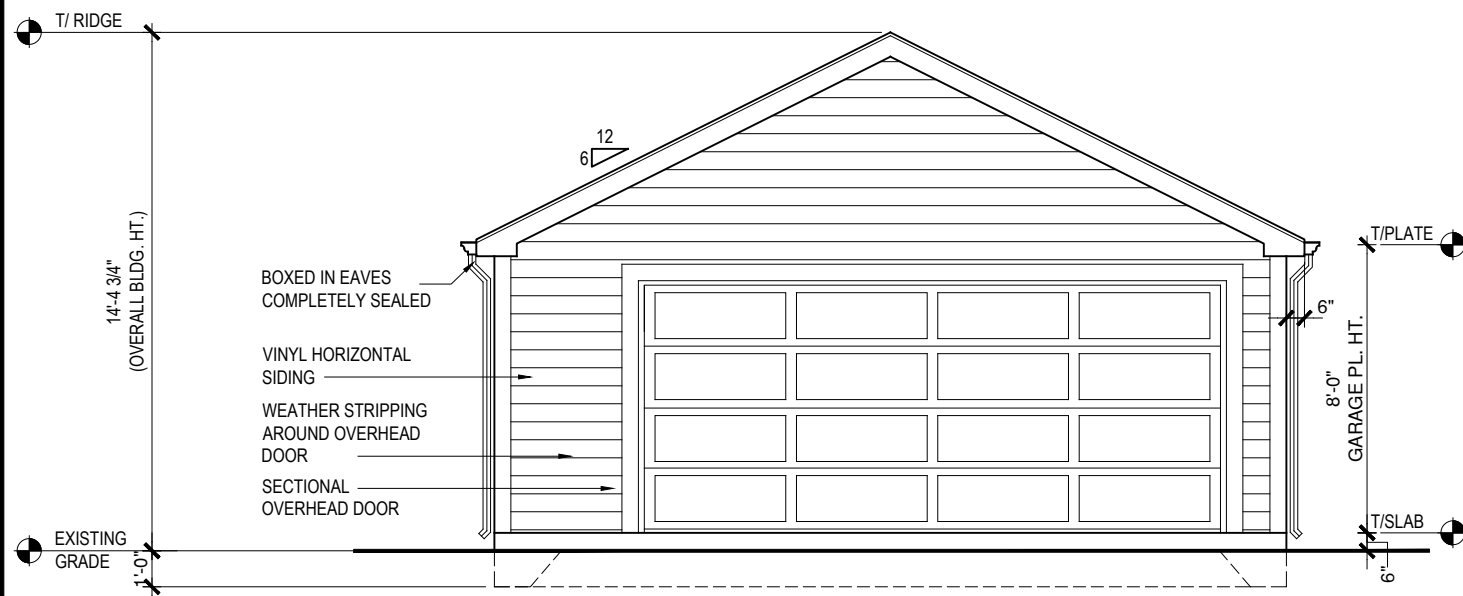
ELECTRICAL DETAILS

- CIRCUITS: (1) 20 AMP. #12 GA. (1) 15 AMP. #14 GA.
- CONTAINED IN 3/4" RIGID STEEL CONDUIT
- BURIAL DEPTH: 8 INCHES
- WIRING: SEPARATE CIRCUITS TO SERVICE PANEL
- PROVIDE DISCONNECT SWITCH

DEATTACHED GARAGE - GABLE ROOF
236 Keystone Ave., VILLAGE of RIVER FOREST - V. IPPOLITO

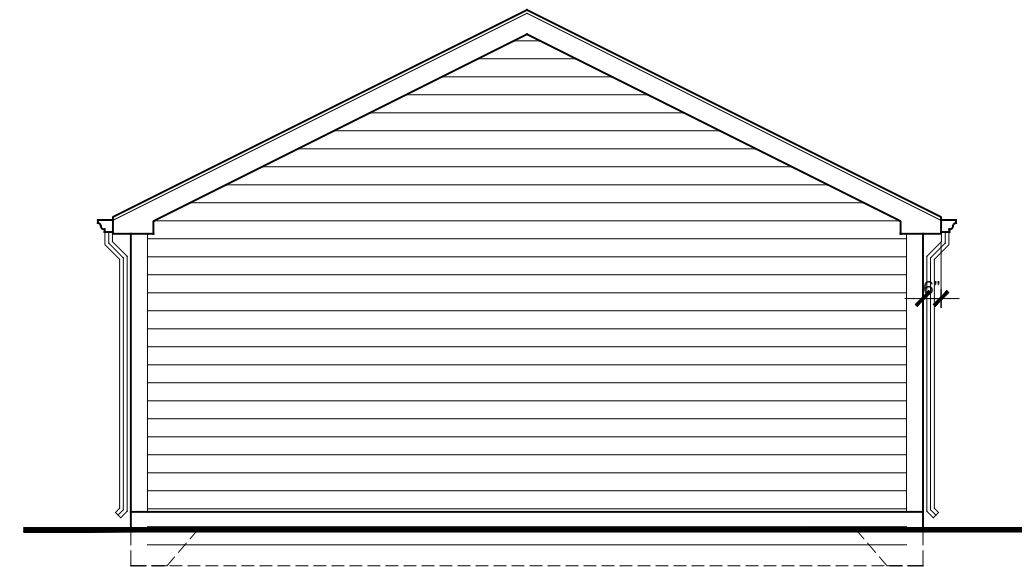
CONTRACTOR:
ABSOLUTE GARAGE BUILDERS
 3050 W. IRVING PARK RD.
 CHICAGO, IL 60618
 773-583-8800
 847-769-8877

SHEET NAME:
PROPOSED FLOOR PLAN
 SHEET NUMBER:
1 OF 5



EAST ELEVATION

SCALE: 3/16" = 1'-0"



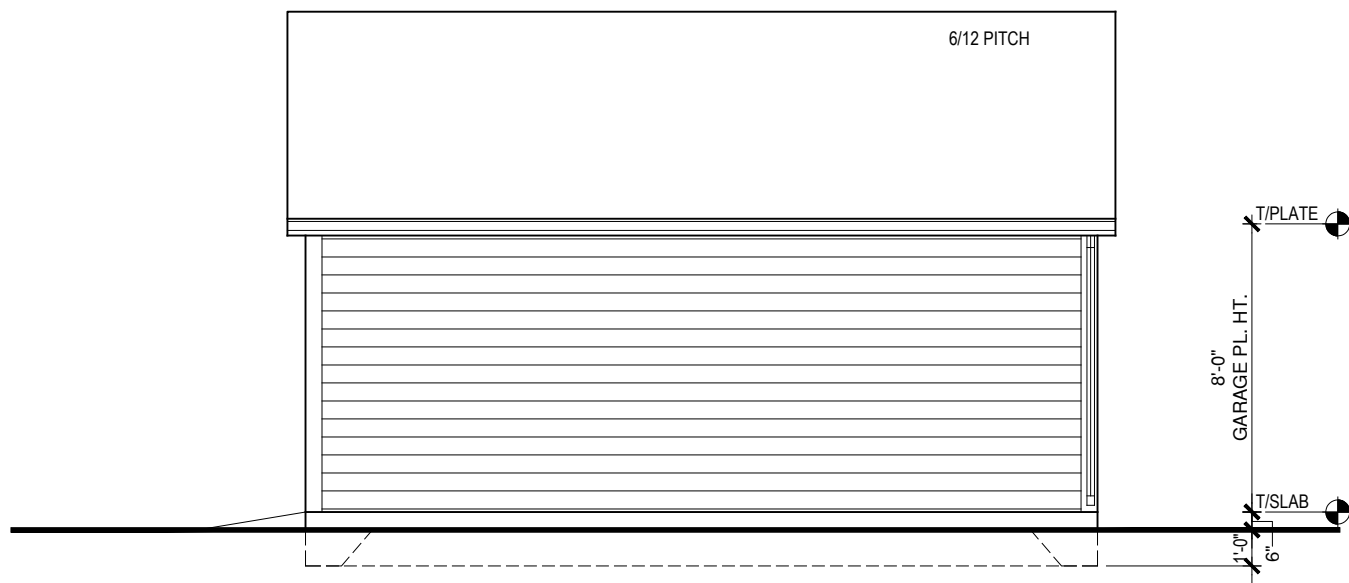
WEST ELEVATION

SCALE: 3/16" = 1'-0"

DEATTACHED GARAGE - GABLE ROOF
 236 Keystone Ave., VILLAGE of RIVER FOREST - V. IPPOLITO

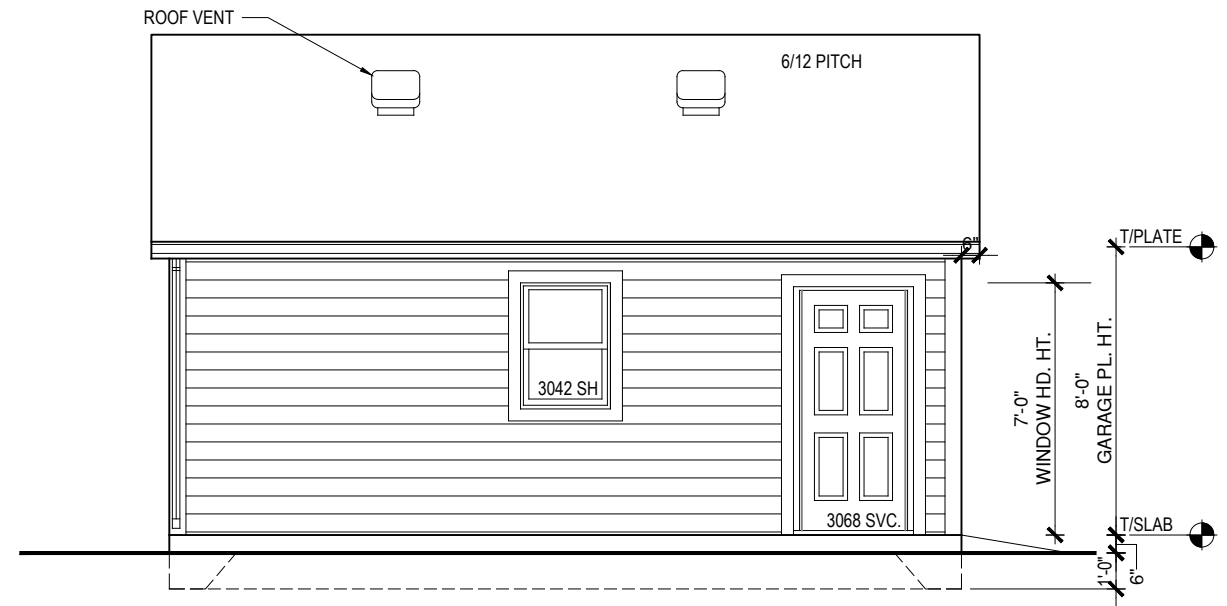
CONTRACTOR:
ABSOLUTE GARAGE BUILDERS
 3050 W. IRVING PARK RD.
 CHICAGO, IL 60618
 773-583-8800
 847-769-8877

SHEET NAME:
PROPOSED EAST & WEST ELEVATIONS
 SHEET NUMBER:
2 OF 5



NORTH ELEVATION

SCALE: 3/16" = 1'-0"



SOUTH ELEVATION

SCALE: 3/16" = 1'-0"

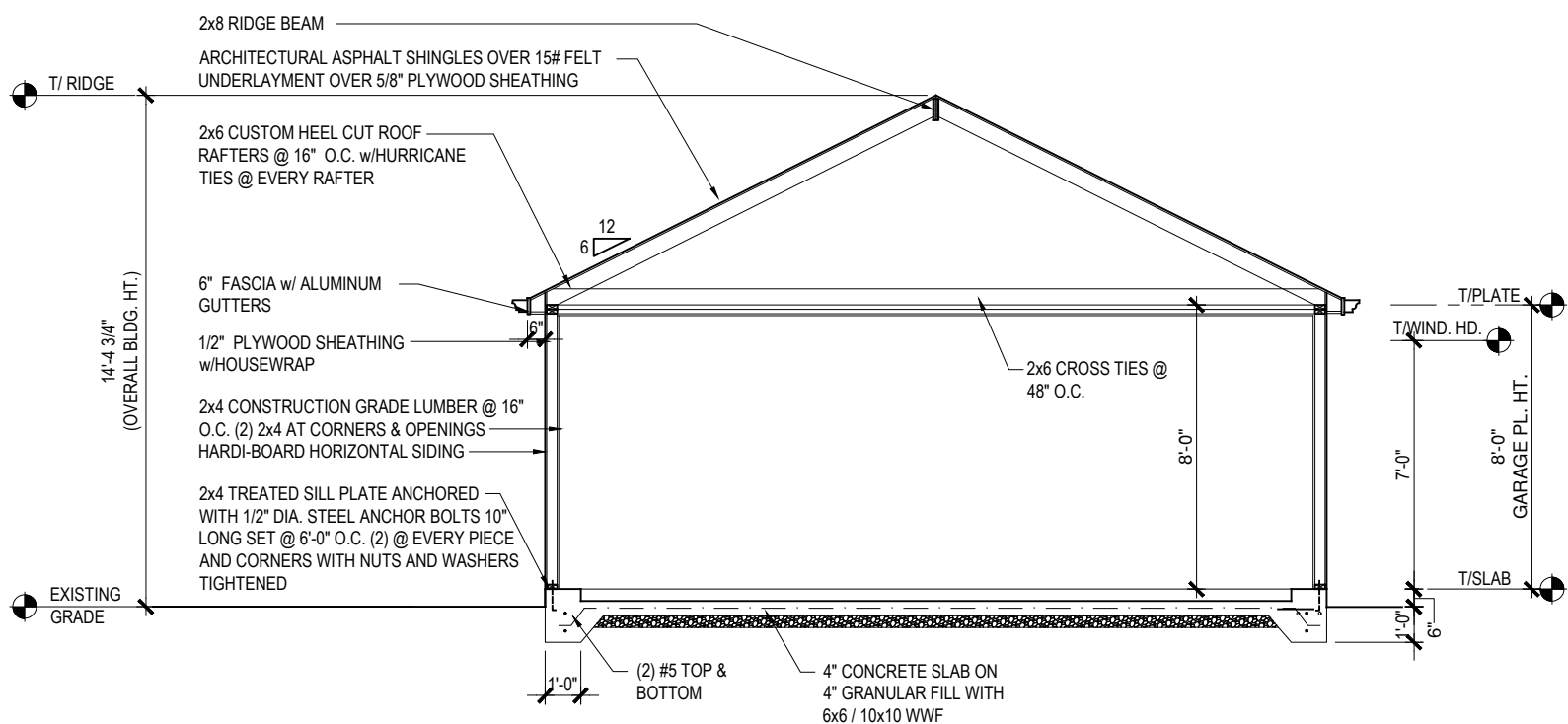
DEATTACHED GARAGE - GABLE ROOF
 236 Keystone Ave., VILLAGE of RIVER FOREST - V. IPPOLITO

CONTRACTOR:
ABSOLUTE GARAGE BUILDERS
 3050 W. IRVING PARK RD.
 CHICAGO, IL 60618
 773-583-8800
 847-769-8877

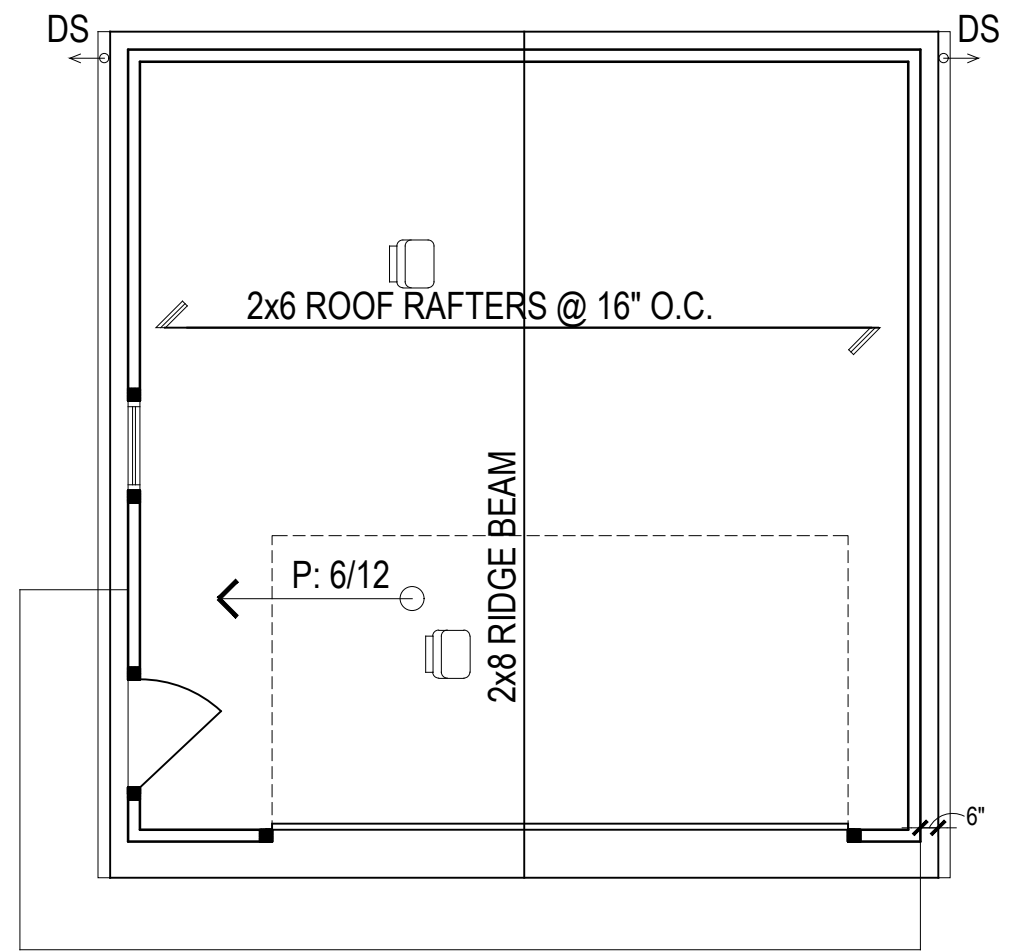
SHEET NAME:
PROPOSED NORTH & SOUTH ELEVATIONS

SHEET NUMBER:
3 OF 5

ALL LUMBER TO BE SPF
#2 OR GREATER



BUILDING SECTION
SCALE: 3/16" = 1'-0"



PROPOSED ROOF PLAN
SCALE: 3/16" = 1'-0"

DEATTACHED GARAGE - GABLE ROOF
236 Keystone Ave., VILLAGE of RIVER FOREST - V. IPPOLITO

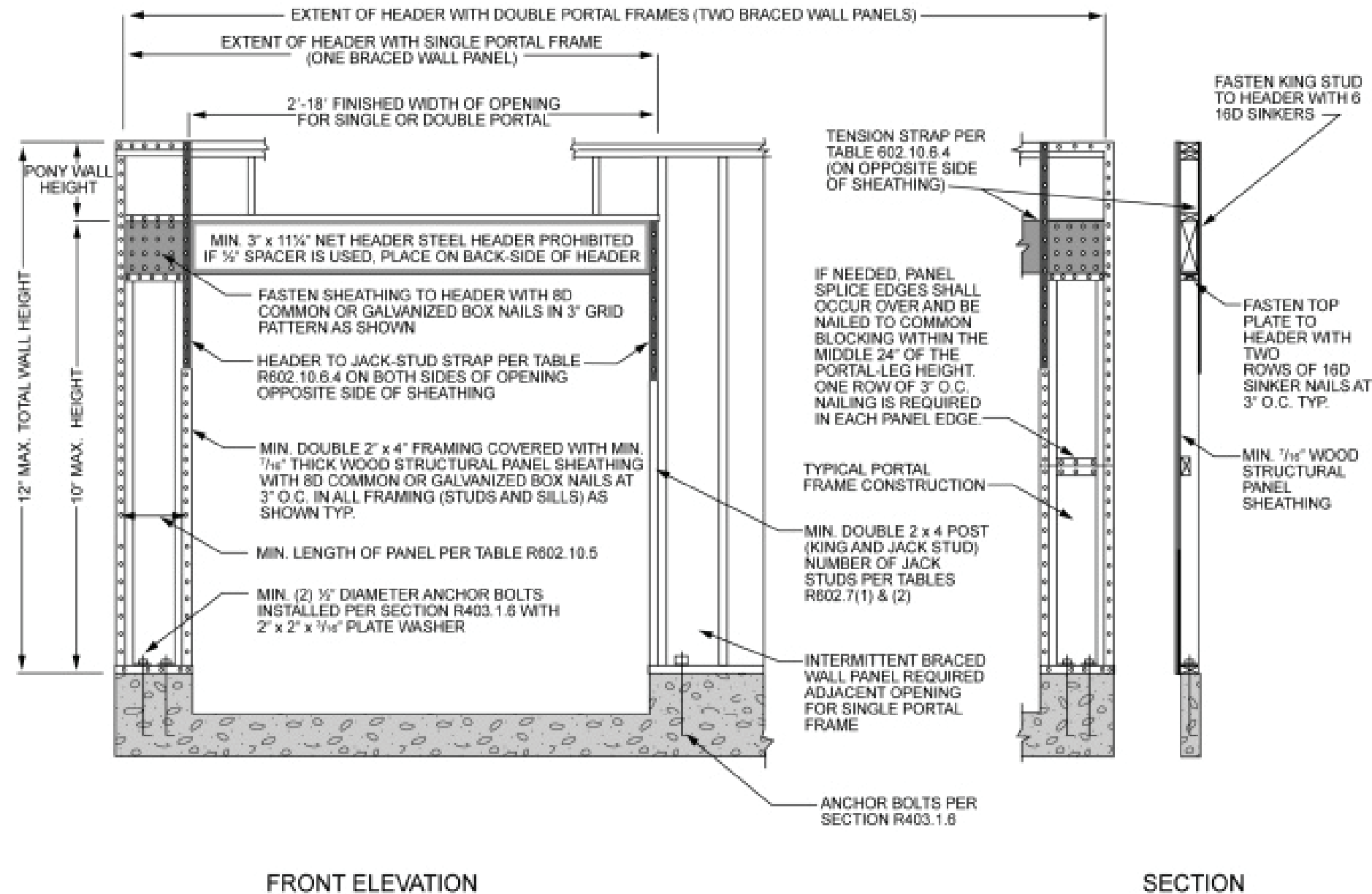
CONTRACTOR:
ABSOLUTE GARAGE BUILDERS
3050 W. IRVING PARK RD.
CHICAGO, IL 60618
773-583-8800
847-769-8877

SHEET NAME:
BUILDING SECTION & ROOF PLAN
SHEET NUMBER:
4 OF 5

GARAGE RETURN BRACE WALL PFG METHOD (R602.10.6.3)

R602.10.6.3 Method PFG: Portal Frame at Garage Door Openings in Seismic Design Categories A, B and C

Where supporting a roof or one story and a roof, a Method PFG braced wall panel constructed in accordance with Figure R602.10.6.3 shall be permitted on either side of garage door openings.



DEATTACHED GARAGE - GABLE ROOF
236 Keystone Ave., VILLAGE of RIVER FOREST - V. IPPOLITO

CONTRACTOR:
ABSOLUTE GARAGE BUILDERS
3050 W. IRVING PARK RD.
CHICAGO, IL 60618
773-583-8800
847-769-8877

SHEET NAME:
BRACING DETAIL

SHEET NUMBER:
5 OF 5

Title 13: Historic Preservation – Table of Contents

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13-1-4: Applications For Approval of a Local Landmark – pg. 7

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Accessory Structures: pg. 12

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– pg.

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Landmark Processes: pg.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE RIVER FOREST VILLAGE CODE REGARDING HISTORIC PRESERVATION REGULATIONS

WHEREAS, movements and shifts of population, and changes in residential, commercial, industrial uses and customs threaten the destruction of areas, places, structures, works of art, and other objects having special historic, community, architectural or aesthetic importance, interest, or value and whose preservation and continued utilization are necessary and desirable for the enjoyment and beauty of the Village of River Forest (the “Village”) and for the welfare of the citizens of the Village; and

WHEREAS, to help ensure the preservation and continued utilization of the above, and pursuant to Section 11-13-1 of the Illinois Municipal Code (65 ILCS 5/11-13-1), Division 11-48.2 of the Illinois Municipal Code (65 ILCS 5/11-48.2-1, *et seq.*), and the Illinois Historic Preservation Act (20 ILCS 3410/1, *et seq.*), the President and Board of the Trustees desire to amend the River Forest Village Code regarding historic preservation regulations; and

WHEREAS, the President and Board of Trustees of the Village have determined that is in the best interest of the public’s health, safety, and welfare to amend the River Forest Village Code provisions regarding historic preservation.

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

SECTION 1: Title 13, Chapter 1, entitled “Historic Preservation Regulations,” is hereby amended, and shall read in its entirety as follows:

TITLE 13 - HISTORIC PRESERVATION

Chapter 1 HISTORIC PRESERVATION REGULATIONS

13-1-1 : SCOPE, PURPOSES AND GOALS:

A. Purposes And Goals:

1. To identify, preserve and enhance the distinctive character, history and architectural heritage of the Village;
2. To conserve, protect, and improve the value of properties throughout the Village;
3. To enhance the attractiveness of the Village to residents, visitors, tourists, and shoppers and thereby support business and commerce in the Village and provide economic benefits to the Village;
4. To foster civic pride in the accomplishments of the past as manifested in properties, structures, improvements and areas of historical and architectural significance within the Village;
5. To maintain and update a register of areas, properties, structures, sites and objects of historical or architectural significance;
6. To allow for appropriate renewal and modernization of the Village's building stock; and
7. To foster and encourage preservation, restoration and continued utilization of these areas, properties, structures, sites and objects valued by the Village and its residents as Significant to the Village history, culture and architecture.

- B. No property shall be subject to any restriction or regulation as a Local Landmark as set forth in Section 13-1-6 of this Chapter unless it has been submitted to the Commission for approval by an owner (or by the Commission with approval of the owner) and approved as a Local Landmark. Upon designation as such by the Commission, the subject property shall remain a Local Landmark unless withdrawn in accordance with Section 13-1-5 of this Chapter.

13-1-2 : DEFINITIONS:

ALTERATION: Any act or process that changes one or more of the exterior architectural features of a structure.

ARCHITECTURALLY SIGNIFICANT:

- A. A structure designed by or associated with an architect, builder or architectural firm whose work is recognized by the Commission as Significant.
- B. A structure which is an example of a particular style in terms of detail, material or workmanship, and which possesses a high degree of integrity, having undergone little or no alteration since its original construction.
- C. A structure which is one of a contiguous grouping of such structures having a sense of cohesiveness expressed through a similarity of characteristics of a style, period or method of construction and representing the architectural significance of the whole group.

ACCESSORY STRUCTURE: Any structure which is located on the same lot as a principal building or use and is customarily incidental and subordinate to a principal building or use such as garages, detached garages, coach houses, stables, or similar buildings

ARCHITECTURAL REVIEW SUBCOMMITTEE: A subcommittee consisting of two (2) members of the Historic Preservation Commission, authorized to review and make determinations on all applications for Certificates of Appropriateness, excluding those pertaining to the final determination regarding a proposed demolition of principal structures or accessory structures located on properties designated as Significant or as Local Landmarks which are determined to require review by the full Commission. The subcommittee shall also have the authority to make decisions regarding window replacements, repairs, and other minor alterations that do not substantially affect the historic or architectural character of the structure. Said subcommittee shall be empowered to act on behalf of the full Commission in the event that no meeting of the full Commission is scheduled to occur within thirty (30) days of the Village's receipt of an application in accordance with the requirements of this ordinance.

CERTIFICATE OF APPROPRIATENESS: A certificate issued by the Commission authorizing plans for the alteration, renovation, or remodeling of any Street Facade, the demolition of a property, or otherwise certifying compliance with the requirements of this Chapter.

COMMISSION: The River Forest Historic Preservation Commission.

DEMOLITION: The razing or destruction, whether entirely or in significant part of a building, structure, site or object. Demolition includes the removal of a building, structure or

object from its site or the removal or destruction of a façade or surface. Additionally, demolition by neglect occurs when an owner fails to make necessary repairs allowing a protected building or structure to deteriorate.

DIRECTOR: The Director of the Illinois Historic Preservation Agency or successor.

HISTORIC DISTRICT: The River Forest historic district that appears on the National Register of Historic Places or any other area designated in the future by the Commission and approved as historic by the Village Board.

HISTORICALLY SIGNIFICANT:

- A. A building, structure, area or monument associated with the life or activities of a person or persons who have contributed significantly to or participated significantly in the history or historic events of the nation, State of Illinois, or Village of River Forest.
- B. A building, structure, area or monument associated with a historic event having significance to the nation, State of Illinois or Village of River Forest.

IMPROVEMENT: Any building, structure, fence, parking facility or other object affixed, attached to, erected or installed on real property.

LOCAL LANDMARK: Any property found by the Commission to be either Historically Significant or Architecturally Significant and which has been submitted by an owner (or by the Commission with approval of the owner) for certification and approved pursuant to Section 13-1-8-D of this Chapter.

NEW CONSTRUCTION: The process of building a structure on vacant land.

OWNER: All owners of record of the subject property. In the case of a land trust, all beneficial owners. In the case of a corporation, any officer of the corporation. No lien holder shall be considered an owner based solely upon the lien. In the case of a deceased or disabled owner, the legal representative shall be considered the owner.

PRINCIPAL STRUCTURE: A structure, or group of structures, in which is conducted a principal use of the lot on which the structure is located, including situations where more than one principal structure exists on a lot. As regulated in zoning districts, a principal structure contains a principally permitted use.

RECONSTRUCTION: The process of replacing or rebuilding all or part of an existing structure that has been damaged, demolished or destroyed.

REHABILITATION: The process of returning a property to a state of utility, through repair or

alteration, which makes possible an efficient contemporary use.

RESTORATION: The process of repair or alteration of an existing structure which recaptures or replicates historical features which may have deteriorated or been replaced.

SIGNIFICANT PROPERTY: Any structure found by the Commission to be Historically Significant or Architecturally Significant.

STREET FACADE: Any building surface which can be seen from any street or sidewalk which is adjacent to the subject property. In determining what can be "seen", any obstruction from landscaping or fencing shall not be considered. If any part of a surface falls within this definition, the entire surface of that building feature shall be considered as a "Street Façade". A building may have more than one Street Façade.

STRUCTURE: Anything constructed or erected which requires permanent location on or in the ground.

13-1-3 : HISTORIC PRESERVATION COMMISSION:

- A. Appointment; Membership: The Commission shall consist of seven members appointed by the Village President with the advice and consent of the Village Board of Trustees. The Chair shall be a member and shall be designated by the Village President with the advice and consent of the Village Board of Trustees. Each member shall serve a four-year term, provided, however, three members of the initial Commission shall serve two-year terms with their successive terms being four years until their successor is appointed and qualified. Individuals appointed to the Commission shall be residents of the Village. The Chair shall have experience or training in building or landscape architecture, construction, land use planning, real estate law, studying/documenting Village history or be a licensed real estate broker. Other Commission members need not have these qualifications, however, individuals with such qualifications shall be given preference.
- B. Powers And Duties: The Commission shall have the following powers and authorities:
1. Develop its own rules of procedure and criteria for review. In the absence of procedural rules, the Commission shall conduct its business, as nearly as practicable, in accordance with "Robert's Rules Of Order";
 2. Periodically and with prior Village Board approval cause a survey to be conducted of structures, buildings, sites, and areas in the Village in order to list those properties which are found to be Significant("The Survey"). If the Commission finds that a property should be added to the original Significant properties list, dated June 15, 2013, written notice of the intent to add the property to the Significant property list

shall be sent to the owner of record at least fourteen (14) days prior to the date on which the property is added to the Significant properties list. The owner receiving such notice shall be asked to provide written acknowledgement of receipt of the intent to add the property to the Significant properties list, however, the failure of the owner to receive, or acknowledge receipt of, the notice described herein, shall not result in the removal of the property from the Significant properties list. The updated list shall be forwarded to the Village Board for final receipt and approval;

3. Keep a register of all buildings that have been identified as Significant or Local Landmarks, including all information pertinent to such designation;
4. Provide information regarding: a) physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including information about incentives (including tax freeze) that may be available and possible designation under this Chapter; and b) procedures for inclusion on the state or National Register of Historic Places;
5. Inform and educate the residents of the Village, Village boards/commissions and Village staff concerning preservation issues and the Village's historic and architectural heritage;
6. Hold public hearings, review applications, conduct prehearing conferences, and make findings and recommendations regarding all matters subject to this Chapter;
7. Request technical advice and assistance from Village staff members and to retain specialists or consultants when authorized by the Village Board or Village Administrator;
8. Advise and make recommendations to other Village boards and commissions on matters before those bodies regarding historic preservation;
9. When requested by the Village Board, review the zoning code and this Chapter and recommend any amendments appropriate for the protection and continued use of structures, buildings, or sites within the Village;
10. Issue, deny, or condition Certificates of Appropriateness for alterations or demolition delay, and approve or deny applications for local Landmark Status.
11. Recommend to the Village Board such changes in the boundaries of the historic district or establishment of additional historic districts as may be deemed appropriate;
12. Perform such advisory reviews of proposed construction as may be required by

Section 13-1-7 of this Chapter;

13. Perform such other functions within the scope of this Chapter as directed by the Village Board;

14. Establish specific criteria for identifying Significant Properties, which criteria shall be subject to approval by the Village Board.

~~14.15.~~ The Commission, on its own initiative, may file a petition with the Building Department requesting that the Village require the correction of defects or the completion of repairs to any eligible or designated historic landmark, or to any building, structure, or improvement associated with a local landmark, as necessary to ensure that such landmark is preserved and protected in accordance with the purpose and intent of this ordinance.

~~15.16.~~ Work with the Oak Park Area Association of Realtors (and/or the real estate listing broker, if any), Landmarks Illinois, the National Trust for Historic Preservation and other interested historic or preservation organizations to publicize the availability of properties listed on the Village's survey of Architecturally or Historically Significant Properties, as well as Local Landmarks, which are available for purchase; and

~~16.17.~~ Take such actions as are necessary to seek and maintain Certified Local Government status (established by the National Historic Preservation Act Amendments of 1980, 16 U.S.C. § 470, et seq., as amended) including, without limitation, requiring: (i) annual attendance by a Commission representative at least one informational or educational meeting per year as approved by the Director; (ii) an annual report of the Commission's activities to be presented to the Director; and (iii) monitoring and notifying the Director of any proposed major alteration or actual/proposed demolition of any structure listed on the Illinois Register of Historic Places or the National Register of Historic Places.

13-1-4 : APPLICATIONS FOR APPROVAL OF A LOCAL LANDMARK:

A. Applications for approval as a Local Landmark ~~shall be filed with the Village Administrator in writing and shall include the following:~~ shall be filed in writing with the Village Administrator and must be submitted by the property owner. An application for designation of a Local Landmark may not be filed by a third party, except when the Historic Preservation Commission acts at the direction of the property owner.

- i. The name and address of owner.
- ii. The legal description and common street address of the property.

- iii. If the Commission has not previously identified the property as Historically or Architecturally Significant, a written statement describing the structure, building, or site and setting forth reasons in support of the proposed designation, including a list of significant exterior architectural features that should be protected.
 - iv. Written documentation and evidence acceptable to the Village Administrator and the Commission establishing that the applicant is the current owner.
 - v. A site plan, photographs, and front, side and rear elevations.
 - vi. Such other relevant information as may be requested by the Village Administrator or the Commission.
- B. Once a completed application, in compliance with the requirements of this ordinance, has been received, the Commission shall review the application under the guidelines set forth in section 13-1-8-D and determine if the application does or does not meet the requirements of the definition of a Local Landmark; and the Commission may either grant or deny designation of Local Landmark status, as applicable. In the event the subject property is listed on any national or state registry of Historic, Landmark or Architecturally Significant Properties, the Commission may consider such listing as prima facie evidence that the requirements for designation as a Local Landmark have been met.

13-1-5 : WITHDRAWAL OF PROPERTY DESIGNATION:

- A. A previous finding that a property has been designated as a Local Landmark or a Significant Property may be withdrawn by the Commission upon the request of: (i) a member of the Commission after prior written notice to the owner, or (ii) the owner, under any of the following conditions:
1. The structure, building, site, or area has ceased to meet the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed;
 2. Additional information shows that the structure, building, site, or area does not possess sufficient significance to meet the designation criteria;
 3. The original designation was clearly in error; or
 4. There was a material misstatement of fact or prejudicial procedural error in the designation process.
- B. An application for the withdrawal of property designation shall be filed with the Village Administrator in writing and shall include the following:

1. Name and address of owner;
2. The legal description and common street address for the property;
3. A site plan, photographs and front, side and rear elevations;
4. A written explanation describing in detail why one or more of the conditions contained in Subsection A of this section has been met with respect to the property in question;
5. Such other relevant information as may be requested by the Village Administrator or as the Commission may require.

13-1-6 : CERTIFICATE OF APPROPRIATENESS:

- A. Certificate Required: No repair, rehabilitation, reconstruction, restoration, improvement or signage, to or on a Street Facade of a Significant Property or Local Landmark, shall be done without the prior issuance of a Certificate of Appropriateness and compliance with Sections 13-1-7-A or 13-1-7-B. No demolition of a Significant Property as designated on the Significant Properties survey shall be done without either: (i) the prior issuance of a Certificate of Appropriateness; (ii) the expiration of a certificate of demolition delay issued by the Commission pursuant to Section 13-1-7-D of this Chapter; or (iii) the Village Board's reversal, on appeal, of the Commission's withholding of a Certificate of Appropriateness pursuant to Section 13-1-10 of this Chapter. No demolition of a Local Landmark shall occur unless a Certificate of Appropriateness has been issued or the Village Board has reversed the Commission's denial on appeal.
- B. Exemption: Certificates of Appropriateness shall not be required in connection with compliance with an order or permit issued by either the Director of Public Works or the Village Administrator, or his/her designee, to correct an immediate health or safety problem (Including by way of example and not limitation storm damage); provided that such order expressly exempts the project from Certificate of Appropriateness procedures and that such order or permit is made subject to appropriate conditions to advance the purposes and goals of this Chapter.
- C. Requirements for An Application for a Certificate of Appropriateness: Any person or entity required to obtain a Certificate of Appropriateness shall submit a formal application as a precondition to filing for any building permit or commencing any work. The application for a Certificate of Appropriateness shall include the required items listed in Exhibit B.
- D. Construction Standards:
 1. The distinguishing original qualities or character of a structure or site and its

environment shall not be destroyed.

2. All structures, sites, and areas should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance than the true age of the property are not permitted.
 3. Changes that may have taken place in the course of time and which have acquired significance in their own right shall be recognized and respected when dealing with a specific architectural period.
 4. Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure, site or area shall be maintained.
 5. Deteriorated architectural features shall preferably be repaired rather than replaced. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
 6. Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence, or expert opinion.
 7. Demolition of a Local Landmark shall not be permitted if a structure is economically viable in its present condition or could be economically viable after completion of commercially reasonable alterations, even if demolition would permit a more profitable use of such site.
- E. Design Standards: The height, adjacent open space, directional expression, roof type, roof shape, architectural details, landscaping, accessory structures and paving shall be consistent with the original structure.
- F. Additional Provisions: Applicable standards and requirements set forth in the zoning and building codes are to be applied in addition to those set forth in this Section.
- G. Economic Hardship: Any of the requirements of Subsection D or E of this Section or Section 13-1-8 may be waived by the Commission if the applicant shows by clear and convincing evidence, and if the Commission finds that any of the following conditions exist:
1. The applicant's economic circumstances and the condition of the subject property present a substantial hardship; or
 2. Compliance with the requirement(s) is commercially unreasonable and is not essential to achieve the purposes and goals set forth in Section 13-1-1 of this

Chapter. The normal escalation of construction or land acquisition costs within the Village, per se, shall not be deemed a hardship or create commercially unreasonable circumstances.

Personal financial information submitted for consideration pursuant to this Subsection shall be considered confidential and shall be disclosed at a public hearing only to the extent necessary for a complete discussion of the issues. Personal financial records, statements and tax returns shall be withheld from public disclosure pursuant to Section 7(1)(b) of the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*, as amended.

13-1-7 : WORK SUBJECT TO COMMISSION REVIEW:

- A. No repair, rehabilitation, reconstruction, restoration, improvement, or signage affecting more than twenty percent of any individual Street Façade of a Local Landmark or Significant Property shall begin, nor shall a building permit be applied for or be issued, until the Commission is notified of the proposed work, including its scope, and the conditions of Subsection B are met. The twenty percent shall be calculated on the total linear footage of any individual Street Façade, and work may not be divided into multiple projects to evade this threshold.
- B. The Commission shall have thirty days from submission of a completed application meeting the requirements of this ordinance, including the materials required under Section 13-1-6-C, to review the proposed work. Applications involving window replacement may be reviewed by the Architectural Review Subcommittee, which shall complete its review within seven days of submission of a completed application. The Commission shall provide written recommendations, which for Significant Properties and/or Local Landmarks under Section 13-1-7(A) are advisory only and not binding and the work may proceed once the recommendations are received or after thirty days following a submission of a complete application, whichever comes first.
- C. Upon request by an owner or the Commission, and prior to filing for a building permit, the Commission shall schedule a meeting (which the owner or a representative must attend) to consider and discuss proposed work regarding items covered by Section 13-1-7(A) of this Chapter. Such meetings shall not be subject to the requirements of Section 13-1-8 of this Chapter.
- D. Demolition of a Significant Property as designated on the Significant Properties survey shall be delayed as follows:
 - 1. Properties Not Zoned PRI: The demolition of a Significant Property, as designated on the Significant Properties Survey, that is not zoned in the PRI Public, Recreational, and Institutional District shall be delayed for a period of not more than 9 months following the Commission's final decision after a public hearing regarding

- the issuance of a certificate of appropriateness for such proposed demolition is held pursuant to subsect 13-1-8-C of this chapter.
2. Properties Zoned PRI: The demolition of a Significant Property, as designated on the Significant Properties Survey, that is zoned in the PRI Public, Recreational, and Institutional District shall be delayed for a period of not more than twelve (12) months following the Commission's final decision after a public hearing regarding the issuance of a Certificate of Appropriateness for such proposed demolition is held pursuant to subsect 13-1-8-C of this chapter.
- E. Demolition of a Local Landmark: The demolition of a property designated as a Local Landmark shall not be subject to a delay period, as the Commission's determination regarding the issuance or denial of a Certificate of Appropriateness for such proposed demolition shall be final.

13-1-8 : PROCEDURES FOR COMMISSION REVIEW:

- A. Applications for Principal Structures: The following procedures shall apply to applications, excluding demolitions (see section 13-1-8-C), that involve a principal structure located on a Significant Property or Local Landmark. Applications that trigger Commission review by effecting more than 20 percent of any individual Street Façade may first be reviewed for completeness by the Commission's Architectural Review Subcommittee or at the Commission's next regularly scheduled meeting and do not require a public hearing. Once an application is deemed complete in accordance with the requirements of Section 13-1-6-C, the Commission shall make a final determination at its next scheduled meeting, held within thirty days of the application having being determined complete. If no meeting is scheduled within that period, the Architectural Review Subcommittee shall make the final determination for applications other than those involving proposed demolition. Any application denied without a public hearing shall be set for a public hearing at the applicant's request, in accordance with Section 13-1-8-C.
- B. Applications for Accessory Structures: The following procedures apply to applications involving Accessory Structures located on Significant Properties or Local Landmarks, including garages, coach houses, stables or similar buildings.
 1. Such applications may first be reviewed for completeness by the Commission's Architectural Review Subcommittee or the Commission at the next regularly scheduled meeting and do not require a public hearing. During this phase of review, the Commission or the Architectural Review Subcommittee may determine that the application is deemed complete in accordance with the requirements of this Ordinance and further consideration or involvement by the Commission is unwarranted when the structure proposed for alteration or demolition is determined to lack significant architectural, historical, or cultural merit and the proposed alteration or demolition may proceed. Such determination shall be made within 14 days of the submittal of a completed application and be based on the following factors:

- a. Whether the Structure is located on a Significant Property.
 - b. Whether the Village's Architectural Survey includes comments or information regarding such accessory structure.
 - c. The date of construction of the structure (A building permit can serve as basic evidence of this.)
 - d. The extent to which the accessory structure is similar in design, construction or materials to the principal structure on such Significant Property.
2. If the Commission or the Architectural Review Subcommittee determines that an Accessory Structure warrants full Commission review, the application shall proceed in accordance with the procedures set forth in Sections 13-1-8-A in the case of an application excluding demolition and 13-1-8-C-1 in the case of an application for demolition.
- C. Procedures: Public Hearings regarding applications for proposed demolition of Principal Structure(s) or Accessory Structures(s) located on a Significant Property or a Local Landmark shall be heard in accordance with the following procedures:
1. Hearing Procedures: Within sixty days after an application for a certificate of appropriateness for demolition has been deemed complete by the Commission in accordance with the requirements of this ordinance, or if requested by the applicant pursuant to Section 13-1-8(A) of this Chapter, a public hearing shall be held by the Commission. Notice of such public hearing, summarizing the application, shall be published by Village Staff at least fifteen days (and not more than thirty days) in advance of such public hearing in a newspaper of general circulation in the Village. Said notice shall be sent via U.S. certified mail, return receipt requested by the applicant to all owners of property within five hundred feet of the subject property at least fifteen days in advance of such public hearing. An affidavit regarding proof of mailing of the notice shall be provided by the applicant to the Village prior to the commencement of the public hearing. The Village shall, at the applicant's cost, post a sign in front of the subject building so as to be readily visible from the frontage street at least fifteen days in advance of such public hearing which shall contain the following information: (i) in the case of a proposal demolition requiring a certificate of appropriateness, as described in Subsection 13-1- 6(A), capitalized words: "APPLICATION FOR DEMOLITION PERMIT"; (ii) date, time and location of the hearing; (iii) property address; (iv) name and address of the applicant, if not the owner of the property; (v) name and address of the owner of the property; and (vi) statement that all interested persons will be heard, that written comments may be submitted in advance if such interested person is unable to attend the hearing, as well as information detailing where to obtain copies of the application and meeting agenda.
- D. Hearing Procedures for the application for a Local Landmark Designation: Within 30 days after a complete application for a Local Landmark designation is properly filed in accordance with the requirements of this ordinance a public hearing shall be held by

the Commission. Notice of such public hearing, summarizing the application, shall be published by Village Staff at least fifteen days (and not more than thirty days) in advance of such public hearing in a newspaper of general circulation in the Village. Said notice shall be sent via U.S. certified mail, return receipt requested by the applicant to all owners of property within five hundred feet of the subject property at least fifteen days in advance of such public hearing. An affidavit regarding proof of mailing of the notice shall be provided by the applicant to the Village prior to the commencement of the public hearing. The Village shall, at the applicant's cost, post a sign in front of the subject building so as to be readily visible from the frontage street at least fifteen days in advance of such public hearing which shall contain the following information: (i) capitalized words: "APPLICATION FOR LOCAL LANDMARK DESIGNATION"; (ii) date, time and location of the hearing; (iii) property address; (iv) name and address of the applicant, if not the owner of the property; (v) name and address of the owner of the property; and (vi) statement that all interested persons will be heard, that written comments may be submitted in advance if such interested person is unable to attend the hearing, as well as information detailing where to obtain copies of the application and meeting agenda.

- E. Findings by the Commission: The Commission shall review all evidence and (as applicable), shall determine whether the proposed alteration or demolition of a Significant Property or Local Landmark would be detrimental to the historical, architectural or cultural resources of the Village and the Commission may either:
 - a. Approve, approve with conditions, or deny a Certificate of Appropriateness for proposed alterations to a Significant Property or Local Landmark.
 - b. Approve or deny a Certificate of Appropriateness for the demolition of a Significant Property, with any denial subject to a demolition delay of not more than nine months following the final decision from the Commission for properties not zoned Public, Recreational, and Institutional(PRI) and not more than twelve months following the final decision from the Commission for properties that are zoned PRI.
 - c. Grant or deny a Certificate of Appropriateness for the demolition of a Local Landmark, which the determination shall be final and not subject to a demolition delay.
- F. The applicant may present evidence of economic hardship during the public hearing. In any of such events, the Commission shall render a written decision within fifteen (15) days following the completion of a public hearing, and cause the decision to be served upon the applicant.
- G. Reconsideration: An applicant whose application is denied may request reconsideration of the Commission's withholding of a certificate of appropriateness by filing a written request within thirty days after the decision is rendered; provided, however, that the Commission shall reconsider an application only if substantial new evidence or

information regarding the subject property is provided, including a claim of economic hardship as set forth in Section 13-1-6(G) of this Chapter, if not previously presented during the public hearing. Such request for reconsideration shall be subject to the provisions of Section 13-1-8-D of this Chapter. Once an application has been denied upon reconsideration, no further applications involving substantially the same relief under this Chapter for any structure, building, site, or area may be filed for one year.

H. The owner of a Local Landmark or Significant Property as designated on the Significant Properties Survey shall, from and after the filing of an application for a certificate of appropriateness for the proposed demolition of such Local Landmark or Significant Property and until the earlier of (i) the expiration of such demolition delay period (regarding a Significant Property); or (ii) the decision of the Village Board (following an appeal) to reverse the Commission's decision to withhold a certificate of appropriateness for the proposed demolition, meet with the Commission in order to consider and discuss such proposal, as well as explore potential preservation solutions including finding a prospective owner to purchase, preserve, rehabilitate or restore the property (or such other reasonable alternative to demolition). Such meetings shall be scheduled by the Commission and may be conducted by the Architectural Review Subcommittee and do not require a public hearing.

I. Successive Applications:

1. Second Applications Without New Grounds Barred: Whenever any application filed pursuant to this Chapter has been finally denied on its merits, a second application seeking essentially the same relief, whether or not in the same form or on the same theory, shall not be brought unless in the opinion of the Village Administrator and the Village Attorney there is substantial new evidence available or a mistake of law or fact significantly affected the prior denial.
2. New Grounds To Be Stated: Any such second application shall include a detailed statement of the grounds justifying consideration of such application.
3. Summary Denial with or Without Hearing: Any such second application may be denied summarily, and without hearing, on a finding that no grounds appear that warrant a new hearing. In any case where such application is set for hearing, the applicant shall be required to establish grounds warranting reconsideration of the merits of its application prior to being allowed to offer any evidence on the merits. Unless such grounds are established, the application may be summarily dismissed for such failure.

J. Burden Of Proof: The burden of proving each requirement for the relief sought shall remain with the applicant throughout all proceedings.

13-1-9 : RECORDING AND NOTICE:

- A. Immediately upon approval of the subject property as a Local Landmark, the applicant shall file a memorandum of such approval with the Cook County Recorder of Deeds. The memorandum shall state that the property is subject to the River Forest historic preservation ordinance, has been certified as a Local Landmark, and shall provide the address and telephone number of the Village to request further information. A file stamped copy of the memorandum shall be provided to the Village Administrator.
- B. All sale contracts for properties designated as Local Landmarks shall contain a rider in substantially the following form, signed by the buyer and seller:

The Village of River Forest Board of Trustees adopted a Historic Preservation Regulations Ordinance in Chapter 13-1 of the River Forest Village Code. Those seeking to purchase property in River Forest should be aware of this Ordinance, a copy of which is available for review at the River Forest Village Hall, separate and apart from the Village's Zoning Ordinance and Building Codes.

13-1-10 : APPEALS:

- A. All decisions and findings by the Commission pursuant to Subsection 13-1-4 through 13-1-8 of this Chapter shall be served on the owner forthwith and may be appealed to the Village Board by the owner. Any appeal shall be filed not later than thirty days following service. The appeal shall be filed with the Village Administrator in writing and shall contain the following:
 - 1. A caption reading "appeal of" giving the name and address of the applicant;
 - 2. A brief description of the specific order, decision or determination being appealed;
 - 3. A statement of the relief sought;
 - 4. The reasons why such relief should be granted.
- B. The Village Administrator shall cause the appeal to be set for hearing before the Village Board within sixty days of receipt of the notice and shall immediately notify the appellant and all persons requesting such information, in writing, of the date, time and location of the hearing.
- C. The Village Board shall consider only the evidence presented to the Commission, its decision and findings, and the arguments of interested parties. The Village Board shall render a written decision within fifteen days following the completion of a public hearing, and cause the decision to be served on the applicant.

D. Any decision of the Village Board shall be final. Any decision or finding of the Commission pursuant to this Chapter shall become final if no appeal is taken pursuant to Subsection A of this Section. No permit regulated by the provisions of this Chapter shall issue, nor shall any rights vest therein, until the decision of the Commission or appeal to the Village Board is final.

13-1-11 : PENALTY:

Any person or entity which violates this Chapter shall be guilty of a petty offense and upon conviction thereof shall be punished by a fine of not less than fifty dollars nor more than seven hundred fifty dollars. Every day such violation shall continue to exist shall constitute a separate violation. In addition to such penalties, the Village may institute any appropriate action or proceeding to enjoin, correct or abate any violation of this Chapter.

SECTION 2: That all ordinances or parts of ordinances in conflict with this Ordinance

are hereby expressly repealed.

SECTION 3: Except as to the Code amendments set forth above in this Ordinance, all

Chapters and Sections of the River Forest Village Code, as amended, shall remain in full force and effect.

SECTION 4: Each section, paragraph, clause and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 5: This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PASSED on a roll call vote of the Corporate Authorities on the ____ day of _____, 2026.

AYES:

NAYS:

APPROVED by me this ____ day of _____, ____.

Village President

APPROVED and FILED in my office this ____ day of _____, ____ and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

ATTEST:

Village Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE RIVER FOREST VILLAGE CODE REGARDING HISTORIC PRESERVATION REGULATIONS

WHEREAS, movements and shifts of population, and changes in residential, commercial, industrial uses and customs threaten the destruction of areas, places, structures, works of art, and other objects having special historic, community, architectural or aesthetic importance, interest, or value and whose preservation and continued utilization are necessary and desirable for the enjoyment and beauty of the Village of River Forest (the “Village”) and for the welfare of the citizens of the Village; and

WHEREAS, to help ensure the preservation and continued utilization of the above, and pursuant to Section 11-13-1 of the Illinois Municipal Code (65 ILCS 5/11-13-1), Division 11-48.2 of the Illinois Municipal Code (65 ILCS 5/11-48.2-1, *et seq.*), and the Illinois Historic Preservation Act (20 ILCS 3410/1, *et seq.*), the President and Board of the Trustees desire to amend the River Forest Village Code regarding historic preservation regulations; and

WHEREAS, the President and Board of Trustees of the Village have determined that is in the best interest of the public’s health, safety, and welfare to amend the River Forest Village Code provisions regarding historic preservation.

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

SECTION 1: Title 13, Chapter 1, entitled “Historic Preservation Regulations,” is hereby amended, and shall read in its entirety as follows:

TITLE 13 - HISTORIC PRESERVATION

Chapter 1 HISTORIC PRESERVATION REGULATIONS

13-1-1 : SCOPE, PURPOSES AND GOALS:

A. Purposes And Goals:

1. To identify, preserve and enhance the distinctive character, history and architectural heritage of the Village;
2. To conserve, protect, and improve the value of properties throughout the Village;
3. To enhance the attractiveness of the Village to residents, visitors, tourists, and shoppers and thereby support business and commerce in the Village and provide economic benefits to the Village;
4. To foster civic pride in the accomplishments of the past as manifested in properties, structures, improvements and areas of historical and architectural significance within the Village;
5. To maintain and update a register of areas, properties, structures, sites and objects of historical or architectural significance;
6. To allow for appropriate renewal and modernization of the Village's building stock; and
7. To foster and encourage preservation, restoration and continued utilization of these areas, properties, structures, sites and objects valued by the Village and its residents as Significant to the Village history, culture and architecture.

- B. No property shall be subject to any restriction or regulation as a Local Landmark as set forth in Section 13-1-6 of this Chapter unless it has been submitted to the Commission for approval by an owner (or by the Commission with approval of the owner) and approved as a Local Landmark. Upon designation as such by the Commission, the subject property shall remain a Local Landmark unless withdrawn in accordance with Section 13-1-5 of this Chapter.

13-1-2 : DEFINITIONS:

ALTERATION: Any act or process that changes one or more of the exterior architectural features of a structure.

ARCHITECTURALLY SIGNIFICANT:

- A. A structure designed by or associated with an architect, builder or architectural firm whose work is recognized by the Commission as Significant.
- B. A structure which is an example of a particular style in terms of detail, material or workmanship, and which possesses a high degree of integrity, having undergone little or no alteration since its original construction.
- C. A structure which is one of a contiguous grouping of such structures having a sense of cohesiveness expressed through a similarity of characteristics of a style, period or method of construction and representing the architectural significance of the whole group.

ACCESSORY STRUCTURE: Any structure which is located on the same lot as a principal building or use and is customarily incidental and subordinate to a principal building or use such as garages, detached garages, coach houses, stables, or similar buildings

ARCHITECTURAL REVIEW SUBCOMMITTEE: A subcommittee consisting of two (2) members of the Historic Preservation Commission, authorized to review and make determinations on all applications for Certificates of Appropriateness, excluding those pertaining to the final determination regarding a proposed demolition of principal structures or accessory structures located on properties designated as Significant or as Local Landmarks which are determined to require review by the full Commission. The subcommittee shall also have the authority to make decisions regarding window replacements, repairs, and other minor alterations that do not substantially affect the historic or architectural character of the structure. Said subcommittee shall be empowered to act on behalf of the full Commission in the event that no meeting of the full Commission is scheduled to occur within thirty (30) days of the Village's receipt of an application in accordance with the requirements of this ordinance.

CERTIFICATE OF APPROPRIATENESS: A certificate issued by the Commission authorizing plans for the alteration, renovation, or remodeling of any Street Facade, the demolition of a property, or otherwise certifying compliance with the requirements of this Chapter.

COMMISSION: The River Forest Historic Preservation Commission.

DEMOLITION: The razing or destruction, whether entirely or in significant part of a building, structure, site or object. Demolition includes the removal of a building, structure or

object from its site or the removal or destruction of a façade or surface. Additionally, demolition by neglect occurs when an owner fails to make necessary repairs allowing a protected building or structure to deteriorate.

DIRECTOR: The Director of the Illinois Historic Preservation Agency or successor.

HISTORIC DISTRICT: The River Forest historic district that appears on the National Register of Historic Places or any other area designated in the future by the Commission and approved as historic by the Village Board.

HISTORICALLY SIGNIFICANT:

- A. A building, structure, area or monument associated with the life or activities of a person or persons who have contributed significantly to or participated significantly in the history or historic events of the nation, State of Illinois, or Village of River Forest.
- B. A building, structure, area or monument associated with a historic event having significance to the nation, State of Illinois or Village of River Forest.

IMPROVEMENT: Any building, structure, fence, parking facility or other object affixed, attached to, erected or installed on real property.

LOCAL LANDMARK: Any property found by the Commission to be either Historically Significant or Architecturally Significant and which has been submitted by an owner (or by the Commission with approval of the owner) for certification and approved pursuant to Section 13-1-8-D of this Chapter.

NEW CONSTRUCTION: The process of building a structure on vacant land.

OWNER: All owners of record of the subject property. In the case of a land trust, all beneficial owners. In the case of a corporation, any officer of the corporation. No lien holder shall be considered an owner based solely upon the lien. In the case of a deceased or disabled owner, the legal representative shall be considered the owner.

PRINCIPAL STRUCTURE: A structure, or group of structures, in which is conducted a principal use of the lot on which the structure is located, including situations where more than one principal structure exists on a lot. As regulated in zoning districts, a principal structure contains a principally permitted use.

RECONSTRUCTION: The process of replacing or rebuilding all or part of an existing structure that has been damaged, demolished or destroyed.

REHABILITATION: The process of returning a property to a state of utility, through repair or

alteration, which makes possible an efficient contemporary use.

RESTORATION: The process of repair or alteration of an existing structure which recaptures or replicates historical features which may have deteriorated or been replaced.

SIGNIFICANT PROPERTY: Any structure found by the Commission to be Historically Significant or Architecturally Significant.

STREET FACADE: Any building surface which can be seen from any street or sidewalk which is adjacent to the subject property. In determining what can be "seen", any obstruction from landscaping or fencing shall not be considered. If any part of a surface falls within this definition, the entire surface of that building feature shall be considered as a "Street Façade". A building may have more than one Street Façade.

STRUCTURE: Anything constructed or erected which requires permanent location on or in the ground.

13-1-3 : HISTORIC PRESERVATION COMMISSION:

- A. Appointment; Membership: The Commission shall consist of seven members appointed by the Village President with the advice and consent of the Village Board of Trustees. The Chair shall be a member and shall be designated by the Village President with the advice and consent of the Village Board of Trustees. Each member shall serve a four-year term, provided, however, three members of the initial Commission shall serve two-year terms with their successive terms being four years until their successor is appointed and qualified. Individuals appointed to the Commission shall be residents of the Village. The Chair shall have experience or training in building or landscape architecture, construction, land use planning, real estate law, studying/documenting Village history or be a licensed real estate broker. Other Commission members need not have these qualifications, however, individuals with such qualifications shall be given preference.
- B. Powers And Duties: The Commission shall have the following powers and authorities:
 - 1. Develop its own rules of procedure and criteria for review. In the absence of procedural rules, the Commission shall conduct its business, as nearly as practicable, in accordance with "Robert's Rules Of Order";
 - 2. Periodically and with prior Village Board approval cause a survey to be conducted of structures, buildings, sites, and areas in the Village in order to list those properties which are found to be Significant("The Survey"). If the Commission finds that a property should be added to the original Significant properties list, dated June 15, 2013, written notice of the intent to add the property to the Significant property list

shall be sent to the owner of record at least fourteen (14) days prior to the date on which the property is added to the Significant properties list. The owner receiving such notice shall be asked to provide written acknowledgement of receipt of the intent to add the property to the Significant properties list, however, the failure of the owner to receive, or acknowledge receipt of, the notice described herein, shall not result in the removal of the property from the Significant properties list. The updated list shall be forwarded to the Village Board for final receipt and approval;

3. Keep a register of all buildings that have been identified as Significant or Local Landmarks, including all information pertinent to such designation;
4. Provide information regarding: a) physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including information about incentives (including tax freeze) that may be available and possible designation under this Chapter; and b) procedures for inclusion on the state or National Register of Historic Places;
5. Inform and educate the residents of the Village, Village boards/commissions and Village staff concerning preservation issues and the Village's historic and architectural heritage;
6. Hold public hearings, review applications, conduct prehearing conferences, and make findings and recommendations regarding all matters subject to this Chapter;
7. Request technical advice and assistance from Village staff members and to retain specialists or consultants when authorized by the Village Board or Village Administrator;
8. Advise and make recommendations to other Village boards and commissions on matters before those bodies regarding historic preservation;
9. When requested by the Village Board, review the zoning code and this Chapter and recommend any amendments appropriate for the protection and continued use of structures, buildings, or sites within the Village;
10. Issue, deny, or condition Certificates of Appropriateness for alterations or demolition delay, and approve or deny applications for local Landmark Status.
11. Recommend to the Village Board such changes in the boundaries of the historic district or establishment of additional historic districts as may be deemed appropriate;
12. Perform such advisory reviews of proposed construction as may be required by

Section 13-1-7 of this Chapter;

13. Perform such other functions within the scope of this Chapter as directed by the Village Board;
14. Establish specific criteria for identifying Significant Properties, which criteria shall be subject to approval by the Village Board.
15. The Commission, on its own initiative, may file a petition with the Building Department requesting that the Village require the correction of defects or the completion of repairs to any eligible or designated historic landmark, or to any building, structure, or improvement associated with a local landmark, as necessary to ensure that such landmark is preserved and protected in accordance with the purpose and intent of this ordinance.
16. Work with the Oak Park Area Association of Realtors (and/or the real estate listing broker, if any), Landmarks Illinois, the National Trust for Historic Preservation and other interested historic or preservation organizations to publicize the availability of properties listed on the Village's survey of Architecturally or Historically Significant Properties, as well as Local Landmarks, which are available for purchase; and
17. Take such actions as are necessary to seek and maintain Certified Local Government status (established by the National Historic Preservation Act Amendments of 1980, 16 U.S.C. § 470, *et seq.*, as amended) including, without limitation, requiring: (i) annual attendance by a Commission representative at least one informational or educational meeting per year as approved by the Director; (ii) an annual report of the Commission's activities to be presented to the Director; and (iii) monitoring and notifying the Director of any proposed major alteration or actual/proposed demolition of any structure listed on the Illinois Register of Historic Places or the National Register of Historic Places.

13-1-4 : APPLICATIONS FOR APPROVAL OF A LOCAL LANDMARK:

- A. Applications for approval as a Local Landmark shall be filed in writing with the Village Administrator and must be submitted by the property owner. An application for designation of a Local Landmark may not be filed by a third party, except when the Historic Preservation Commission acts at the direction of the property owner.
 - i. The name and address of owner.
 - ii. The legal description and common street address of the property.
 - iii. If the Commission has not previously identified the property as Historically or Architecturally Significant, a written statement describing the structure, building,

or site and setting forth reasons in support of the proposed designation, including a list of significant exterior architectural features that should be protected.

- iv. Written documentation and evidence acceptable to the Village Administrator and the Commission establishing that the applicant is the current owner.
 - v. A site plan, photographs, and front, side and rear elevations.
 - vi. Such other relevant information as may be requested by the Village Administrator or the Commission.
- B. Once a completed application, in compliance with the requirements of this ordinance, has been received, the Commission shall review the application under the guidelines set forth in section 13-1-8-D and determine if the application does or does not meet the requirements of the definition of a Local Landmark; and the Commission may either grant or deny designation of Local Landmark status, as applicable. In the event the subject property is listed on any national or state registry of Historic, Landmark or Architecturally Significant Properties, the Commission may consider such listing as prima facie evidence that the requirements for designation as a Local Landmark have been met.

13-1-5 : WITHDRAWAL OF PROPERTY DESIGNATION:

- A. A previous finding that a property has been designated as a Local Landmark or a Significant Property may be withdrawn by the Commission upon the request of: (i) a member of the Commission after prior written notice to the owner, or (ii) the owner, under any of the following conditions:
- 1. The structure, building, site, or area has ceased to meet the criteria for designation because the qualities which caused it to be originally designated have been lost or destroyed;
 - 2. Additional information shows that the structure, building, site, or area does not possess sufficient significance to meet the designation criteria;
 - 3. The original designation was clearly in error; or
 - 4. There was a material misstatement of fact or prejudicial procedural error in the designation process.
- B. An application for the withdrawal of property designation shall be filed with the Village Administrator in writing and shall include the following:
- 1. Name and address of owner;

2. The legal description and common street address for the property;
3. A site plan, photographs and front, side and rear elevations;
4. A written explanation describing in detail why one or more of the conditions contained in Subsection A of this section has been met with respect to the property in question;
5. Such other relevant information as may be requested by the Village Administrator or as the Commission may require.

13-1-6 : CERTIFICATE OF APPROPRIATENESS:

- A. Certificate Required: No repair, rehabilitation, reconstruction, restoration, improvement or signage, to or on a Street Facade of a Significant Property or Local Landmark, shall be done without the prior issuance of a Certificate of Appropriateness and compliance with Sections 13-1-7-A or 13-1-7-B. No demolition of a Significant Property as designated on the Significant Properties survey shall be done without either: (i) the prior issuance of a Certificate of Appropriateness; (ii) the expiration of a certificate of demolition delay issued by the Commission pursuant to Section 13-1-7-D of this Chapter; or (iii) the Village Board's reversal, on appeal, of the Commission's withholding of a Certificate of Appropriateness pursuant to Section 13-1-10 of this Chapter. No demolition of a Local Landmark shall occur unless a Certificate of Appropriateness has been issued or the Village Board has reversed the Commission's denial on appeal.
- B. Exemption: Certificates of Appropriateness shall not be required in connection with compliance with an order or permit issued by either the Director of Public Works or the Village Administrator, or his/her designee, to correct an immediate health or safety problem (Including by way of example and not limitation storm damage); provided that such order expressly exempts the project from Certificate of Appropriateness procedures and that such order or permit is made subject to appropriate conditions to advance the purposes and goals of this Chapter.
- C. Requirements for An Application for a Certificate of Appropriateness: Any person or entity required to obtain a Certificate of Appropriateness shall submit a formal application as a precondition to filing for any building permit or commencing any work. The application for a Certificate of Appropriateness shall include the required items listed in Exhibit B.
- D. Construction Standards:
 1. The distinguishing original qualities or character of a structure or site and its environment shall not be destroyed.

2. All structures, sites, and areas should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance than the true age of the property are not permitted.
 3. Changes that may have taken place in the course of time and which have acquired significance in their own right shall be recognized and respected when dealing with a specific architectural period.
 4. Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure, site or area shall be maintained.
 5. Deteriorated architectural features shall preferably be repaired rather than replaced. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
 6. Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence, or expert opinion.
 7. Demolition of a Local Landmark shall not be permitted if a structure is economically viable in its present condition or could be economically viable after completion of commercially reasonable alterations, even if demolition would permit a more profitable use of such site.
- E. Design Standards: The height, adjacent open space, directional expression, roof type, roof shape, architectural details, landscaping, accessory structures and paving shall be consistent with the original structure.
- F. Additional Provisions: Applicable standards and requirements set forth in the zoning and building codes are to be applied in addition to those set forth in this Section.
- G. Economic Hardship: Any of the requirements of Subsection D or E of this Section or Section 13-1-8 may be waived by the Commission if the applicant shows by clear and convincing evidence, and if the Commission finds that any of the following conditions exist:
1. The applicant's economic circumstances and the condition of the subject property present a substantial hardship; or
 2. Compliance with the requirement(s) is commercially unreasonable and is not essential to achieve the purposes and goals set forth in Section 13-1-1 of this Chapter. The normal escalation of construction or land acquisition costs within the Village, per se, shall not be deemed a hardship or create commercially unreasonable

circumstances.

Personal financial information submitted for consideration pursuant to this Subsection shall be considered confidential and shall be disclosed at a public hearing only to the extent necessary for a complete discussion of the issues. Personal financial records, statements and tax returns shall be withheld from public disclosure pursuant to Section 7(1)(b) of the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*, as amended.

13-1-7 : WORK SUBJECT TO COMMISSION REVIEW:

- A. No repair, rehabilitation, reconstruction, restoration, improvement, or signage affecting more than twenty percent of any individual Street Façade of a Local Landmark or Significant Property shall begin, nor shall a building permit be applied for or be issued, until the Commission is notified of the proposed work, including its scope, and the conditions of Subsection B are met. The twenty percent shall be calculated on the total linear footage of any individual Street Façade, and work may not be divided into multiple projects to evade this threshold.
- B. The Commission shall have thirty days from submission of a completed application meeting the requirements of this ordinance, including the materials required under Section 13-1-6-C, to review the proposed work. Applications involving window replacement may be reviewed by the Architectural Review Subcommittee, which shall complete its review within seven days of submission of a completed application. The Commission shall provide written recommendations, which for Significant Properties and/or Local Landmarks under Section 13-1-7(A) are advisory only and not binding and the work may proceed once the recommendations are received or after thirty days following a submission of a complete application, whichever comes first.
- C. Upon request by an owner or the Commission, and prior to filing for a building permit, the Commission shall schedule a meeting (which the owner or a representative must attend) to consider and discuss proposed work regarding items covered by Section 13-1-7(A) of this Chapter. Such meetings shall not be subject to the requirements of Section 13-1-8 of this Chapter.
- D. Demolition of a Significant Property as designated on the Significant Properties survey shall be delayed as follows:
 - 1. Properties Not Zoned PRI: The demolition of a Significant Property, as designated on the Significant Properties Survey, that is not zoned in the PRI Public, Recreational, and Institutional District shall be delayed for a period of not more than 9 months following the Commission's final decision after a public hearing regarding the issuance of a certificate of appropriateness for such proposed demolition is held pursuant to subsect 13-1-8-C of this chapter.

2. Properties Zoned PRI: The demolition of a Significant Property, as designated on the Significant Properties Survey, that is zoned in the PRI Public, Recreational, and Institutional District shall be delayed for a period of not more than twelve (12) months following the Commission's final decision after a public hearing regarding the issuance of a Certificate of Appropriateness for such proposed demolition is held pursuant to subsect 13-1-8-C of this chapter.
- E. Demolition of a Local Landmark: The demolition of a property designated as a Local Landmark shall not be subject to a delay period, as the Commission's determination regarding the issuance or denial of a Certificate of Appropriateness for such proposed demolition shall be final.

13-1-8 : PROCEDURES FOR COMMISSION REVIEW:

- A. Applications for Principal Structures: The following procedures shall apply to applications, excluding demolitions (see section 13-1-8-C), that involve a principal structure located on a Significant Property or Local Landmark. Applications that trigger Commission review by effecting more than 20 percent of any individual Street Façade may first be reviewed for completeness by the Commission's Architectural Review Subcommittee or at the Commission's next regularly scheduled meeting and do not require a public hearing. Once an application is deemed complete in accordance with the requirements of Section 13-1-6-C, the Commission shall make a final determination at its next scheduled meeting, held within thirty days of the application having being determined complete. If no meeting is scheduled within that period, the Architectural Review Subcommittee shall make the final determination for applications other than those involving proposed demolition. Any application denied without a public hearing shall be set for a public hearing at the applicant's request, in accordance with Section 13-1-8-C.
- B. Applications for Accessory Structures: The following procedures apply to applications involving Accessory Structures located on Significant Properties or Local Landmarks, including garages, coach houses, stables or similar buildings.
1. Such applications may first be reviewed for completeness by the Commission's Architectural Review Subcommittee or the Commission at the next regularly scheduled meeting and do not require a public hearing. During this phase of review, the Commission or the Architectural Review Subcommittee may determine that the application is deemed complete in accordance with the requirements of this Ordinance and further consideration or involvement by the Commission is unwarranted when the structure proposed for alteration or demolition is determined to lack significant architectural, historical, or cultural merit and the proposed alteration or demolition may proceed. Such determination shall be made within 14 days of the submittal of a completed application and be based on the following factors:
 - a. Whether the Structure is located on a Significant Property.
 - b. Whether the Village's Architectural Survey includes comments or information

- regarding such accessory structure.
 - c. The date of construction of the structure (A building permit can serve as basic evidence of this.)
 - d. The extent to which the accessory structure is similar in design, construction or materials to the principal structure on such Significant Property.
2. If the Commission or the Architectural Review Subcommittee determines that an Accessory Structure warrants full Commission review, the application shall proceed in accordance with the procedures set forth in Sections 13-1-8-A in the case of an application excluding demolition and 13-1-8-C-1 in the case of an application for demolition.
- C. Procedures: Public Hearings regarding applications for proposed demolition of Principal Structure(s) or Accessory Structures(s) located on a Significant Property or a Local Landmark shall be heard in accordance with the following procedures:
- 1. Hearing Procedures: Within sixty days after an application for a certificate of appropriateness for demolition has been deemed complete by the Commission in accordance with the requirements of this ordinance, or if requested by the applicant pursuant to Section 13-1-8(A) of this Chapter, a public hearing shall be held by the Commission. Notice of such public hearing, summarizing the application, shall be published by Village Staff at least fifteen days (and not more than thirty days) in advance of such public hearing in a newspaper of general circulation in the Village. Said notice shall be sent via U.S. certified mail, return receipt requested by the applicant to all owners of property within five hundred feet of the subject property at least fifteen days in advance of such public hearing. An affidavit regarding proof of mailing of the notice shall be provided by the applicant to the Village prior to the commencement of the public hearing. The Village shall, at the applicant's cost, post a sign in front of the subject building so as to be readily visible from the frontage street at least fifteen days in advance of such public hearing which shall contain the following information: (i) in the case of a proposal demolition requiring a certificate of appropriateness, as described in Subsection 13-1- 6(A), capitalized words: "APPLICATION FOR DEMOLITION PERMIT"; (ii) date, time and location of the hearing; (iii) property address; (iv) name and address of the applicant, if not the owner of the property; (v) name and address of the owner of the property; and (vi) statement that all interested persons will be heard, that written comments may be submitted in advance if such interested person is unable to attend the hearing, as well as information detailing where to obtain copies of the application and meeting agenda.
- D. Hearing Procedures for the application for a Local Landmark Designation: Within 30 days after a complete application for a Local Landmark designation is properly filed in accordance with the requirements of this ordinance a public hearing shall be held by the Commission. Notice of such public hearing, summarizing the application, shall be published by Village Staff at least fifteen days (and not more than thirty days) in advance

of such public hearing in a newspaper of general circulation in the Village. Said notice shall be sent via U.S. certified mail, return receipt requested by the applicant to all owners of property within five hundred feet of the subject property at least fifteen days in advance of such public hearing. An affidavit regarding proof of mailing of the notice shall be provided by the applicant to the Village prior to the commencement of the public hearing. The Village shall, at the applicant's cost, post a sign in front of the subject building so as to be readily visible from the frontage street at least fifteen days in advance of such public hearing which shall contain the following information: (i) capitalized words: "APPLICATION FOR LOCAL LANDMARK DESIGNATION"; (ii) date, time and location of the hearing; (iii) property address; (iv) name and address of the applicant, if not the owner of the property; (v) name and address of the owner of the property; and (vi) statement that all interested persons will be heard, that written comments may be submitted in advance if such interested person is unable to attend the hearing, as well as information detailing where to obtain copies of the application and meeting agenda.

- E. Findings by the Commission: The Commission shall review all evidence and (as applicable), shall determine whether the proposed alteration or demolition of a Significant Property or Local Landmark would be detrimental to the historical, architectural or cultural resources of the Village and the Commission may either:
- a. Approve, approve with conditions, or deny a Certificate of Appropriateness for proposed alterations to a Significant Property or Local Landmark.
 - b. Approve or deny a Certificate of Appropriateness for the demolition of a Significant Property, with any denial subject to a demolition delay of not more than nine months following the final decision from the Commission for properties not zoned Public, Recreational, and Institutional(PRI) and not more than twelve months following the final decision from the Commission for properties that are zoned PRI.
 - c. Grant or deny a Certificate of Appropriateness for the demolition of a Local Landmark, which the determination shall be final and not subject to a demolition delay.
- F. The applicant may present evidence of economic hardship during the public hearing. In any of such events, the Commission shall render a written decision within fifteen (15) days following the completion of a public hearing, and cause the decision to be served upon the applicant.
- G. Reconsideration: An applicant whose application is denied may request reconsideration of the Commission's withholding of a certificate of appropriateness by filing a written request within thirty days after the decision is rendered; provided, however, that the Commission shall reconsider an application only if substantial new evidence or information regarding the subject property is provided, including a claim of economic hardship as set forth in Section 13-1-6(G) of this Chapter, if not previously presented

during the public hearing. Such request for reconsideration shall be subject to the provisions of Section 13-1-8-D of this Chapter. Once an application has been denied upon reconsideration, no further applications involving substantially the same relief under this Chapter for any structure, building, site, or area may be filed for one year.

- H. The owner of a Local Landmark or Significant Property as designated on the Significant Properties Survey shall, from and after the filing of an application for a certificate of appropriateness for the proposed demolition of such Local Landmark or Significant Property and until the earlier of (i) the expiration of such demolition delay period (regarding a Significant Property); or (ii) the decision of the Village Board (following an appeal) to reverse the Commission's decision to withhold a certificate of appropriateness for the proposed demolition, meet with the Commission in order to consider and discuss such proposal, as well as explore potential preservation solutions including finding a prospective owner to purchase, preserve, rehabilitate or restore the property (or such other reasonable alternative to demolition). Such meetings shall be scheduled by the Commission and may be conducted by the Architectural Review Subcommittee and do not require a public hearing.
- I. Successive Applications:
1. Second Applications Without New Grounds Barred: Whenever any application filed pursuant to this Chapter has been finally denied on its merits, a second application seeking essentially the same relief, whether or not in the same form or on the same theory, shall not be brought unless in the opinion of the Village Administrator and the Village Attorney there is substantial new evidence available or a mistake of law or fact significantly affected the prior denial.
 2. New Grounds To Be Stated: Any such second application shall include a detailed statement of the grounds justifying consideration of such application.
 3. Summary Denial with or Without Hearing: Any such second application may be denied summarily, and without hearing, on a finding that no grounds appear that warrant a new hearing. In any case where such application is set for hearing, the applicant shall be required to establish grounds warranting reconsideration of the merits of its application prior to being allowed to offer any evidence on the merits. Unless such grounds are established, the application may be summarily dismissed for such failure.
- J. Burden Of Proof: The burden of proving each requirement for the relief sought shall remain with the applicant throughout all proceedings.

13-1-9 : RECORDING AND NOTICE:

- A. Immediately upon approval of the subject property as a Local Landmark, the applicant shall file a memorandum of such approval with the Cook County Recorder of Deeds. The memorandum shall state that the property is subject to the River Forest historic preservation ordinance, has been certified as a Local Landmark, and shall provide the address and telephone number of the Village to request further information. A file stamped copy of the memorandum shall be provided to the Village Administrator.
- B. All sale contracts for properties designated as Local Landmarks shall contain a rider in substantially the following form, signed by the buyer and seller:

The Village of River Forest Board of Trustees adopted a Historic Preservation Regulations Ordinance in Chapter 13-1 of the River Forest Village Code. Those seeking to purchase property in River Forest should be aware of this Ordinance, a copy of which is available for review at the River Forest Village Hall, separate and apart from the Village's Zoning Ordinance and Building Codes.

13-1-10 : APPEALS:

- A. All decisions and findings by the Commission pursuant to Subsection 13-1-4 through 13-1-8 of this Chapter shall be served on the owner forthwith and may be appealed to the Village Board by the owner. Any appeal shall be filed not later than thirty days following service. The appeal shall be filed with the Village Administrator in writing and shall contain the following:
 - 1. A caption reading "appeal of" giving the name and address of the applicant;
 - 2. A brief description of the specific order, decision or determination being appealed;
 - 3. A statement of the relief sought;
 - 4. The reasons why such relief should be granted.
- B. The Village Administrator shall cause the appeal to be set for hearing before the Village Board within sixty days of receipt of the notice and shall immediately notify the appellant and all persons requesting such information, in writing, of the date, time and location of the hearing.
- C. The Village Board shall consider only the evidence presented to the Commission, its decision and findings, and the arguments of interested parties. The Village Board shall render a written decision within fifteen days following the completion of a public hearing, and cause the decision to be served on the applicant.
- D. Any decision of the Village Board shall be final. Any decision or finding of the

Commission pursuant to this Chapter shall become final if no appeal is taken pursuant to Subsection A of this Section. No permit regulated by the provisions of this Chapter shall issue, nor shall any rights vest therein, until the decision of the Commission or appeal to the Village Board is final.

13-1-11 : PENALTY:

Any person or entity which violates this Chapter shall be guilty of a petty offense and upon conviction thereof shall be punished by a fine of not less than fifty dollars nor more than seven hundred fifty dollars. Every day such violation shall continue to exist shall constitute a separate violation. In addition to such penalties, the Village may institute any appropriate action or proceeding to enjoin, correct or abate any violation of this Chapter.

SECTION 2: That all ordinances or parts of ordinances in conflict with this Ordinance

are hereby expressly repealed.

SECTION 3: Except as to the Code amendments set forth above in this Ordinance, all

Chapters and Sections of the River Forest Village Code, as amended, shall remain in full force and effect.

SECTION 4: Each section, paragraph, clause and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 5: This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PASSED on a roll call vote of the Corporate Authorities on the ___ day of _____, 2026.

AYES:

NAYS:

APPROVED by me this ____ day of _____, ____.

Village President

APPROVED and FILED in my office this ____ day of _____, ____ and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

ATTEST:

Village Clerk

Exhibit B

The application for a Certificate of Appropriateness shall include the required items listed in this Exhibit B.

1. Applicant's name;
2. Owner's name if different from applicant;
3. Street address and legal description of the site;
4. A site plan and front, side, and rear elevation drawings;
5. A brief description and photographs of the structures, buildings, and landscape features on the site;
6. Applicants should provide drawings and **photographs** that show existing conditions along with all proposed changes, including to scale site plans if the building footprint is changing. Floor plans, exterior elevations and roof plans must also be included when those areas are affected, with all new work clearly labeled and dimensioned. Any roof modifications should show details such as configuration, slope, overhang and how the new roof connects to the existing structure, along with any other information or drawings requested by the Commission or staff. In cases involving windows, applicants should also include detailed window specifications, such as materials, dimensions, operation, and manufacturer information, and photographs of existing conditions shall be provided to clearly document the areas of proposed work. **For applications involving the proposed demolition of an accessory structure, applicants shall also provide photographs of the principal structure on the property.**
7. Identification of any architect or developer involved in the project; and
8. Such other relevant information as requested by the Village Administrator or as the Commission may require.

Procedure to Obtain Certificate of Appropriateness (COA) for Proposed Window Replacement on a Significant Property

To replace windows of any Street Facade of a Significant Property

Submit completed COA application (Exhibit B) with elevations, manufacturer specifications and details, and photographs to Village staff.

HPC reviews proposed alterations within 7 days of receipt of application. No public hearing required. Subcommittee review permitted.

HPC issues advisory recommendation within 7 days.

COA Issued

COA not issued

Owner may request public hearing

COA Issued

COA not Issued

The owner may request reconsideration within 30 days only if new evidence or information is presented. No new application for a similar COA may be submitted for one year. The owner may proceed with the work upon obtaining a building permit.

Alterations to Significant Properties

Procedure to obtain a Certificate of Appropriateness for repair, rehabilitation, reconstruction, or restoration affecting more than 20 percent of any individual Street Façade (other than windows and demolition which are dealt with separately)

Submit completed COA application (per Exhibit B) to Staff before building permit; staff forwards to Architectural Review Subcommittee or the full Commission for completeness review

Once the application is deemed complete by the full Commission or Architectural Review Subcommittee, the Commission will schedule a meeting within 30 days, with the owner or the owner's representative (who are required to attend) and issue its advisory recommendation.

HPC Meeting occurs at RF Village Hall for recommendation

COA not issued

COA Issued. No further HPC action needed. **Owner** may apply for building permit.

Owner may request public hearing. Commission can either Issue or Deny COA with recommendations

COA not Issued

Work may begin upon the expiration of the 30-day period or receipt of advisory recommendations after obtaining building permit for such work. Owner can request a meeting if COA is denied

Demolition of Significant Properties – Principal Structure

Owner submits completed COA application(per Exhibit B) to the HPC before applying for a demolition permit for a Principal Structure on a Significant Property

Meeting #1: After the Village receives the application for COA, the Full Commission meets to determine whether the application is complete

Once the application is deemed complete, staff must publish notice in a newspaper 15 to 30 days prior to the hearing. The owner must mail notice by certified mail with return receipt requested to all property owners within 500 feet, and the Village must post the required sign on the property at least 15 days before the public hearing.

Meeting #2: Public Hearing Occurs – HPC makes Recommendation

COA Issued and no further HPC action is needed

HPC withholds COA and issues Demolition Delay. See PART 2

PART 2 on next page

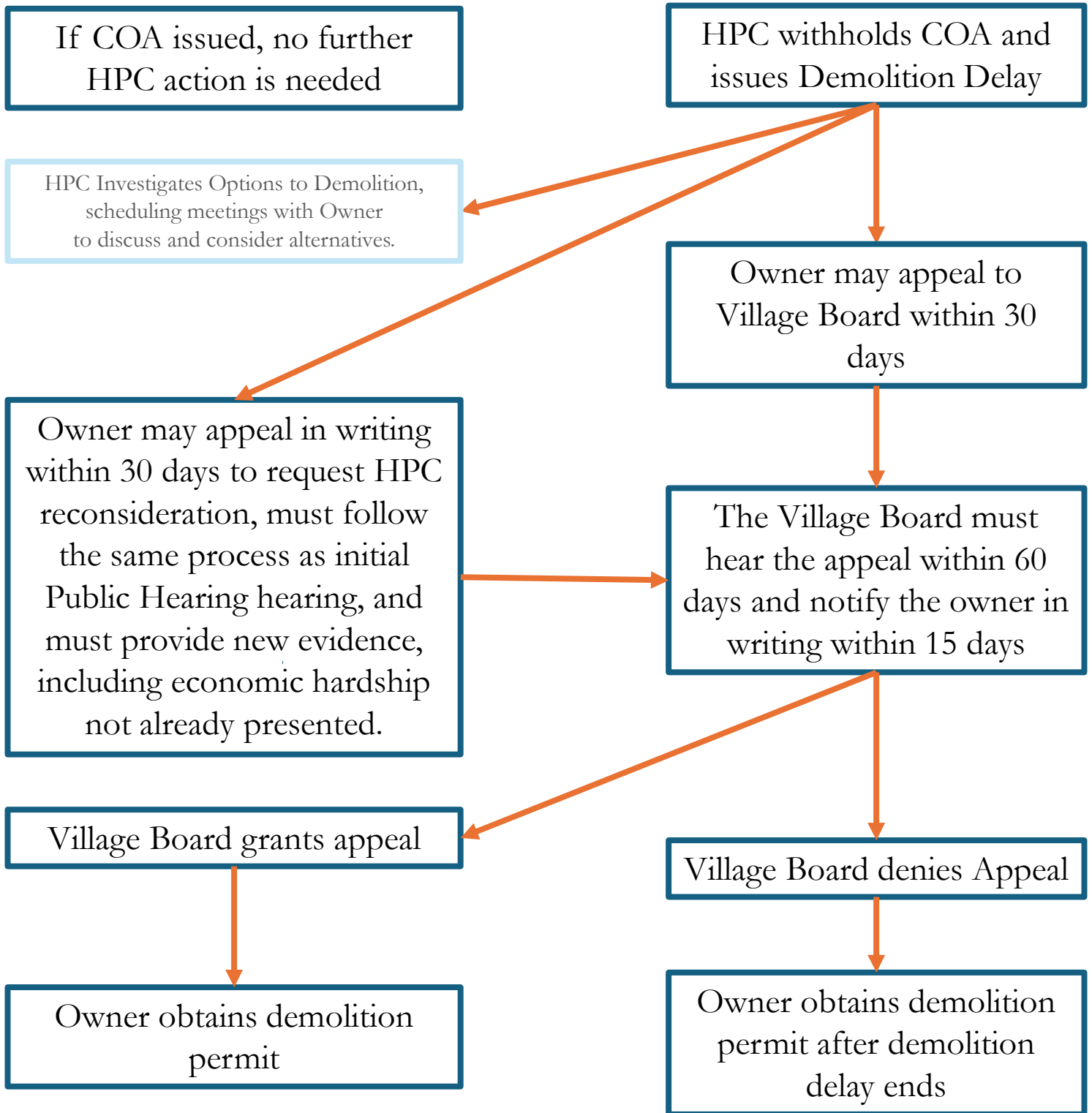
Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties

These charts are intended as a meaningful aid in understanding the requirements of the Ordinance. To the extent that there is any conflict between the Ordinance and the charts, the Ordinance controls

Demolition of Significant Properties – Principal Structure

Demolition permit for a Principal Structure on a Significant Property

PART 2



Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties

Demolition of Significant Properties – Accessory Structure

Owner must submit a completed COA(per Exhibit B) to the HPC before applying for a demolition permit for an Accessory Structure on a Significant Property

The owner submits a COA application, and Staff sends it to the Architectural Review Subcommittee to decide if the full commission needs to review it.

If no, COA is issued.

If yes, the owner must follow the same process as for a Principal Structure

Once the application is deemed complete, staff must publish notice in a newspaper 15 to 30 days prior to the hearing. The owner must mail notice by certified mail with return receipt requested to all property owners within 500 feet, and the Village must post the required sign on the property at least 15 days before the public hearing.

Meeting #2: Public Hearing Occurs – HPC makes Recommendation within 15 days of hearing

COA Issued

HPC withholds COA and issues Demolition Delay

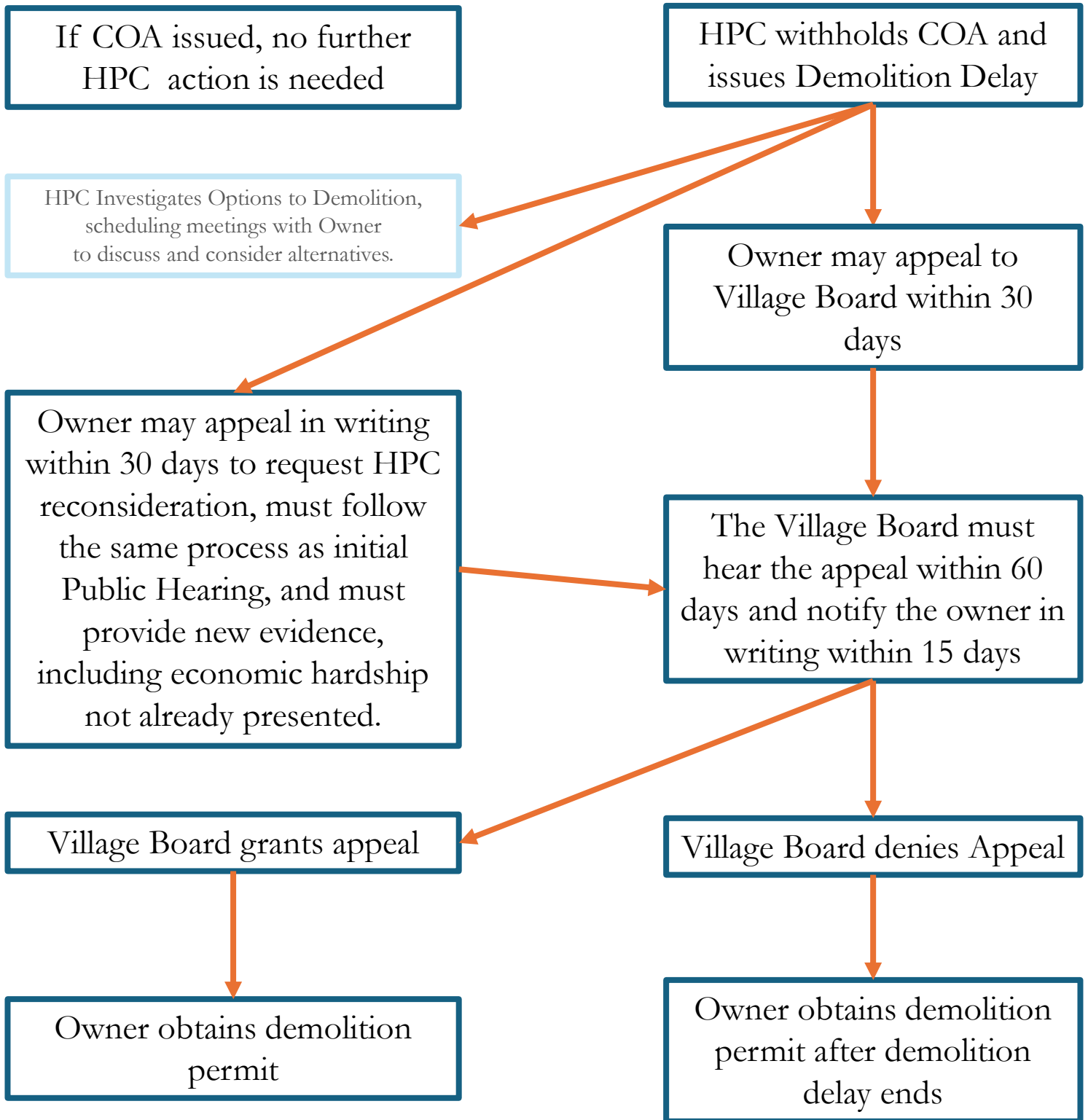
PART 2 on next page

Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties

Demolition of Significant Properties – Accessory Structure

Demolition permit for an accessory structure on a Significant Property

PART 2



Demolition delay: 9 months for non-PRI properties, 12 months for PRI-zoned properties



HISTORIC PRESERVATION
COMMISSION

Village of River Forest
400 Park Avenue
River Forest, Illinois 60305
(708)366-8500
www.river-forest.us/vrf.us

Landmark Designation Procedure

STEP 1: SUBMIT COMPLETED NOMINATION FORM

- Nomination forms are available at Village Hall or can be downloaded and printed from the Village’s website at www.vrf.us ~~http://www.river-forest.us~~.
- The nomination form should be completed in its entirety. The Commission may require additional information from the applicant.
- The completed nomination form should be submitted to the Village Administrator’s Office.

STEP 2: REVIEW FOR COMPLETENESS

- Village staff & the Commission will review the nomination form for completeness.
- Upon a determination that nomination form is complete, a public hearing will be set. The Historic Preservation Commission meets the 4th Thursday of each month.

STEP 3: NOTICE OF PUBLIC HEARING

- A notice of the public hearing on a proposed nomination will be provided in accordance with Section ~~10-5-4E~~[13-1-8-D](#) of the Village Code. As such the notice will include:
 1. Publication in a newspaper of general circulation in the Village at least 15 days and not more than 30 days in advance of the public hearing.
 2. Notice to all owners of property within ~~250-500~~ [ft.](#) of the subject property.
 - ~~3. A sign posted on the property~~



LANDMARK DESIGNATION PROCEDURE

STEP 4: PUBLIC HEARING

- Within 60 days following filing of a completed nomination form, the Historic Preservation Commission will hold a public hearing on the nomination. The Commission meets on the 4th Thursday of each month.
- All interested parties are given the opportunity to speak regarding the proposed nomination.

STEP 5: COMMISSION RECOMMENDATION

- Within 30 days following the close of the public hearing, the Commission will make a determination on the landmark designation.
- The Commission’s recommendations and findings shall be provided in writing to the property owner.

Upon approval of Landmark status:	Upon denial of Landmark status:
<ul style="list-style-type: none"> ▪ <u>Recording:</u> Upon approval of property as a Landmark, applicant must file memorandum with Recorder’s office stating that property has been certified as a Landmark and include the address and phone number of the Village to request further information. The owner must provide a file recorded stamped copy of memorandum to Village Administrator. ▪ <u>Rider to All Subsequent Sales Contracts:</u> All subsequent sales contracts for properties designated as Landmark properties must contain a rider as set forth in Section 13-1-9B of Village Code. 	<ul style="list-style-type: none"> ▪ Applicant may request reconsideration by written request filed within 30 days after Commission’s determination issued – only with substantial new evidence or information regarding the subject property. ▪ If landmark status is denied upon reconsideration, no further applications regarding landmark status may be filed for 1 year.

STEP 6: RIGHT TO APPEAL TO VILLAGE BOARD

Applicant may appeal the decision of the HPC to the Village Board by filing written appeal with Village Administrator within 30 days following service of Commission’s determination upon applicant. Decisions of Village Board shall be final.

For additional information please contact the Village of River Forest at (708) 366-8500. Nomination forms and other materials are available for download on the Village of River Forest website

<http://www.river-forest.us.vrf.us>

Village of River Forest
Landmark Designation Procedure



**HISTORIC
 PRESERVATION
 COMMISSION**

**Property owner or HPC
 with consent of Owner
 files Nomination Form**

*Village staff reviews Nomination
 Form for completeness*

**Determination that
 Nomination Form is
 complete**

- Requirements:
1. Name, address, telephone number & email of property owner;
 2. Legal description and street address of property;
 3. Written statement describing grounds for landmark status
 4. Written evidence that applicant is current owner of property;
 5. Site plan, photographs, front, side & rear elevations; and
 6. Such other relevant information as requested.

*Publication in local
 newspaper and notice to all
 owners within 500 ft. of
 subject property*

**Notice of Public
 Hearing**

*To be held within 60 days
 following submission of
 complete Nomination Form*

Public Hearing

*To be issued within 30 days
 following close of public
 hearing*

**Commission
 Determination**

Approval

Denial

1. Memorandum of Landmark status to be recorded; and
2. Rider giving notice of Landmark status to be included in all subsequent sales contracts.

Applicant may request reconsideration within 30 days after determination only with substantial new evidence.

Applicant may appeal determination to Village Board within 30 days after service of determination on proper owner. Decisions of Village Board shall be final.

These charts are intended as a meaningful aid in understanding the requirements of the Ordinance. To the extent that there is any conflict between the Ordinance and the charts, the Ordinance controls



Village of River Forest
400 Park Avenue
River Forest, IL 60305
(708) 366-8500
www.vrf.us

**HISTORIC PRESERVATION
COMMISSION**

LANDMARK NOMINATION FORM

This form should be completed by those interested in nominating their property for local landmark designation pursuant to the River Forest historic preservation ordinance. **The ordinance does not permit a third party to file an application for Landmark designation, except when the third party is the Historic Preservation Commission acting at the direction of the property owner.** Please complete the form in its entirety. The Historic Preservation Commission may require additional information.

PROPERTY INFORMATION	
Address of Property	
Legal Description	
Historic / Common Name of Property	

PROPERTY OWNER INFORMATION	
Name of Owner	
Mailing Address	
Primary Telephone Number	Secondary Telephone Number
Email Address	
Form Prepared by	

OFFICE USE ONLY:

Nomination Number

Date Nomination Rec'd:

This form is a guide; in the event of any conflict, the Ordinance shall govern.



Date of Hearing:

Determination:

SIGNIFICANCE OF PROPERTY

Criteria for Landmark Designation: *(Check all that apply)*

ARCHITECTURAL SIGNIFICANCE	
<input type="checkbox"/>	A structure designed by or associated with an architect, builder or architectural firm whose work is recognized by the commission as significant.
<input type="checkbox"/>	A structure which is an example of a particular style in terms of detail, material or workmanship, and which possesses a high degree of integrity, having undergone little or no alteration since its original construction.
<input type="checkbox"/>	A structure which is one of a contiguous grouping of such structures having a sense of cohesiveness expressed through a similarity of characteristics of a style, period or method of construction and representing the architectural significance of the whole group
<input type="checkbox"/>	Other

HISTORIC SIGNIFICANCE	
<input type="checkbox"/>	A building, structure, area or monument associated with the life or activities of a person or persons who have contributed significantly to or participated significantly in the history or historic events of the nation, state of Illinois, or village of River Forest.
<input type="checkbox"/>	A building, structure, area or monument associated with a historic event having significance to the nation, state of Illinois or village of River Forest.
<input type="checkbox"/>	Other

CONSTRUCTION INFORMATION (If Known)	
Date of Original Construction	
Architect	

This form is a guide; in the event of any conflict, the Ordinance shall govern.



Builder	
Original Owner	

NARRATIVE STATEMENT OF SIGNIFICANCE	
Attach additional sheets if necessary	

IS THIS STRUCTURE: <i>Check all that apply</i>	
<input type="checkbox"/>	Individually listed on the National Register of Historic Places
<input type="checkbox"/>	Located within the boundaries of the River Forest Historic District
<input type="checkbox"/>	On the River Forest Historic Preservation Commission list of Significant Properties

ARCHITECTURAL STYLE OF STRUCTURE <i>Please note material types and/or styles</i>	
Architectural Style	E.g. Georgian, Prairie, etc.
Foundation:	

This form is a guide; in the event of any conflict, the Ordinance shall govern.



Walls:	
Windows:	
Roof:	
Significant Decorative Elements	E.g. Cornices, Porch, Patterned Shingles, etc.
Other:	

NARRATIVE DESCRIPTION OF INTEGRITY OF ORIGINAL DESIGN AND ANY ALTERATIONS

Please describe the integrity of the original construction and describe the significance of any alterations that have been made since the original construction

Attach additional sheets if necessary

DOCUMENTATION AND BIBLIOGRAPHICAL REFERENCES



Please submit documentation related to ownership and physical appearance of the structure:

- Certification of Ownership
- Current Site Plan
- Photography of front, side and rear elevations

Bibliographical Sources: Please cite bibliographical sources (blue prints, real estate listings, phone book listings, historic photographs, building permits, books, etc) and provide copies.

I CERTIFY THAT I am the owner of the above-referenced property and that I am voluntarily submitting my property for local landmark designation. The information submitted as part of this nomination is true and accurate to the best of my knowledge.

Signature

Date



Village of River Forest
400 Park Avenue
River Forest, IL 60305
(708) 366-8500
www.vrf.us/river-forest.us

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GUIDE TO COMPLETING THE LANDMARK NOMINATION FORM

PROPERTY INFORMATION

ADDRESS: Name and number of the street where property is located. If the property or object being nominated is located within a public space, such as a park, provide the common name of the space and the vicinity in which the object is located.

LEGAL DESCRIPTION: Legal description (available on the plat of survey, obtained when the title property is transferred) or the PIN (Permanent R.E. Index Number) available from the Township Assessor's Office and the tax bill.

HISTORIC/ COMMON NAME: Specify if property is commonly known by a name other than the address.

PROPERTY OWNER INFORMATION

NAME OF OWNER: Names of all legal owners of the property. This information is used to notify owners of the nomination for Local Landmark designation of the property, and the subsequent decision of the Commission.

ADDRESS OF OWNER: Addresses of all legal owners of the property.

TELEPHONE NUMBER AND EMAIL ADDRESS OF OWNER:
Telephone numbers and email addresses (if available) of all legal owners of the property.

FORM PREPARED BY: The individual (must be the owner of the property or the HPC Commission) that is responsible for the information contained in the nomination and that may be contacted if a question arises about the submittal or if additional information is needed.

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SIGNIFICANCE OF PROPERTY

CRITERIA FOR LOCAL LANDMARK DESIGNATION: In order to designate a River Forest Landmark, a property must be proven to possess architectural or historic significance and integrity. The significance of a property is based on compliance with one or more of the Historic Preservation Ordinance Criteria outlined on the nomination form. Indicate by checking all Architectural and Historic Significance Criteria contributing to the nomination for Local Landmark Designation.

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This form is a guide; in the event of any conflict, the Ordinance shall govern.

CONSTRUCTION INFORMATION

NAME OF ARCHITECT: Enter the full name of the person(s) responsible in the design of the property, if known. This includes architects, artists, craftsmen, designers, engineers, and landscape architects. For more than one architect, place the name of the one most important to the property first. Enter the name of the architectural firm only if the name(s) of the specific person(s) responsible for the design is unknown.

DATE OF ORIGINAL CONSTRUCTION: Date of original construction of main structure, if known.

NAME OF BUILDER: Name of builder or firm responsible for the construction of the property, if known.

NAME OF THE ORIGINAL OWNER: Name of the person or persons who commissioned the building of the property and/or the first resident of the property.

NARRATIVE STATEMENT OF SIGNIFICANCE

NARRATIVE STATEMENT OF SIGNIFICANCE: Explain how the property meets River Forest criteria in a narrative statement of significance. For each of the criteria cited, provide a paragraph or more, explaining how the property qualifies for Local Landmark designation. Give as much detail as possible on the history of the property, the significance of persons associated with the property, and how the property relates to the development of River Forest.

IS THIS STRUCTURE ALREADY RECOGNIZED ON ANY LIST OF NATIONALLY OR LOCALLY RECOGNIZED LIST OF SIGNIFICANT PROPERTIES? Check any of the three categories that apply to the property.

ARCHITECTURAL STYLE & DESCRIPTION OF THE STRUCTURE

[This form is a guide; in the event of any conflict, the Ordinance shall govern.](#)

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ARCHITECTURAL STYLE: Identify the style or stylistic influence that best describes the property. For properties other than structures, such as parks or monuments, enter “no style,” if applicable.

FOUNDATION: Identify materials used in the exposed portion of the foundation wall which is visible above ground at the base of the structure.

WALLS: Identify materials used for all exterior wall surfaces as well as materials used for alterations, additions and porches.

WINDOWS: Describe the style and materials of permanent windows and storm windows.

ROOF: Describe the roofing material.

SIGNICANT DECORATIVE ELEMENTS: Identify the principal materials for contributing secondary parts of the exterior, such as chimneys, porches, lintel, cornices, and decorative elements which were not included in the above categories.

OTHER: Specify any other architecturally significant details not previously indicated.

NARRATIVE DESCRIPTION OF INTEGRITY

Provide, in as much detail as possible, the integrity of the original construction and describe the significance of any alterations that have been made since the original construction.

DOCUMENTATION & BIBLIOGRAPHICAL REFERENCES

DOCUMENTATION OF PHYSICAL APPEARANCE AND OWNERSHIP: Provide a copy of a Plat of Survey which accurately reflects the property site plan, photos of all exterior property elevations, and certification of ownership.

BIBLIOGRAPHICAL SOURCES: Provide copies of primary and secondary sources used in documenting and evaluating the property, such as books, journals, newspapers and magazine articles, blue prints, real estate listings, phone book listings, historic photographs, building permits, census data, etc.

Completed Nomination Forms should be returned to:

Village of River Forest
Attn: Village Administrator
400 Park Avenue

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