



**VILLAGE OF RIVER FOREST
HISTORIC PRESERVATION COMMISSION MEETING**

Thursday, January 23rd, 2025 – 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: imasella@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 – September 26th, 2024
- IV. Discussion of Certificates of Appropriateness in Connection with the Proposed Demolitions of Accessory Structures on Significant Properties
- V. Discussion Regarding Promotion of River Forest Architecture and History
- VI. Discussion of Additional Ways to Protect Significant Properties
- VII. Other Business
- VIII. Adjournment

**VILLAGE OF RIVER FOREST HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

September 26th, 2024

A meeting of the Historic Preservation Commission was held on September 26th, 2024, in the 1st Floor Community Room of the River Forest Village Hall, 400 Park Avenue.

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:09 p.m. Upon roll call, the following persons were:

Present: Chairman Franek, Commissioners Saeger, Graham-White, Krusinski, Muhr

Absent: Commissioners Raino-Ogden and Forehand

Also Present: Management Analyst/Deputy Clerk Luke Masella

A MOTION was made by Commissioner Graham-White and SECONDED by Commissioner Saeger to allow Commissioners Raino-Ogden and Muhr to attend the meeting virtually.

AYES: Chairmen Franek, Commissioners Saeger, Graham-White, Krusinski.

NAYS: None.

Motion Passes.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MEETING MINUTES – AUGUST 22ND, 2024

A MOTION was made by Commissioner Saeger and SECONDED by Commissioner Krusinski to approve the meeting minutes for the August 22nd, 2024, meeting.

AYES: Chairmen Franek, Commissioners Saeger, Graham-White, Krusinski, Muhr

NAYS: None.

Motion Passes.

IV. PRESENTATION OF HISTORIC PRESERVATION AWARDS

I. 2023

I. 210 Gale Avenue – Garage – Streetscape Compatibility Award

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Chairman Franek and Commissioner Saeger noted that the applicants did a great job matching the garage to the home.

II. 727 Keystone Avenue – Rear Addition – Renovation Award

Chairman Franek noted that the new addition blends seamlessly into the existing structure.

III. 823 Keystone Avenue – Siding, Roof, Front Porch, and Landscaping –Laurel McMahan Restoration Award

Chairmen Franek gave background information on the award and congratulated the applicants at the meeting for their hard work. He noted that improving an older home like 823 Keystone is not easy work.

The applicant, Keith Strom, suggested the Village announce these awards so as to help bring more attention to the work that the Commission does.

Chairmen Franek and Deputy Clerk Masella provided examples of how the Village advertises these awards.

Mr. Strom suggested the local newspapers be informed as well.

Lisa Rodriguez gave additional background information on the application and the work done on the home.

The Commission and the applicants discussed the significance of porches on older homes.

II. 2024

I. 1411 Keystone Avenue – Rear Addition and Exterior Renovations – Renovation Award

Chairmen Franek gave background on the award and commented on the quality of work completed by the applicant.

V. DISCUSSION REGARDING PROMOTION OF RIVER FOREST ARCHITECTURE AND HISTORY

Commissioner Saeger suggested the Village publicize the Historic Preservation videos on the Village's YouTube Channel.

VI. DISCUSSION OF ADDITIONAL WAYS TO PROTECT SIGNIFICANT PROPERTIES

Commissioner Saeger suggested that the Village should continue to advertise the awards.

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Deputy Clerk Masella suggested that the application be altered to remind residents that the Commission only reviews the exterior of properties.

Chairmen Franek and Commissioner Graham-White noted that the application could still welcome information on the interiors.

VII. OTHER BUSINESS

Chairman Franek noted that the Winslow House is on the market for sale. He then gave background on the significance of the home.

Commissioner Muhr noted that a contingent offer has already been placed on the home.

VIII. ADJOURNMENT

A MOTION was made by Commissioner Graham-White and SECONDED by Commissioner Krusinski to adjourn the September 26th, 2024, meeting of the Historic Preservation Commission.

AYES: Chairman Franek, Commissioners Saeger, Graham-White, Krusinski, Muhr

NAYS: None.

Motion Passes and the meeting ended at 7:32 PM.

Luke Masella
Deputy Clerk/Management Analyst

Approved:

David Franek, Chairman
Historic Preservation Commission

Date



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 23rd, 2025

To: David Franek, Historic Preservation Commission Chair
Historic Preservation Commissioners

From: Luke Masella, Deputy Village Clerk/Management Analyst

Subj: Review and Clarification of Certificate of Appropriateness Processes

Introduction:

In 2016, the Village Board of Trustees adopted Village Ordinance 3589, which amended the Village's historic preservation regulations. In part, the Village Code changes included procedures and regulations for the demolition of significant properties. The ordinance defines a significant property as, "any structure found by the Commission to be historically significant or architecturally significant." The Village Wide Architectural and Historical Survey denotes which properties meet this standard and are considered to be significant properties.

Before any changes are made to a significant property that trigger Historic Preservation Commission review, the Commission must grant a Certificate of Appropriateness (COA) which is defined as:

"A certificate issued by the Commission authorizing plans for the alteration, renovation, or remodeling of the street facade, the demolition of a property, or otherwise certifying compliance with the requirements of this Chapter."

The process for the review of an application for a COA is currently divided between two Commission meetings. At the first meeting, the Commission reviews the application for completeness. The purpose of this meeting is to review and confirm that all the necessary information has been submitted by the applicant.

Then, at the second meeting, the Commission reviews the application and makes a decision on the merits of the application. Regular meetings are held once a month, extending the process to two months to accomplish both meetings.

When the demolition of any structure on a significant property is requested, additional requirements are necessary such as public hearings, certified mail notices to neighboring property owners, and the posting of a sign on the property.

Issue:

Since December of 2022, the Commission has reviewed nearly 10 applications for COAs. Throughout this period, staff has received feedback from applicants regarding the timeline of the process. Specifically, applicants have raised concerns about the length of time it takes for the review and determination for the applications.

Additionally, when applications involved the demolition of accessory structures on a significant property, residents raised concerns about the requirements that are triggered from the demolition process such as sign postings and neighborhood notices as well as the length of time it takes for a decision to be made.

Action:

Village Staff is requesting guidance and a review of the Certificate of Appropriateness process for future applications, in response to concerns from applicants about the extended review timeline and demolition requirements concerning accessory structures.

Attached Documents:

- Ordinance 3589

ORDINANCE NO. 3589

**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 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.

CERTIFICATE OF APPROPRIATENESS: A certificate issued by the Commission authorizing plans for the alteration, renovation, or remodeling of the 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 its facade or surface.

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 13-1-4 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.

RECONSTRUCTION: The process of replacing or rebuilding all or part of an existing structure that has been 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 facade".

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 chairman 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. Individuals appointed to the Commission shall be residents of the Village. The chairman 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:

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. 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 certificates of appropriateness or demolition delay;
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. 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. 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:

Applications for approval as a local landmark shall be filed with the Village Administrator in writing and shall include the following:

- A. The name and address of owner.
- B. The legal description and common street address of the property.
- C. 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.
- D. Written documentation and evidence acceptable to the Village Administrator and the Commission establishing that the applicant is the current owner.
- E. A site plan, photographs, and front, side and rear elevations.
- F. Such other relevant information as may be requested by the Village Administrator or the Commission.

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, demolition, improvement or signage, to or on the street facade of a local landmark, shall be done without the prior issuance of a certificate of appropriateness and compliance with Subsections C and D of this Section. 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 13-1-8(B(2) 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.

- B. Exemption: Certificates of appropriateness shall not be required in connection with compliance with an order or permit issued by the Director of Public Works, or his/her designee, to correct an immediate health or safety problem; 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. 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 be preferably 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.
- D. 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.
- E. Procedures For Application For A Certificate: Any person or entity required to obtain a certificate of appropriateness shall submit a formal application as a precondition to commencing work and/or obtaining any required building permit. The application for a certificate of appropriateness shall include the following information and specifications:
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. A detailed description of the proposed alteration or demolition, together with pictorial renditions indicating how and to what extent such proposed changes will affect the subject 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.
- 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 C or D of this Section or Section 13-1-8(B)(2) 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: REVIEW REQUIRED:

- A. No repair, rehabilitation, reconstruction, restoration, improvement or signage involving more than twenty percent of any individual building facade of any local landmark or significant property viewable from a street shall be initiated, nor shall any building permit

be issued for such work, until the Commission is notified of the proposed work, including a description of the scope of work, and the conditions of Subsection B of this Section are met. Said twenty percent shall be based upon the total footprint of any building facade viewable from any portion of any street, or streets, adjacent to the significant property as measured in linear feet. Work under this subsection shall not be structured through the execution of multiple projects designed with the apparent intention to avoid said 20%.

- B. The Commission shall have thirty days (seven days in the case of windows) from the submission of a complete building permit application (including architectural elevations with a description of materials together with floor plans and site plans) to review the proposed work. After review, the Commission shall advise the applicant in writing of any recommendations it has regarding the proposed work. The recommendations of the Commission regarding items covered by Section 13-1-7(A) of this Chapter as to significant properties shall be advisory, shall not be binding upon the owner, and the proposed work may proceed upon the occurrence of the earlier of either the expiration of the thirty day period or receipt of the recommendations.
- C. Upon request of an owner or the Commission, the Commission shall schedule (and the owner shall attend) a meeting 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 for a period of not more than six months following the Commission's receipt of an application to the Village for a demolition permit and a public hearing regarding the issuance of a certificate of appropriateness for such proposed demolition shall be held pursuant to Section 13-1-8(B) of this Chapter.

13-1-8: HEARING PROCEDURES:

- A. **Public Hearing Not Required:** Review of applications pursuant to Section 13-1-7 of this Chapter (other than for a proposed demolition) may be conducted by the Commission's architectural review subcommittee comprised of two members and does not require a public hearing. Applications regarding proposed window replacement shall be reviewed within seven days of Commission's receipt of proposed alterations, including photographs of current conditions and proposed replacements; all other proposed alterations requiring review (except proposed demolition) shall be reviewed by the Commission at its next scheduled meeting within thirty days following the Commission's receipt of such completed application and materials; provided, however, the review shall be conducted by the architectural review subcommittee of the Commission comprised of two members if no Commission meeting is scheduled to occur (or held) within such thirty days. Any application denied without a public hearing shall be set for a public hearing at the request of the applicant, which hearing shall proceed in accordance with Subsection 13-1-8(B) below.

B. Procedures: Public hearings regarding applications made pursuant to Sections 13-1-4 through 13-1-6 of this Chapter shall be heard in accordance with the following procedures:

1. Hearing Procedures: Within sixty days of the proper filing of a complete application, 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 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.
2. Findings by the Commission: The Commission shall review all evidence and (as applicable), either
 - (a) 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;
 - (b) determine if the proposed alteration or demolition of a local landmark would be detrimental to the historical, architectural or cultural resources of the Village and the Commission may either grant or deny a certificate of appropriateness for the repair, rehabilitation, reconstruction, restoration, demolition, improvement or signage, as applicable;

- (c) issue a certificate of appropriateness for the demolition of a property listed on the Village survey of architecturally or historically significant properties; or
- (d) withhold a certificate of appropriateness for the demolition of a property listed on the Village survey of architecturally or historically significant properties and, in such event, issue a certificate of demolition delay for a period of not more than six (6) months following the filing of an application for a demolition permit with the Village.

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.

- 3. **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(B)(1) 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.
- 4. 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 a two (2) member subcommittee and do not require a public hearing.

C. 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.
- D. 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 13-1-3(B)(3), Section 13-1-4, 13-1-5, 13-1-6 or 13-1-8(B) 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 14th day of March, 2016.

AYES: Trustees Conti, Gibbs, Corsini, Cargie, and Colwell-Steinke

NAYS: Trustee Dwyer

ABSENT: None

APPROVED by me this 14th day of March, 2016.



Village President

APPROVED and FILED in my office this 14th day of March, 2016 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

ATTEST:



Village Clerk



March 15, 2016

STATE OF ILLINOIS}
COUNTY OF COOK}

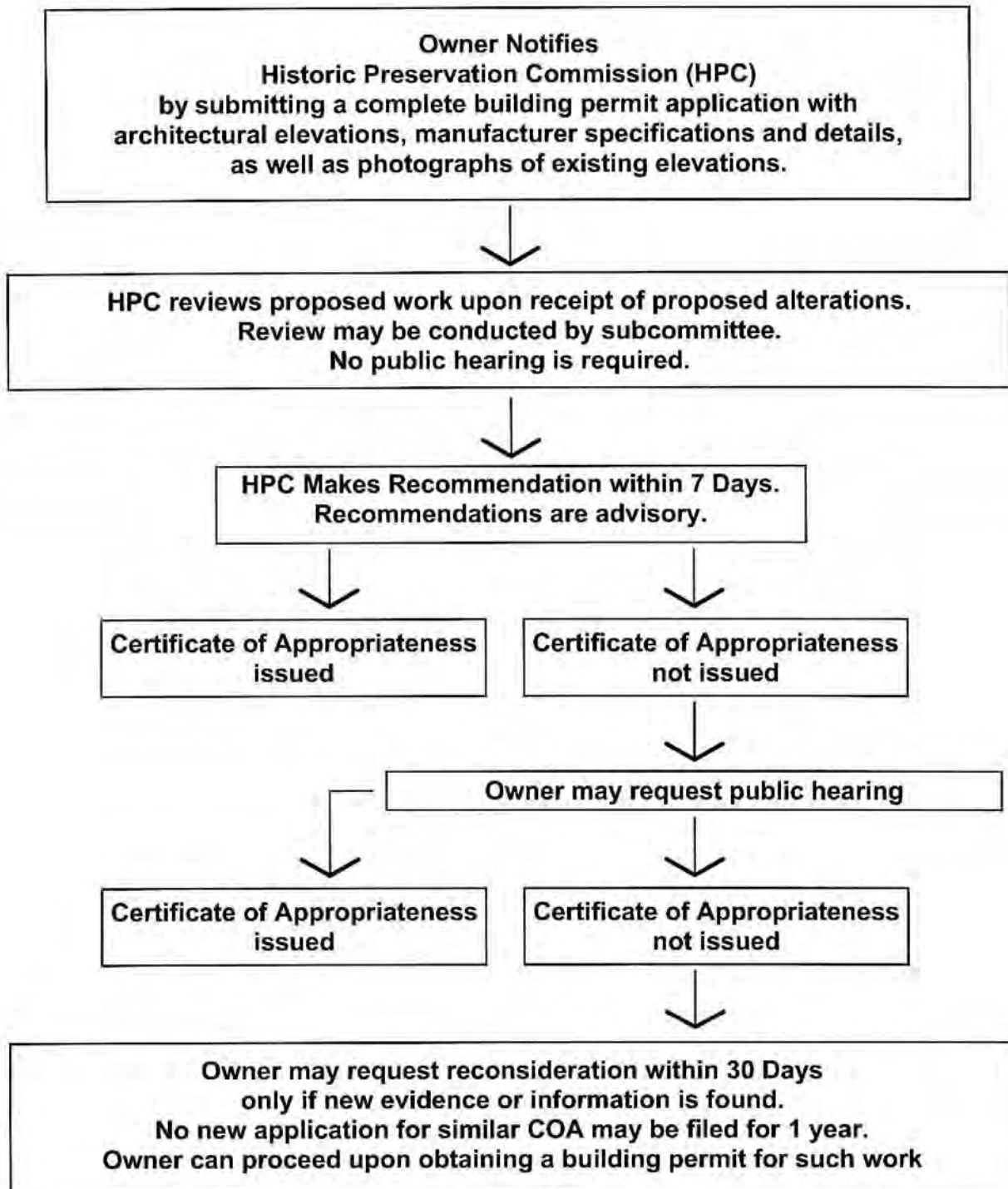
I, Sharon Halperin, certify that I am the duly elected municipal clerk of the Village of River Forest of Cook County, Illinois.

I further certify that on March 14, 2016 the Corporate Authorities of such municipality passed and approved **Ordinance No. 3589 AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE RIVER FOREST VILLAGE CODE REGARDING HISTORIC PRESERVATION REGULATIONS** which provided by its terms that is should be published in pamphlet form as provided by law.

By: Sharon Halperin
Village Clerk

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

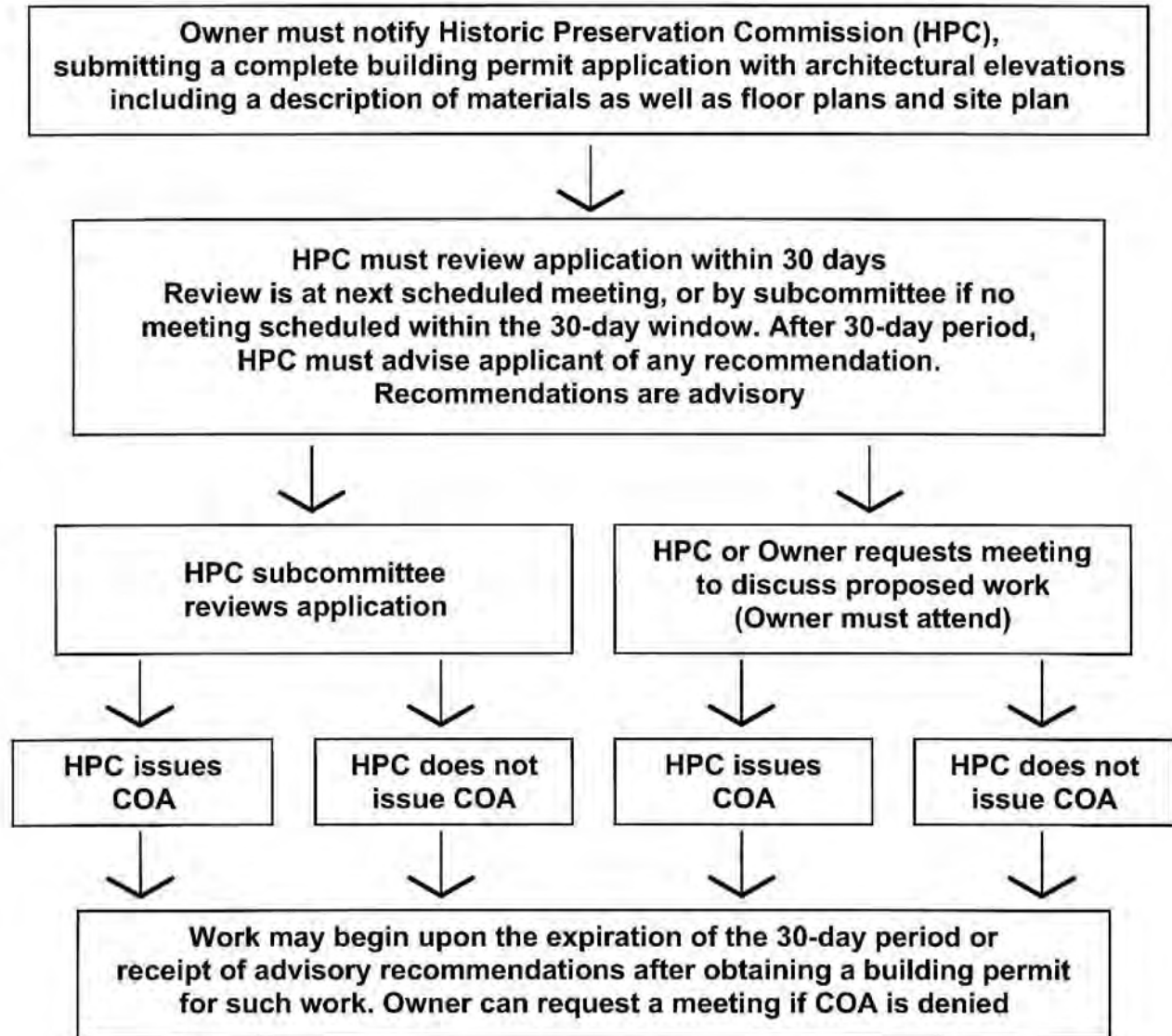
To replace windows of a significant property's facade that is viewable from the street



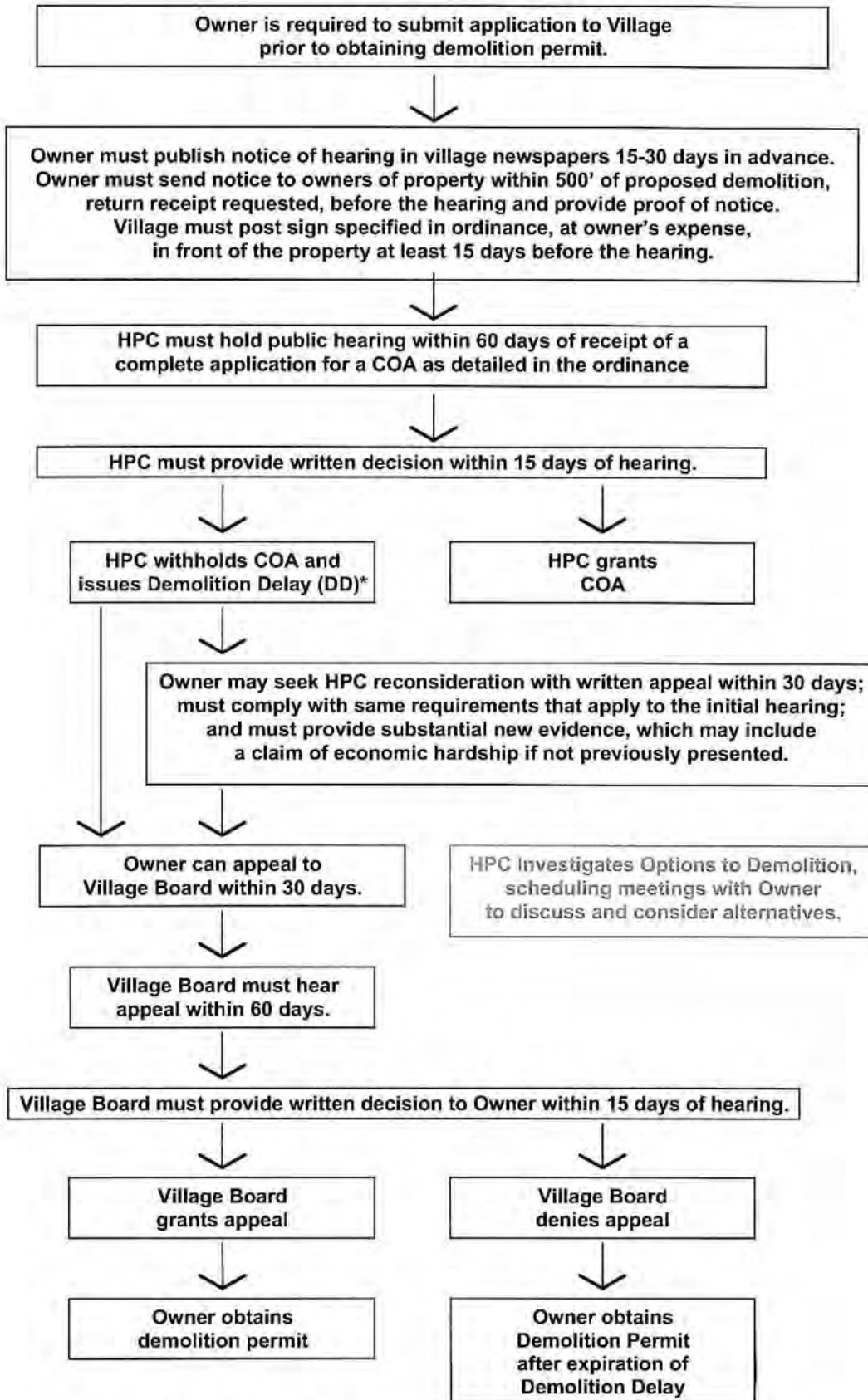
These charts are intended for use as a visual aid. If there is a conflict between the chart and the language of the Ordinance, the language of the Ordinance controls.

Alterations to Significant Properties

Procedure to obtain Certificate of Appropriateness (COA) for repair, rehabilitation, reconstruction, or restoration involving more than 20% of facade visible from street (excluding windows and demolition)



Procedure to Obtain Certificate of Appropriateness (COA) for Demolition of a Significant Property



* Demolition Delay period is 6 months from original application to Village

These charts are intended for use as a visual aid. If there is a conflict between the chart and the language of the Ordinance, the language of the Ordinance controls.