



DATE: June 21, 2017

TO: The Planning and Zoning Commission and the Economic Advisory Council

FROM: Travis Bandstra, Director of Economic and Community Development
 Katie Ashbaugh, Community Planner

CC: Mayor Kuspa and the City Council
 Troy Ishler, City Administrator

SUBJECT: Development and Incentive Review Timeframes

PURPOSE

In response to the request from the chair of the Planning and Zoning Commission, in conjunction with observations by staff of relative tension between development review and its economic implications, staff presents information regarding the specific roles of the recommending bodies present and the review timeframes of applications for their review.

BACKGROUND

Recent increases in economic activity in Oak Forest consequently have increased the number of general development and business inquiries, sign permits, business license applications, and development applications. With this increase, the need for efficiency at the administrative level is of the utmost important to ensure that the development and business community perceives the city as business friendly, responsive, and timely in its reviews.

The Municipal Code (Attachment 1) and Zoning Ordinance (Attachment 2) establish and give authority to the Planning and Zoning Commission (PZC) and the Economic Advisory Council (EAC) for their respective applications. The Community Development Department is responsible for the intake, review, and presentation of these development applications. They are listed below:

Planning and Zoning Commission	Economic Advisory Council
Variations	Class 8 Tax Incentives
Text Amendments	Class 6B Tax Incentives
Special Use Permits	Façade Improvement Grant Program
Level 2 Design Review Permits	
Level 3 Design Review Permits	

REVIEW TIME FRAMES – Planning and Zoning Commission

Applications Requiring Public Hearings

Applications for Variations, Special Use Permits, and Text Amendments each require public hearings. Public hearings require notice to be published no earlier than thirty (30) days and no later than fifteen (15) days prior to the hearing date per state law. Section 11-203 of the Zoning Ordinance further prescribes notice requirements, which includes: notice by mail to adjacent properties within 250 feet, notice including the legal description and parcel identification number in a local newspaper, and a sign

posted on the subject property. This commission reviews and makes recommendations to the City Council on decisions for these applications. The City Council makes the final determination.

The required materials for each of these applications are stated in the Zoning Ordinance. Staff generally ensures that all code required information is provided by the applicant on the plans, in addition to ensuring that the plans meet any other applicable code requirements, prior to noticing for the public hearing. Recent applications for Variations, Special Use Permits, and Text Amendments, are below:

Variations	Special Use Permits	Text Amendments
McDonald's	McDonald's	7 Day Gallery
B&M Auto	El Morijah Auto	Wall Signs
	Rockin' Horse Saloon	Eagle Sports Range

Applications Requiring Public Meetings

Applications for Level 2 and Level 3 Design Review Permits each require public meetings (Attachment 3). Public meetings do not require notice to be posted and the meeting agenda and materials as posted on the website are sufficient. The PZC makes the final determination on Level 2 Design Review Permits. City Council considers Level 3 Design Review Permit applications with the PZC's recommendation and makes a final determination.

The Zoning Ordinance does not explicitly prescribe required materials for these applications. Staff generally relies on other provisions in the code and best practices to determine the required materials. The required materials vary based on the scope of work proposed for each application. The scopes of work included for Level 2 and Level 3 Design Review Permits, with more recent examples, are below:

Level 1 Design Review Permits	Level 2 Design Review Permits	Level 3 Design Review Permits
Repainting a building with like-for-like color	Ground sign replacing pole sign (McDonald's, Citgo)	Façade changes with no site changes (B&M Auto)
Resurfacing/restriping an existing parking lot	Adding an awning to a building	New construction (Family Dollar, Starbucks, Sherwin Williams)
Replacing a window, door, or light fixture with a like-for-like window, door, or light fixture	Painting a building a different color than the original	Elevations for new construction requiring other zoning relief (McDonald's)

The Level 1 Design Review Permit does not require a public meeting and is included as a comparison and point of reference. It includes any ordinary repair or maintenance to an existing building or site improvement. Most work is reviewed through the building permit process in the Building Department. A physical copy of a design review permit document or written approval by the Community Development Department is not required.

REVIEW TIME FRAMES – Economic Advisory Council

Applications for Class 8, Class 6B, and Façade Improvement Grants often are tied to redevelopment opportunities and improvement work. The Class 8 and Class 6B requests do not require information as prescribed in the code, although staff's understanding of these incentives with input from this council provides a baseline. Recent projects that required one or more these incentives are listed below:

Class 8	Class 6B	Façade Improvement Grant
Family Dollar 5400 W. 159 th Street 2016	Illinois Industrial Equipment 16524 S. Kilbourne 2015	Pacor Mortgage Ground Sign 2016
Best Western 4375 Frontage Road 2016	ALLIED 16440 Kilbourne 2014	Blarney Stone Sign, Lights 2014
Citgo 5347 W. 159 th Street 2017		DeRe Tire & Auto Ground Sign 2016
Sherwin Williams* 5338 W. 159 th Street 2017		Anytime Fitness Wall Signs & Glazing 2017

*scheduled for 6/27/17 Council date.

Applications for Façade Improvement Grants

The Façade Improvement Grant Program section of the code (Attachment 1) lists specific required information and the process by which such requests are reviewed. It also lists which improvements are eligible for the program. The majority of the improvements eligible for the program require at a minimum a Level 2 Design Review Permit (i.e. ground signs replacing pole signs that are to be targeted by the sign amortization schedule). All other improvements require Level 3 Design Review Permits. Three bids for the proposed work are required and the EAC customarily recommends approval of the lowest bid. Staff drafts a grant agreement with the recommended grant amount for City Council to approve by ordinance.

Given that the PZC reviews all design review permits for compliance with the design review standards listed in the Zoning Ordinance, and given that the standards are specific in the types of materials that are acceptable for existing and new buildings as well as ground signs, the costs of any given project may change based upon the recommendations of the PZC as generally supported by the City Council. Therefore, staff communicates this review as a requirement to those interested in seeking a Façade Improvement Grant prior to accepting the required bids.

POINTS OF DISCUSSION

The design review process requires essentially any and all improvement work to any property to go through a public review process. Nearly all improvement work, regardless of scope, must be approved by City Council prior to building permit review and issuance. This adds, at a minimum, an additional one month wait prior to construction.

Additionally, the costs of any improvement are subject to change based upon the recommendations or conditions placed upon a business or developer through the design review process. This means that the business or developer cannot apply for the Façade Improvement Grant until the design review process is either complete or staff finds that no major changes are anticipated to the PZC's recommendation.

1. Can the design review process be improved to better serve the business community while also improving the quality of existing and new development?
 - a. Would more specific, pre-approved design guidelines for use by staff be an appropriate way to maintain development standards while also streamlining the review process?
2. Is the PZC comfortable with lower quality submittal materials from smaller, independent businesses

being presented, or is there a consistent standard to which all businesses should be held moving forward?

3. What planning efforts and projects can PZC and EAC pursue jointly to contribute to business attraction and retention?
4. How can development information be shared between applicable reviewing bodies more efficiently and consistently?

ATTACHMENTS

1. Municipal Code – Economic Advisory Council & Façade Improvement Grant
2. Zoning Ordinance – Planning and Zoning Commission
3. Zoning Ordinance – Design Review
4. Applications Requiring Public Hearings
5. Applications Requiring Public Meetings
6. Applications Requesting Façade Improvement Grants

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Oak Forest, IL Code of Ordinances

ECONOMIC ADVISORY COUNCIL**§ 32.445 ESTABLISHMENT; PURPOSE.**

The Citizens' Commission previously known as the Oak Forest Economic Development Commission (EDC) shall be dissolved effective with the passage of the ordinance codified in this subchapter, and replaced with an Economic Advisory Council (EAC), compact in size, but specifically charged with the following mission, agenda and/or duties:

- (A) Promote and recommend programs and policies to improve the economic vitality of our community, while helping to mitigate any adverse physical and economic conditions affecting the social and economic growth of the City of Oak Forest, now and in the future;
- (B) Working in conjunction with the Oak Forest Chamber of Commerce, to devise and implement an ongoing business outreach program, designed to assess the needs and identify those issues related to government policies and/or services which affect existing businesses in Oak Forest;
- (C) Working in conjunction with the city's community development staff, research and compile an overall economic development strategy and/or marketing plan, serving as a blueprint for the recruitment of new investment in Oak Forest's commercial, industrial and service sectors;
- (D) Recommend guidelines and structure objective criteria to better evaluate the use of development incentives as a means of business attraction and retention;
- (E) Compile and conduct those surveys or other research instruments necessary to ascertain the status of the economic climate and circumstances affecting businesses operating within the corporate limits;
- (F) Subject to the powers and limitations granted by the City Council to the EDC, the EAC shall be charged with the design, implementation and review of various economic development programs, including, but not limited to, the creation of economic development corporations, facade improvement, property tax incentives and specific incentives directed at certain redevelopment efforts, including the economic impact of the projects;
- (G) Working in conjunction with the staff of various city departments, and upon approval of the program by the City Council, review applications and recommend to the City Council, worthy candidates for inclusion in the city's various economic development programs; and
- (H) Serve as economic development ambassadors for the city conducting various marketing and public relations activities related to the attraction of new business investment and the retention of existing business.

(2000 Code, § 2.72.010) (Ord. 2842, § 1, passed --2004)

§ 32.446 COMPOSITION; TERMS OF OFFICE.

(A) The membership of the EAC shall consist of seven persons, appointed by the Mayor, subject to the advice and consent of the City Council.

(B) EAC membership shall be limited to residents of Oak Forest or owners/operators of businesses within Oak Forest, appointed at-large, but remain representative of a cross-section of the city's civic, business and professional leadership, having demonstrated the skills and expertise necessary to the implementation of a successful economic development program.

(C) The EAC's membership shall serve rotating terms of three years, with initial membership limited to the following terms of office:

- (1) Four members shall serve for an initial term of two years; and
- (2) Three members shall serve for an initial term of three years.

(D) In addition to the appointed membership from the community at-large, one ex-officio member, an alderman, serving as the representative of, and direct liaison to, the City Council, and the executive director of the Oak Forest Chamber of Commerce, serving as the representative of, and direct liaison to, the Chamber of Commerce, shall be considered full voting members of the EAC with all rights, privileges and responsibilities, thereto assigned. Given the unique nature of the position and the need to maintain an effective relationship with the Chamber of Commerce, as the primary group representing business interests which may extend outside the corporate limits of Oak Forest, the residency requirement shall be waived for the Chamber's executive director.

(E) At a minimum, meetings shall be held quarterly; however, the chair of the EAC shall reserve the right to convene additional meetings, at the request of the Mayor, City Council and/or community development coordinator, as circumstances dictate.

(F) The EAC shall be empowered to elect a member of its body to serve as chair, acting theretofore, as the EAC's public spokesman, where applicable. The city's Community Development Coordinator and the Community Development Department shall provide staff support to the EAC, as time, budget and staff resources permit.

(2000 Code, § 2.72.020) (Ord. 2842, §2, passed --2004; Am. Ord. 2011-06-03450, passed 6-14-2011)

§ 32.447 VOLUNTEERS.

In the conduct of its duties and responsibilities, the EAC shall be authorized to enlist the services of those other members of the community whose expertise and commitment to volunteer service will further expedite the fulfillment of the EAC's mission, agenda and duties.

(2000 Code, § 2.72.030) (Ord. 2842, § 3, passed --2004)

§ 32.448 EXPENDITURES.

The EAC shall be authorized to obligate and/or expend funds, for purposes stated and to the amount appropriated in the EAC's annual budget, subject to approval by the City Council.

(2000 Code, § 2.72.040) (Ord. 2842, § 4, passed --2004)

§ 32.449 FACADE IMPROVEMENT GRANT PROGRAM.

(A) The economic advisory council is authorized to implement and oversee a facade improvement grant program to promote the continued use and maintenance of commercial buildings in the city and to recommend the payment of grants to business property owners for improvements to their building facades. The facade improvement grant program shall be administered as follows:

(1) *Grant eligibility.* To be eligible for a facade improvement grant, a building must be used in commercial or industrial purposes. Business property owners must propose to make at least \$20,000 in eligible improvements, as defined in division (A)(3) of this section, to be eligible for a facade improvement grant.

(2) *Limit and nature of grant award.* Facade improvement grants will be issued to qualifying applicants in a maximum amount not greater than 33% of the actual cost of the eligible improvements except for qualifying sign amortization projects where the maximum amount will be not greater than 50% of the actual cost.

(3) *Eligible costs.* The following improvement costs are eligible for reimbursement from the facade improvement grant:

(a) Installation, repair and replacement of exterior exit doors to provide public access, meet current building and fire codes, and/or improve the overall appearance of the building;

(b) Painting of the exterior of the building;

(c) Repair, replacement or addition of exterior shutters and awnings, except for backlit and/or plastic awnings;

(d) Repair and replacement of signs;

(e) Repair, replacement and installation of exterior stairs, porches, railings and exit facilities;

(f) Repair and rebuilding of exterior walls, including cleaning, sealing, tuck-pointing, painting and the like;

(g) Tuck-pointing, other repair and cleaning of exterior bricks;

(h) Repair of windows, frames, sills, glazing, replacement of glass, and installation of new windows;

(i) Repair or construction of cornices in order to replicate the building's original facade;

(j) Repair, installation, replacement or addition of any other improvement the City Administrator deems appropriate; and

(k) Landscaping and streetscape improvements including, but not limited to brickpavers, lighting and furnishings.

(4) *Ineligible costs.* The following improvement costs are not eligible for reimbursement from the facade improvement grant:

(a) Building permit fees and related costs;

(b) Extermination of insects, rodents, vermin and other pests;

(c) Title reports and legal fees;

- (d) Acquisition of land or buildings; and
- (e) Air conditioning and heating facilities.

(B) *Application; submittals.* Applicants under this section shall submit the following application materials to the Community Development Director, or his or her designee:

(1) Once completed and original application form, on a form approved by and provided by the Community Development Director, which form shall include:

- (a) Applicant's name, address and contact information;
- (b) Subject property common address and property identification number;
- (c) Legal description of subject property;
- (d) Current use of the property;
- (e) Improvement information, including, without limitation:
 - 1. Contractor information;
 - 2. Cost estimate;
 - 3. Facade area;
 - 4. Requested amount of grant;
 - 5. Proposed improvements;
 - 6. Copies of the drawings of the proposed work, to scale and preferably in color; and
 - 7. Brief narrative description of the project;
- (f) Pictures of facade and particular areas to be enhanced; and
- (g) Assessed value of the property.

(C) *Economic Development Commission; review and recommendations; City Council action.*

(1) Upon the Community Development Director's receipt of application materials, he or she shall review the application to determine its completeness with the above requirements. If an application is deemed complete by the Economic Development Director, he or she shall submit a report to the City Council outlining the facts, proposed improvements, and requested assistance.

(2) In the event that the Community Development Director finds that an application is incomplete or that the proposed scope of improvements are ineligible or partially ineligible for reimbursement under the facade improvement grant program, the Community Development Director shall inform the applicant in writing of any deficiency in his or her application or ineligible improvements.

(3) Not later than 45 days after receipt of the report from the Community Development Director, as established in division (C)(1) of this section, the City Council shall convene to consider the application and draft facade improvement grant agreement, which shall be approved by resolution duly adopted with the condition that the Economic Advisory Council holds a public meeting to approve final cost estimates.

(4) The Economic Advisory Council shall convene to review and approve final cost estimates, and grantee award amount. If the applicant fails to submit three adequate cost estimates, the Economic Advisory Council may deny approval and/or return application back to City Council for consideration.

(D) *Conditions.* The applicant shall be subject to the following conditions.

(1) Upon approval of the application, the applicant shall enter into a facade improvement grant agreement with the City of Oak Forest the form and substance of which to be provided by the Community Development Director, which shall govern the use of the grant. The agreement shall be recorded with the office of the Cook County Recorder of Deeds. The applicant shall be responsible for all fees and costs incurred in recording the facade improvement grant agreement.

(2) The applicant shall execute a restrictive covenant for the maintenance of facade improvements. The restrictive covenant shall be recorded with the office of the Cook County Recorder. The applicant shall be responsible for all fees and costs incurred in recording the restrictive covenant.

(3) Should the applicant fail to complete the eligible cost items or otherwise abandon the property before completion of the eligible cost items, the city shall have a lien against the property in its favor in the amount of the facade improvement grant released to the applicant.

(4) The applicant must maintain in good condition, and not change in any manner whatsoever, without first obtaining the express prior written consent of the City Administrator, the eligible cost items for which funds from the facade improvement grant were used for a period of at least ten years from the completion of those items, pursuant to the restrictive covenant for the maintenance of facade improvements.

(5) In the event that the owner of the building sells, transfers or conveys the property within five years after the date upon which any funds have been released from the facade improvement grant, the owner, or his or her successor, shall reimburse the city for the funds then released, to the date of sale, transfer or conveyance, from the facade improvement grant in accordance with the following sliding scale.

<i>Year of Sale</i>	<i>Percentage of City Grant Then Release to Reimburse</i>
Up to one year	100%
Up to two years	80%
Up to three years	60%
Up to four years	40%
Up to five years	20%

(Ord. 2006-07-0047O, passed 7-25-2006; Am. Ord. 2011-06-0346O, passed 6-14-2011; Am. Ord. 2014-08-0513O, passed 8-26-2014)

11-102: PLANNING AND ZONING COMMISSION

- A. Established. The Planning and Zoning Commission established by §32.340 the Oak Forest Municipal Code is the Zoning Board of Appeals and Plan Commission referred to in this Code. The provisions of this Code with respect to the Planning and Zoning Commission will be deemed supplementary to the provisions of §32.340 of the Oak Forest Municipal Code. Reference should be made to §32.340 for a complete description of the membership, term of office and rules of procedure of the Planning and Zoning Commission. The distinctions made in this Code between the Zoning Board of Appeals and Plan Commission are established for the purposes of defining the authority of the Planning and Zoning Commission and in what capacity it is operating on a particular form of relief provided under this Title XI.
- B. Dissolution. The Corporate Authorities may, in their sole and absolute discretion, dissolve the Planning and Zoning Commission and establish a distinct Zoning Board of Appeals and distinct Plan Commission. At the time of any such dissolution, current members of the Planning and Zoning Commission will be appointed to the newly formed Zoning Board of Appeals and Plan Commission and the remaining seats open on the Zoning Board of Appeals and Plan Commission will be filled by the Mayor with the advice and consent of the City Council.

11-103: ZONING BOARD OF APPEALS

- A. Necessary Vote. The concurring vote of at least four members of the Board of Appeals will be necessary on any motion to reverse any order, requirement, decision or determination appealed to it; to decide in favor of the applicant any application made; or to effect any variation from the provisions of this Code. Any lesser vote on any such motion, even if a majority of those voting, will be considered a final decision denying the appeal, application or variation.
- B. Record and Decisions. The transcript of testimony, if any; the minutes of the Staff Secretary; all applications, requests, exhibits and papers filed in any proceeding before the Zoning Board of Appeals; and the decision of the Board shall constitute the record. The Board may rely on the personal knowledge of its members, on its inspections of the property and on any reports available to it; provided, however, that the Board shall make the particular knowledge, inspection or report a matter of record at the public hearing and afford every party reasonable time to respond to it.

Every decision of the Zoning Board of Appeals shall be by written resolution which shall include findings of fact; shall refer to all the evidence in the record and to the exhibits, plans or specifications upon which such decision is based; shall specify the reason or reasons for such decision; shall contain a conclusion or statement separate from the findings of fact setting forth the specific relief granted or denying relief; and shall expressly set forth any limitations or conditions imposed on any relief granted or work or use authorized.

The Zoning Board of Appeals shall take no final or binding vote on a decision unless it shall first have before it the written resolution herein required; provided, however, that where special circumstances warrant it, the Board may take final action prior to the preparation of such resolution but in such event it shall, before take such action, first state its findings and conclusions as above required at a meeting open to the public and shall, in addition, state the special circumstances.

In any case where this Code provides that the failure of the Zoning Board of Appeals to act within a fixed period shall be deemed to be a denial of an application, such failure shall, notwithstanding the absence of required findings and conclusions, be considered to be a decision of the Board rendered on the day following the expiration of such fixed period.

- C. Appeals. An appeal from any final decision of the Zoning Board of Appeals may be taken in the manner provided in Article III of the Illinois Code of Civil Procedure pertaining to Administrative Review.
- D. Jurisdiction and Authority. The Zoning Board of Appeals will have the following jurisdiction and authority:
 - 1. Subject to the provisions of Section 11-502 of this Article, to hear and decide appeals from, and to review orders, decisions or determinations made by the City Administrator and to that end shall have the powers of the City Administrator with respect to such order, decision or determination.
 - 2. Subject to the provisions of Section 11-503 of this Article, to grant or deny variations from the requirements of this Code.
 - 3. Subject to the provision of Section 11-601 of this Article, to initiate changes and amendments to this Code.

11-103: PLAN COMMISSION

- A. Necessary Vote. The concurring vote of at least a majority of the currently appointed Commissioners will be necessary to adopt any motion to recommend approval of any matter or application. Any lesser vote on any such motion, even if a majority of those voting, will be considered a final decision to recommend denial of such matter or application.
- B. Record and Decisions. The transcript of testimony, if any; the minutes of the Staff Secretary; all applications, requests, exhibits and papers filed in any proceeding before the Plan Commission; and the decision and report, or reports, of the Commission shall constitute the record.

Every recommendation or decision of the Plan Commission upon an application filed pursuant to this Code shall be by written resolution which shall include findings of fact; shall refer to all the evidence in the record and to the exhibits, plans or specifications, upon which such recommendation or decision is based; shall specify the reason or reasons for such recommendation or decision; and shall contain a conclusion or statement separate

from the findings of fact setting for the recommendation or decision of the Commission. Every resolution shall expressly set forth any limitations or conditions recommended or imposed by the Commission.

In reaching its recommendation or decision on any such application, the Plan Commission may rely on the person knowledge of its members, on its inspections of the property and on any reports available to it; provided, however, that the Commission shall make the particular knowledge, inspection or report a matter of record at the public hearing and afford every party reasonable time to respond to it.

The Plan Commission shall take no final or binding vote on any recommendation or decision pertaining to an application pending before it unless it shall first have before it the written resolution herein required; provided, however, that where special circumstances warrant it, the Plan Commission may take final action on any such application prior to the preparation of such resolution but in such event it shall, before taking such action, first are its findings and conclusions as above required at a meeting open to the public and shall, in addition, state the special circumstances warranting such action.

In any case where this Code provides that the failure of the Plan Commission to act within a fixed period shall be deemed a recommendation for grant or denial of an application, such failure shall, notwithstanding absence of required findings and conclusions, be considered to be a decision of the Commission rendered on the day following the expiration of such fixed period.

As to other matters brought before the Plan Commission, the Commission shall prepare such report as it shall deem appropriate to the subject matter.

C. Jurisdiction and Authority. In addition to the jurisdiction conferred on it by Chapter 2 of the Oak Forest Municipal Code, the Plan Commission shall have the following jurisdiction and authority:

1. To prepare and recommend a Comprehensive Plan, including an Office Map, to the City Council, which, upon its adoption by the City Council, shall be known as the “Official Comprehensive Plan” of the City of Oak Forest.
2. To review, prepare and recommend to the City Council changes in and amendments to the Official Comprehensive Plan, including the Official Map.
3. To hear, review and offer its recommendations to the City Council on applications for variations requested pursuant to Paragraph 11-503 D4 of this Article.
4. To hear, review and offer its recommendations to the City Council on applications for variations requested pursuant to Paragraph 11-504 D4 of this Article.
5. To initiate, hear, review and offer its recommendations to the City Council on applications for amendment of this Code.

6. To hear, review and offer its recommendations to the City Council on applications for special permits.
7. To hear, review and offer its recommendations to the City Council on applications for planned development approval.
8. To hear, review and offer its recommendations to the City Council on applications for site plan approval in those cases specified in Paragraph 11-604 E2.
9. To aid and assist the City Council and the departments of the City in implementing general plans and in planning, developing and completing specific project.
10. To review and report on any matters referred to it by the City Council or the Community Development Director.

PART IV - DESIGN GUIDELINES

9-401: DESIGN REVIEW PERMIT REQUIRED.

Unless a Design Review Permit shall have first been obtained pursuant to Section 11-505 of this Code, no person shall perform, cause, or permit any construction, alteration, remodeling, removal, movement, or demolition of any building, structure, or other improvement of or on any property, and no person shall be entitled to the issuance of a permit authorizing any such work.

For purposes of this Section 9-401, all work described in the preceding sentence shall, collectively, be defined as “Improvement Work.”

A. Exemptions.

1. No Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the Improvement Work contemplates substantially the same material and configuration as existed prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.
2. No Design Review Permit shall be required for any Improvement Work that is determined to be within the Level I Design Review, as described in Subsection 9-401B of this Code.

B. Modified Design Review Process. The process for securing the issuance of a Design Review Permit for Improvement Work shall be as set forth in Section 11-505 of this Code, except as follows:

1. Applications. All applications for a Design Review Permit for Improvement Work shall be submitted to the Community Development Director for a determination of whether a Level I, Level II, or Level III design review is appropriate and required. The determination of the Community Development Director shall be final unless a written appeal there from is filed with the Planning and Zoning Commission, in which case the determination of the Planning and Zoning Commission shall be final.
2. Design Review Process Levels.
 - (a) Level I. The Level I design review is for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City’s Building Code. Examples of Level I activities include, without limitation, the following: repainting a building or sign exactly as the original; replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; changing the signage on an awning while keeping the awning itself the same; adding window air conditioning units to the rear or side of a building; resurfacing or re-striping a parking lot; replacing a roof, door, or window with the same type of roof, door or window; or replacing or repairing steps with the same

type of step. The Level I design review shall consist only of written notification to the Community Development Director prior to the commencement of the applicable Improvement Work. The issuance of a Design Review Permit shall not be required for any such Improvement Work.

- (b) Level II. The Level II design review is for Improvement Work that consists of either (i) ordinary and routine maintenance or repair activities that would require a building permit pursuant to the City's Building Code or (ii) minor replacement work activities. Examples of Level II activities include, without limitation, the following: replacing a sign with a different type of sign; replacing a roof, door, or window with a different type of roof, door, or window; adding an awning to a building; replacing an awning with an awning of a different style or material; painting a building or sign with a different color than the original; or replacing steps with a different type of step.

The Level II design review shall consist of review by the Planning and Zoning Commission in accordance with the procedures set forth in Subsections 11-505D of this Code; provided that no action by the City Council shall be necessary or required. The Planning and Zoning Commission shall have final authority to grant a Design Review Permit with respect to all Improvement Work within the Level II design review.

- (c) Level III. The Level III design review is for any and all Improvement Work that, as a result of its substance, detail, scope, and complexity, requires a more comprehensive review than that allowed by a Level I or Level II design review.

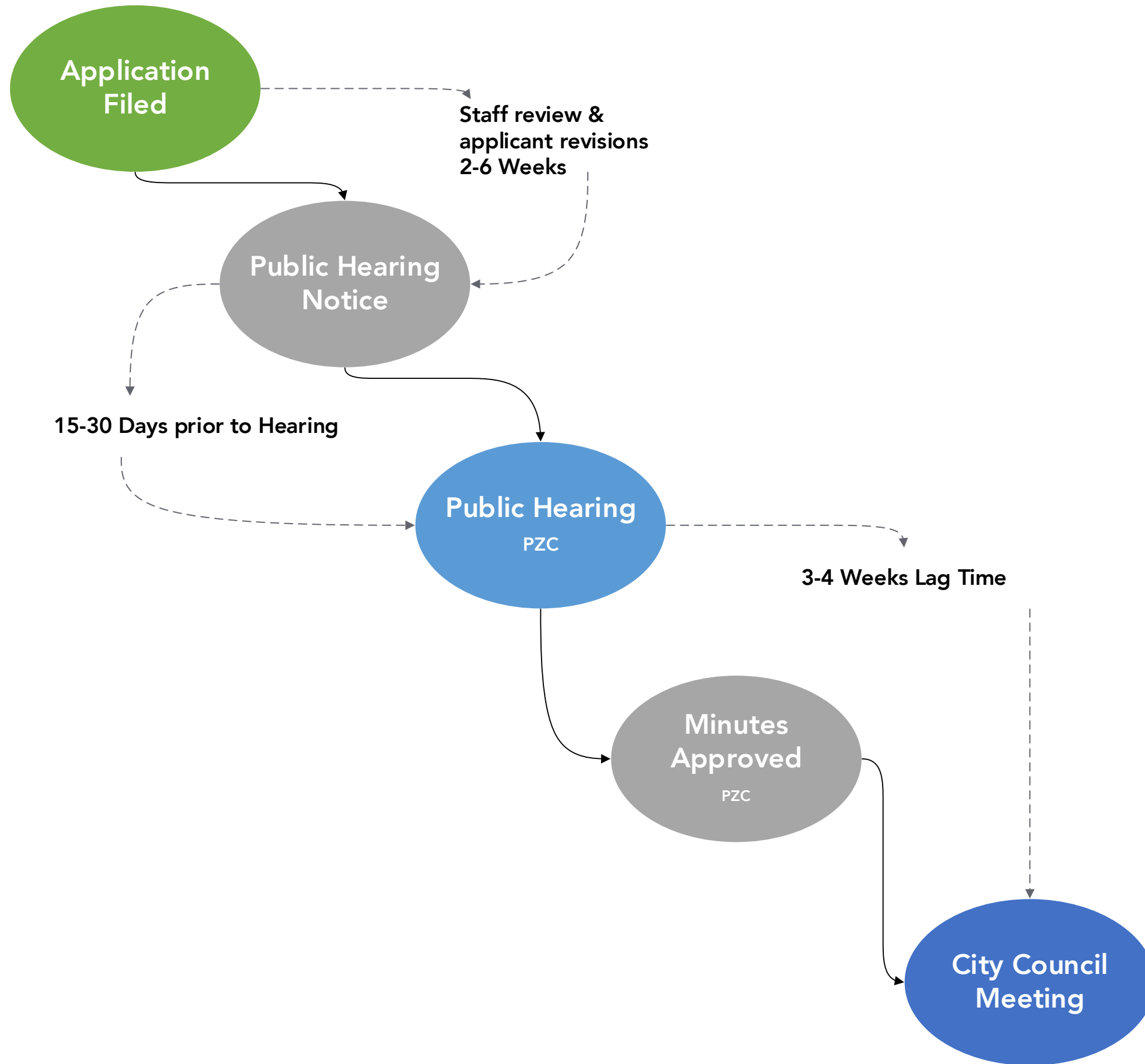
The Level III design review shall consist of all of the procedures and requirements set forth in Section 11-505D of this Code.

9-402: BUILDING AND STRUCTURE DESIGN

Applicable to all Commercial and Multi-Family Districts or any new single family construction (Level II), buildings and structures and all major exterior renovations, additions and façade changes shall conform to the following regulations:

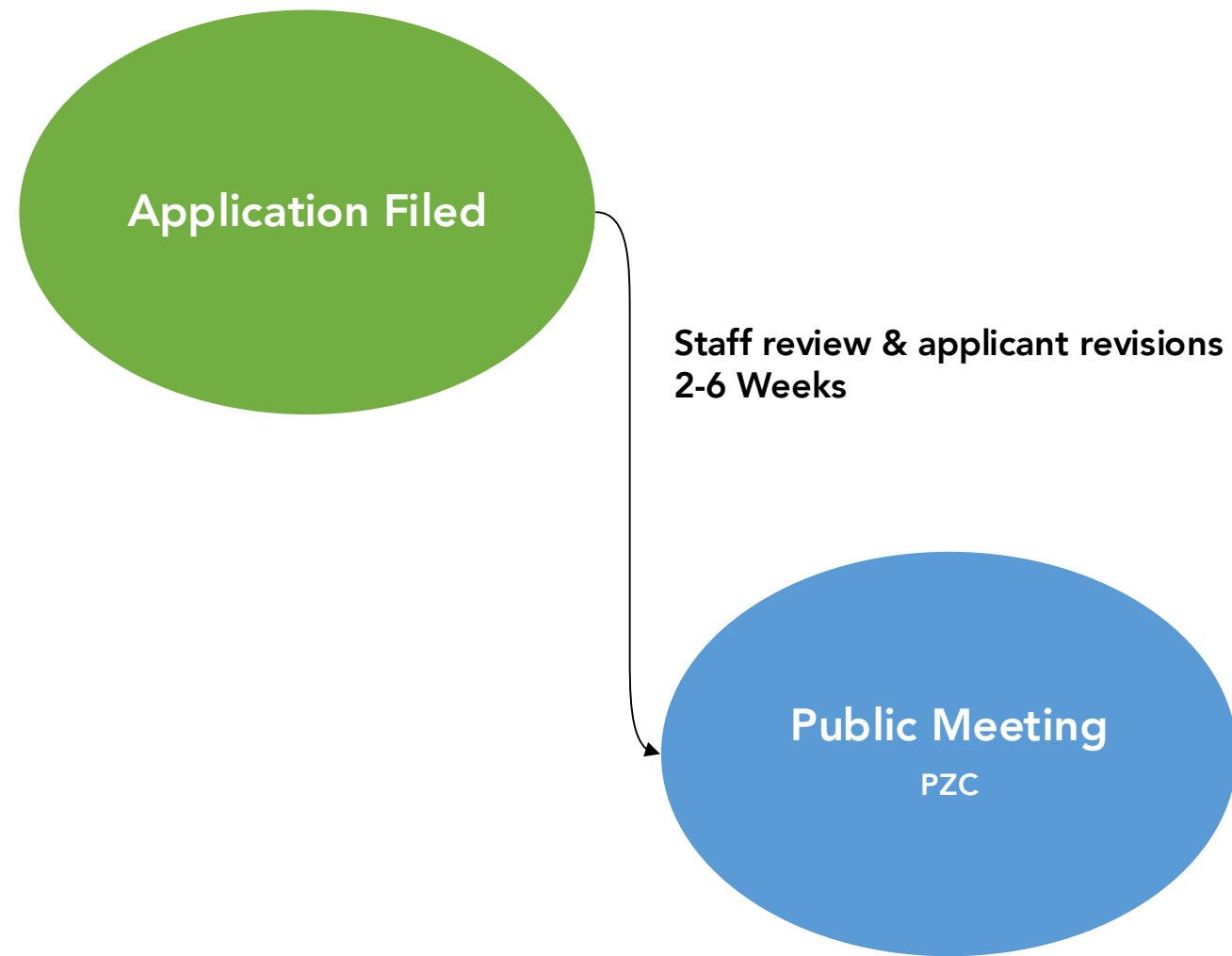
- A. Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property.
- B. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use the same materials or those which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
- C. Building materials shall be of durable quality.

**Example Timeline
Applications Requiring Public Hearings**



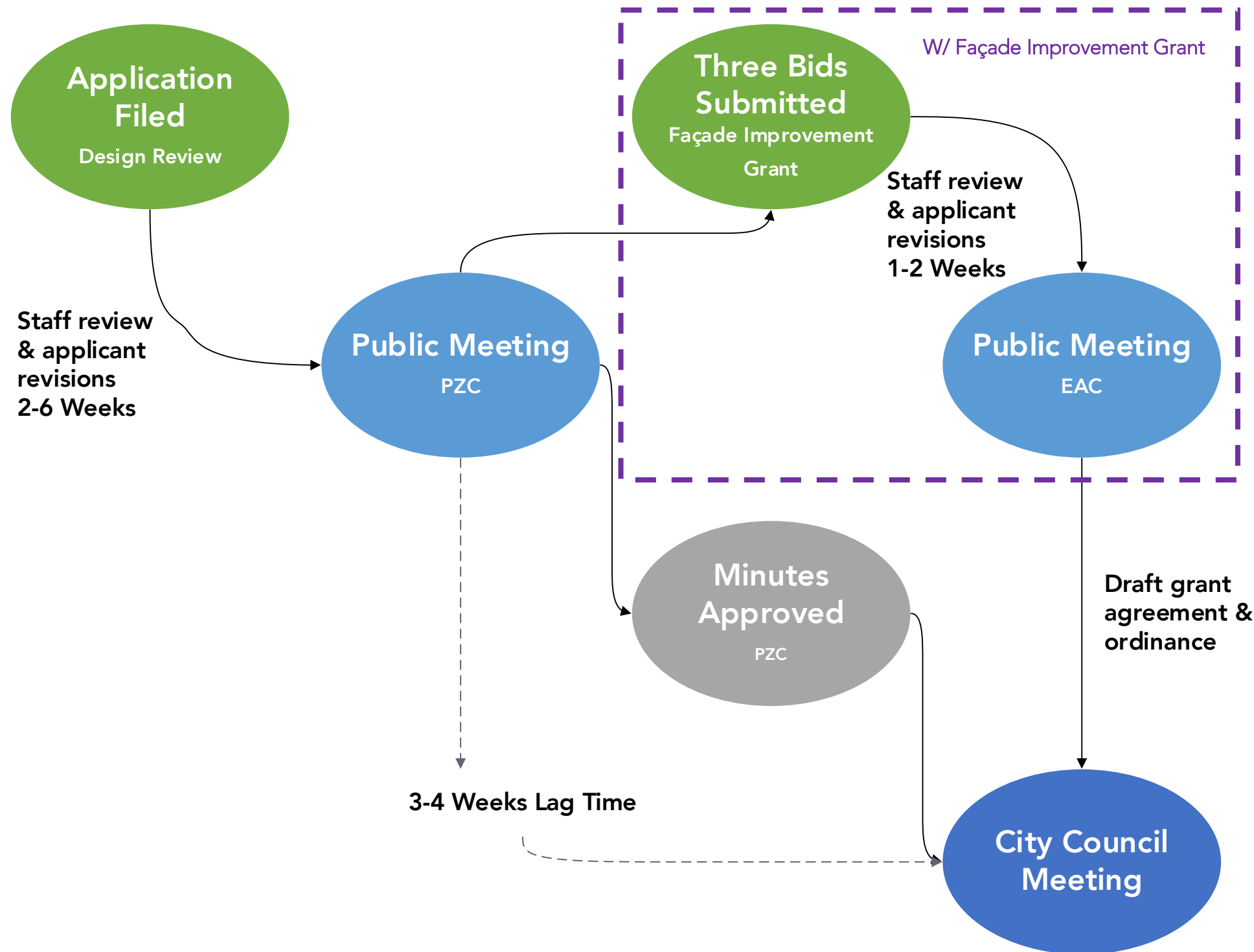
Special Use Permit/Variation		
Minor site improvements i.e. banquet hall or auto repair shop i.e. sign size variation		
REVIEW STEP	DATE	CUMULATIVE DAYS
Application filed	June 26	0
Staff Review comments- initial	July 3	7
Revisions filed	July 10	14
Public hearing notice	July 14	18
Agenda & packet posted	July 28	32
Public Hearing	August 2	37
Minutes Approved	August 16	51
City Council	August 22	57

Example Timeline – Level 2 Design Review Applications Requiring Public Meetings



Level 2 Design Review Permit		
Façade improvements with no site changes i.e. awning installation or change; paint color change; door or window style change; light fixture change		
REVIEW STEP	DATE	CUMULATIVE DAYS
Application filed	June 26	0
Staff Review comments- initial	July 3	7
Revisions filed	July 12	16
Agenda and packet posted	July 14	18
Public Meeting	July 19	23

Example Timeline – Level 3 Design Review Permit/FIG Applications for Façade Improvement Grants



Level 3 Design Review Permit		
Major façade improvements with no site changes or new construction		
REVIEW STEP (PZC)	DATE	CUMULATIVE DAYS
Application filed (PZC)	June 26	0
Staff Review comments-initial	July 3	7
Revisions filed	July 12	16
Agenda and packet posted	July 14	18
Public Meeting (PZC)	July 19	23
Minutes Approved	August 2	37
City Council	August 8	43

Level 3 Design Review Permit w/ Façade Improvement Grant		
Major façade improvements with no site changes		
REVIEW STEP (PZC)	DATE	CUMULATIVE DAYS
Application filed (PZC)	June 26	0
Staff Review comments-initial	July 3	7
Revisions filed	July 12	16
Agenda and packet posted	July 14	18
Public Meeting (PZC)	July 19	23
Three Bids Submitted	July 26	30
Public Meeting (EAC)	August 2	37
Minutes Approved	August 2	37
City Council	August 8	43

CITY OF OAK FOREST
PLANNING AND ZONING COMMISSION

PZC RESOLUTION NO. 17-14

WHEREAS, Sergio Garcia and Kayode Fleming ("**Applicants**") filed an application for a special use permit for a used automobile dealership in the C3 – Central Business District; and such other and further zoning relief as may be required ("**Zoning Relief**"); and

WHEREAS, the Applicant's requested Zoning Relief is for the property commonly known as 15350 Cicero Avenue ("**Property**").

WHEREAS, a public notice was duly published in the Daily Southtown on May 23, 2017 and a public hearing was convened before the Planning and Zoning Commission ("**PZC**") on June 7, 2017; and

WHEREAS, the PZC has considered all of the evidence presented to it, including without limitation, those documents attached and incorporated in to this resolution by this reference as **Exhibit A**;

NOW THEREFORE, BE IT RESOLVED by the PZC of the City of Oak Forest, Cook County, based on the foregoing recitals which are hereby incorporated by reference, that:

Section 1. FINDINGS.

Based on the evidence presented at the public hearing, and the Findings of Fact attached hereto as **Exhibit B**, the PZC hereby finds that the Applicant's request does satisfy the standards for the requested Zoning Relief as set forth in the Zoning Ordinance of Oak Forest.

Section 2. RECOMMENDATION.

Based on the findings of fact set forth in Section 1 of this resolution, the PZC hereby recommends approval of the Applicant's requested Zoning Relief, on condition that:

- A. No Authorization of Work. The Ordinance approving the Zoning Relief ("**Ordinance**") does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property

pursuant to the approvals granted unless and until all conditions of the Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law, including, without limitation, approval of final engineering plans and issuance of required permits.

- B. Compliance with Laws. The development, maintenance and operation of the Property must comply with all applicable State, County and City statutes, ordinances, codes, rules, and regulations.
- C. Compliance with Plans. The development, maintenance, and operation of the Property will be in substantial compliance with those documents and plans, attached hereto as **Exhibit A**, except for minor changes and site work approved by the Community Development Director in accordance with all applicable City rules, regulations, and ordinances.
- D. Other.
 - 1. Compliance with Plans. The development, maintenance, and operation of the Property will be in substantial compliance with the following documents and plans, except for minor changes and site work approved by the Community Development Director in accordance with all applicable City rules, regulations, and ordinances:
 - 2. Plat of Survey Drawing, attached hereto as Attachment 1, and by this reference, made part of this Report;
 - 3. Site Plan, attached hereto as Attachment 3, and by this reference, made part of this Report;
 - 4. Compliance with Laws. The development, maintenance and operation of the Property must comply at all times with all applicable Federal, State, County and City statutes, ordinances, codes, rules, and regulations;
 - 5. Limitation of Approval. The special use permit, and used automobile dealership use, is limited to the subject area indicated on page 1 of **Exhibit A**;

6. Maintenance Requirements. The development, maintenance and operation of the Property must comply with the following conditions:
- a. The parking lot must bright into conformance with property maintenance standards prior to issuance of a certificate of occupancy, and must be maintained and operated according to those standards at all times thereafter;
 - b. The parking lot be striped in close conformance with that as shown on page 2 of **Exhibit A**, with no more than twenty (20) parking spaces with one (1) being ADA compliant;
 - c. A minimum of ten (10) planters must be installed in close conformance with that as shown on page 2 of **Exhibit A**, not to extend beyond the existing light fixtures or the property line and must be filled with hardy landscape material;
 - d. All existing light fixtures be painted to match the new light fixture heads;
 - e. One (1) style of light fixture head be selected and used on each pole;
 - f. All attention-getting devices be removed;
 - g. All flags and their poles be removed from the roof and not be replaced; and
 - h. The existing pole sign be removed or redesigned, and any replacement or redesigned obtain a Level 2 Design Review Permit and sign permit approval prior to installation.

ADOPTED THIS _____ day of _____, 20____

AYES: (___)

NAYS: (___)

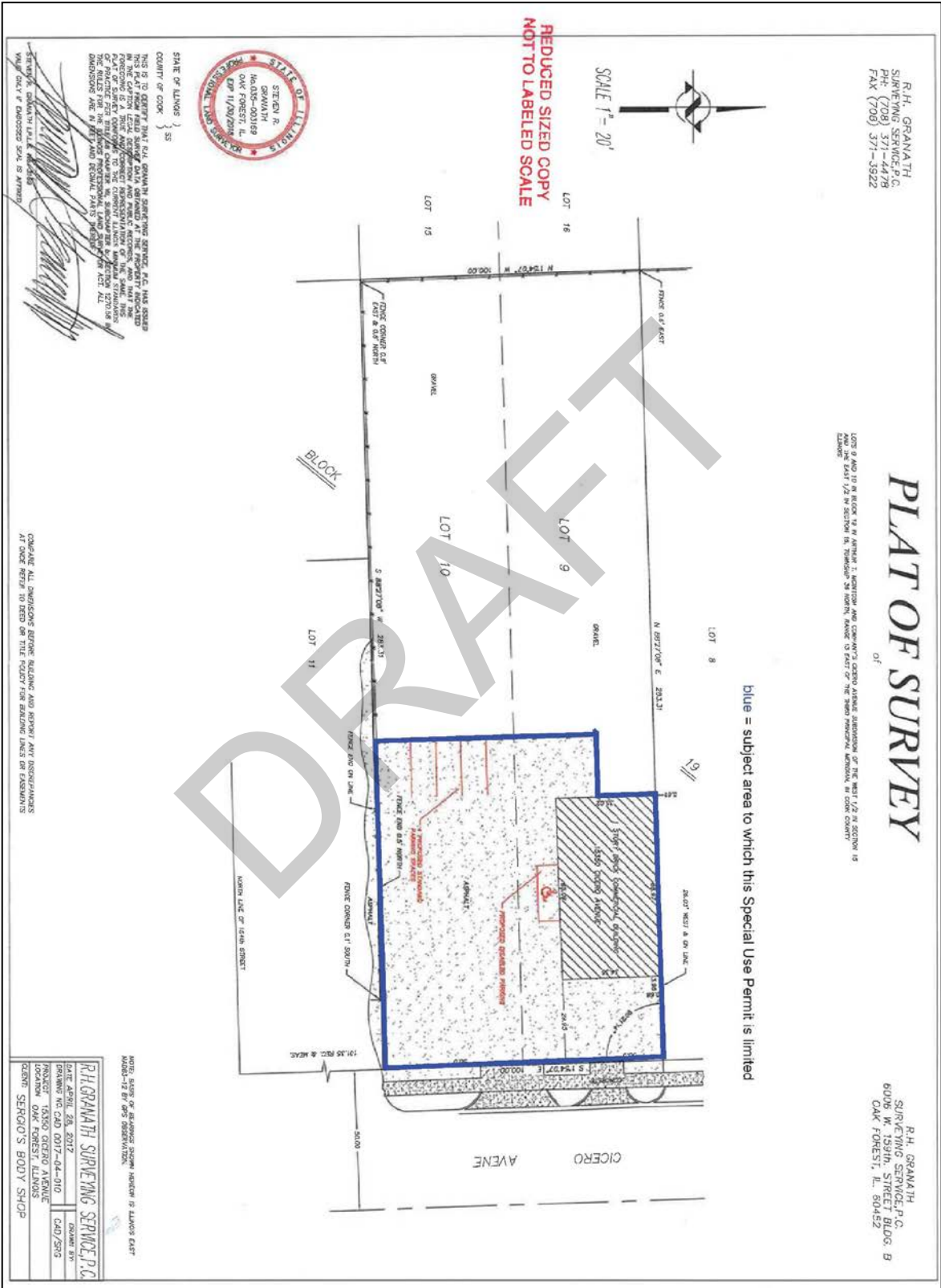
ABSENT: (___)

ABSTAIN: (___)

_____, Chairman
Oak Forest PZC

DRAFT

EXHIBIT A
Subject Area



R.H. GRANATH
SURVEYING SERVICE, P.C.
PH: (208) 371-4478
FAX: (208) 371-3922

PLAT OF SURVEY

LOTS 9 AND 10 IN BLOCK 12 IN ANIMAL 1, NORTH AND GRANATH'S CORNER ALIEN SUBDIVISION OF THE WEST 1/2 IN SECTION 18 AND THE EAST 1/2 IN SECTION 18, TOWNSHIP 28 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS

R.H. GRANATH
SURVEYING SERVICE, P.C.
800 W. WASHINGTON STREET, SUITE 104
OAK FOREST, IL 60452



REDUCED SIZED COPY
NOT TO LABELED SCALE



STATE OF ILLINOIS }
COUNTY OF COOK } SS
I, STEVEN R. GRANATH, SURVEYOR, DO HEREBY CERTIFY THAT SAID GRANATH SURVEYING SERVICE, P.C. HAS ISSUED THIS PLAT FROM FIELD SURVEY DATA OBTAINED AT THE PROPERTY INDICATED HEREON AND THAT SAID GRANATH SURVEYING SERVICE, P.C. IS A PROFESSIONAL SURVEYING FIRM AS PROVIDED IN A STATE AND CURRENT REGISTRATION OF THE STATE. THIS PLAT OF SURVEY IS A TRUE AND CORRECT REPRESENTATION OF THE SAME. THE GRANATH SURVEYING SERVICE, P.C. HAS BEEN LICENSED UNDER THE PROVISIONS OF THE ILLINOIS PROFESSIONAL LAND SURVEYING ACT. ALL DIMENSIONS ARE IN FEET AND DECIMAL THEREOF.

COMPARE ALL DIMENSIONS BEFORE RECORDING AND REPORT ANY DISCREPANCIES AT ONCE REFER TO DEED OR TITLE POLICY FOR EXPLANING LINES OR EASIMENTS

NOTE: STATE OF ILLINOIS DESIGNATION NUMBER IS LANDS EAST NUMBER-18 BY GPS OBSERVATION.

R.H. GRANATH SURVEYING SERVICE, P.C.	
DATE: APRIL 28, 2012	DRAWN BY:
DRAWING NO. CAD 0017-04-010	CAD/SWG
PROJECT: 15350 CICERO AVENUE	
LOCATION: OAK FOREST, ILLINOIS	
CLIENT: SERGIO'S BODY SHOP	

EXHIBIT A
Site Plan

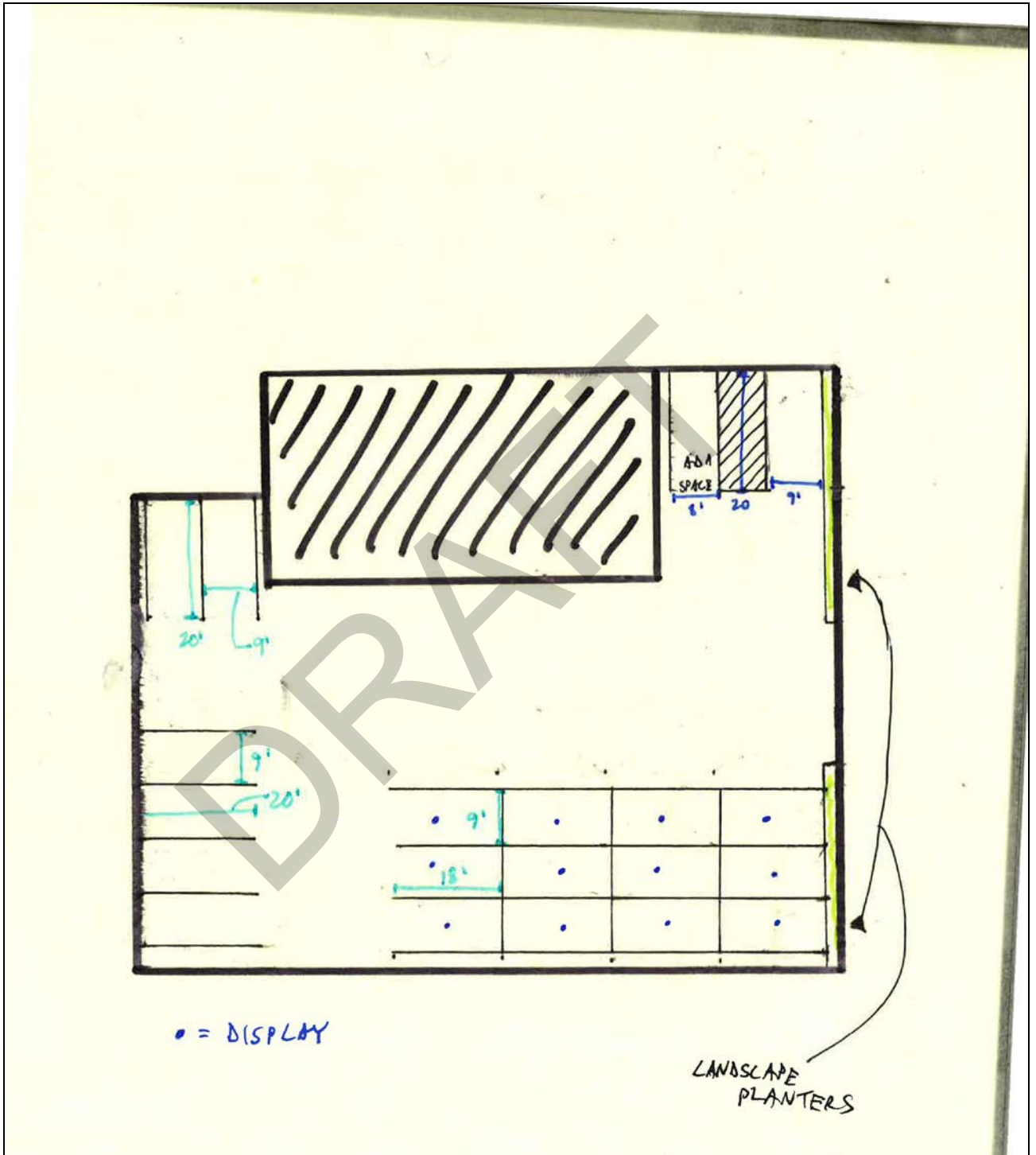


EXHIBIT B
Findings of Fact

The PZC hereby makes the following findings of fact in reference to the relevant standards provided in the Zoning Ordinance of Oak Forest for the requested Zoning Relief:

STANDARDS FOR SPECIAL USE PERMITS

No special permit shall be recommended or granted pursuant to the below unless the applicant establishes that they are met.

<i>Code and Plan Purposes.</i>	Met. The proposed use of the subject property, a used automobile dealership, aligns with its future land use designation as commercial.
<i>No Undue Adverse Impact.</i>	Met. Provided that compliance of all conditions is proven, and given that the previous use was the same as the proposed, no undue adverse impact is shown.
<i>No Interference with Surrounding Development.</i>	Met. Provided that compliance of all conditions is proven, and given that the previous use was the same as the proposed, no interference with surrounding development is shown.
<i>Adequate Public Facilities.</i>	Met. The subject property is presently served by public utilities and any necessary upgrades to service will be addressed at the time of building permitting.
<i>No Traffic Congestion.</i>	Met. Provided that compliance of all conditions is proven, and given that the previous use was the same as the proposed, no additional traffic congestion is shown.
<i>No Destruction of Significant Features.</i>	Not applicable. No significant natural features exist on the property at present.
<i>Compliance with Standards.</i>	Met. All standards outlined herein and all other applicable standards are met.

CITY OF OAK FOREST
PLANNING AND ZONING COMMISSION

PZC RESOLUTION NO. 17-15

WHEREAS, Sergio Garcia and Kayode Fleming ("**Applicants**") filed an application for a Level 2 Design Review Permit ("**Design Review**") in C3 – Central Business District as it relates to the existing pole sign to be changed to a ground sign; and

WHEREAS, the Applicant's requested Design Review is for the property commonly known as 15350 Cicero Avenue ("**Property**").

WHEREAS, a meeting agenda was duly posted on the City's website on June 2, 2017 and a public meeting was convened before the Planning and Zoning Commission ("**PZC**") on June 7, 2017; and

WHEREAS, the PZC has considered all of the evidence presented to it, including without limitation, those documents attached and incorporated in to this resolution by this reference as **Exhibit A**;

NOW THEREFORE, BE IT RESOLVED by the PZC of the City of Oak Forest, Cook County, based on the foregoing recitals which are hereby incorporated by reference, that:

Section 1. FINDINGS.

Based on the evidence presented at the public hearing, and the Findings of Fact attached hereto as **Exhibit B**, the PZC hereby finds that the Applicant's request does satisfy the standards for the requested Design Review as set forth in the Zoning Ordinance of Oak Forest.

Section 2. RECOMMENDATION.

Based on the findings of fact set forth in Section 1 of this resolution, the PZC hereby approves the Applicant's requested Design Review, on condition that:

- A. No Authorization of Work. The Ordinance approving the Design Review ("**Ordinance**") does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted unless and until all conditions of the

**PZC CASE NO. 17-008
DESIGN REVIEW**

Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law, including, without limitation, approval of final engineering plans and issuance of required permits.

- B. Compliance with Laws. The development, maintenance and operation of the Property must comply with all applicable State, County and City statutes, ordinances, codes, rules, and regulations.
- C. Compliance with Plans. The development, maintenance, and operation of the Property will be in substantial compliance with those documents and plans, attached hereto as **Exhibit A**, except for minor changes and site work approved by the Community Development Director in accordance with all applicable City rules, regulations, and ordinances.
- D. Other.
 - 1. That the area between the support structure of the sign and the proposed masonry enclosure be filled and landscaped; and
 - 2. That approval of this permit does not signify zoning, building code, or subdivision review or approval; and
 - 3. That the subject sign is subject to review in accordance with Section 9-106, Sign Regulations, of the Zoning Ordinance requiring a sign permit prior to installation.

ADOPTED THIS ____ day of _____, 20__

AYES: (___)

NAYS: (___)

ABSENT: (___)

ABSTAIN: (___)

_____, Chairman
Oak Forest PZC

EXHIBIT A
Ground Sign

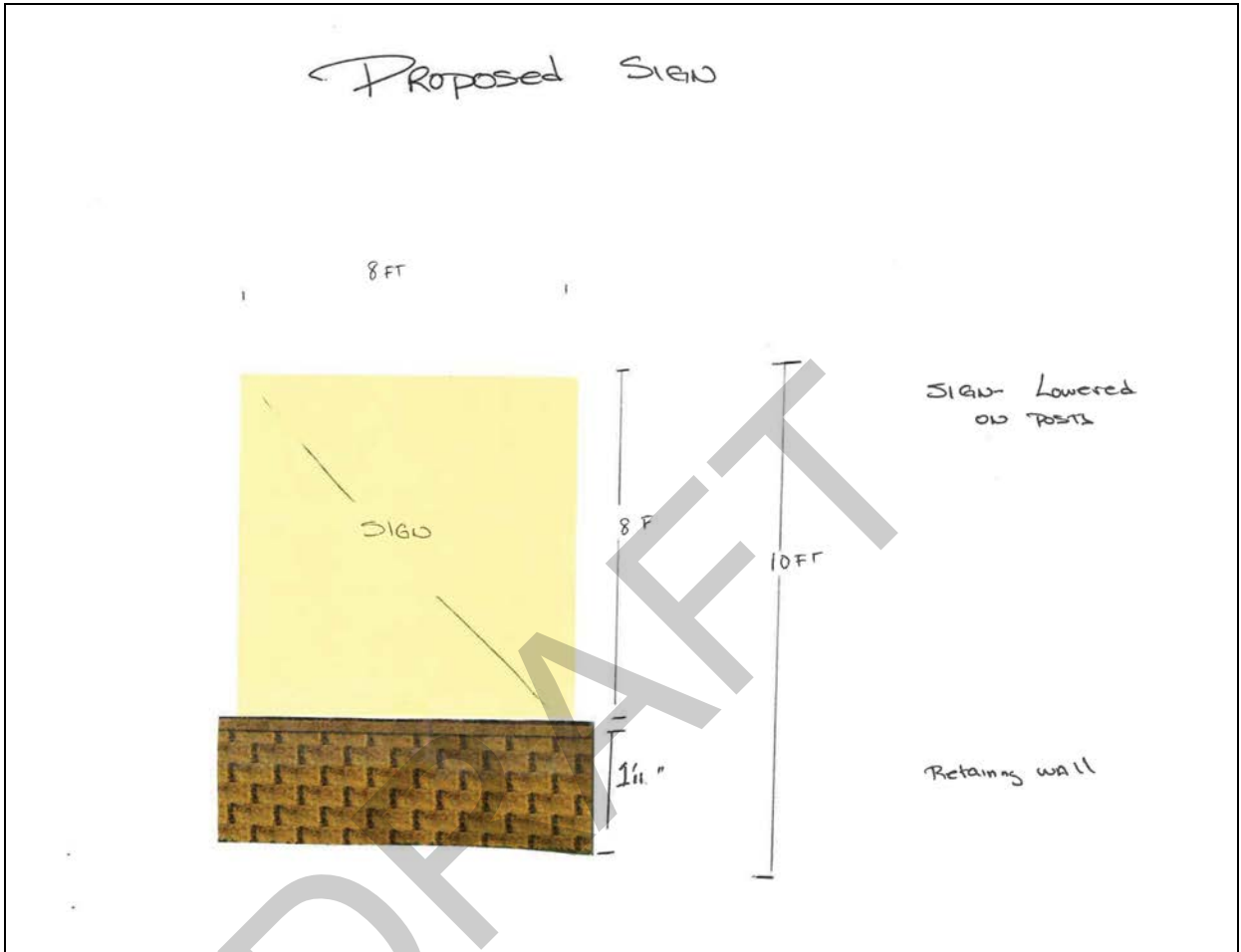


EXHIBIT B
Findings of Fact

The PZC hereby makes the following findings of fact in reference to the relevant standards provided in the Zoning Ordinance of Oak Forest for the requested Design Review:

- A. Visual compatibility. The proposed sign shall be visually compatible with the building [to] which the sign is [related], as well as with surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors, and shapes.
Met. The proposed monument sign is constructed with a masonry base, which is a preferred durable material. It is also similar in shape and size to existing ground signs along the Cicero Street corridor.
- B. Quality of design and construction. The proposed sign shall be constructed and maintained with a design and materials of high quality and good relationship with the design and character of the neighborhood.
Met. The proposed masonry base appears to relate to the design and character of the neighborhood. It is proposed in the same location to the southeast corner of the subject area. The proposed sign serves its intent of identifying the location along a strategic regional arterial (Cicero Avenue).
- C. Appropriateness to activity. The proposed sign shall be appropriate to, and necessary for, the activity to which it pertains.
Met. The proposed monument sign's location is in the southeast corner of the property, which is the same location of the existing pole sign. This location serves as the most effective placement of the sign given that it provides for visibility to south-bound oncoming traffic and signals to the point of entry.
- D. Appropriateness to site. The proposed sign shall be appropriate to its location in terms of design, size, landscaping, and orientation on the site, and will not create a hazard to pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area.
Met. The proposed monument sign's location at southeast corner of the property is closest to the right of way and point of entry. Compliance with the required setback of two (2) feet as well as any easements at the time of permitting will be required.

CITY OF OAK FOREST
PLANNING AND ZONING COMMISSION

PZC RESOLUTION NO. 17-16

WHEREAS, Kevin Vernick (“**Applicant**”) filed an application for a Level 3 Design Review Permit (“**Design Review**”) in the C2 – General Service Commercial District as it relates for the site plan and elevations of a new building and associated site improvements; and

WHEREAS, the Applicant’s requested Design Review is for the property commonly known as 5338 W. 159th Street (“**Property**”).

WHEREAS, a meeting agenda was duly posted on the City’s website on June 2, 2017 and a public meeting was convened before the Planning and Zoning Commission (“**PZC**”) on June 7, 2017; and

WHEREAS, the PZC has considered all of the evidence presented to it, including without limitation, those documents attached and incorporated in to this resolution by this reference as **Exhibit A**;

NOW THEREFORE, BE IT RESOLVED by the PZC of the City of Oak Forest, Cook County, based on the foregoing recitals which are hereby incorporated by reference, that:

Section 1. FINDINGS.

Based on the evidence presented at the public hearing, and the Findings of Fact attached hereto as **Exhibit B**, the PZC hereby finds that the Applicant’s request does satisfy the standards for the requested Design Review as set forth in the Zoning Ordinance of Oak Forest.

Section 2. RECOMMENDATION.

Based on the findings of fact set forth in Section 1 of this resolution, the PZC hereby recommends approval of the Applicant’s requested Design Review, on condition that:

- A. No Authorization of Work. The Ordinance approving the Design Review (“**Ordinance**”) does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted unless and until all conditions of the Ordinance

precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law, including, without limitation, approval of final engineering plans and issuance of required permits.

- B. Compliance with Laws. The development, maintenance and operation of the Property must comply with all applicable State, County and City statutes, ordinances, codes, rules, and regulations.
- C. Compliance with Plans. The development, maintenance, and operation of the Property will be in substantial compliance with those documents and plans, attached hereto as **Exhibit A**, except for minor changes and site work approved by the Community Development Director in accordance with all applicable City rules, regulations, and ordinances.
- D. Other.
 - 1. That all permanent site improvements comply with the applicable setbacks of the C2 – General Service Commercial District; and
 - 2. That landscape screening be installed along the north side of the trash enclosure with final landscape plan to be approved by staff; and
 - 3. That remaining engineering and site design concerns be addressed to the satisfaction of staff; and
 - 4. That approval of this permit does not signify zoning, building code, or subdivision review or approval and does not authorize any work without review and approval of any and all required permits; and
 - 5. That approval of this permit does not signify approval of the type, size or placement of any signs illustrated.

ADOPTED THIS _____ day of _____, 20____

AYES: (___)

NAYS: (___)

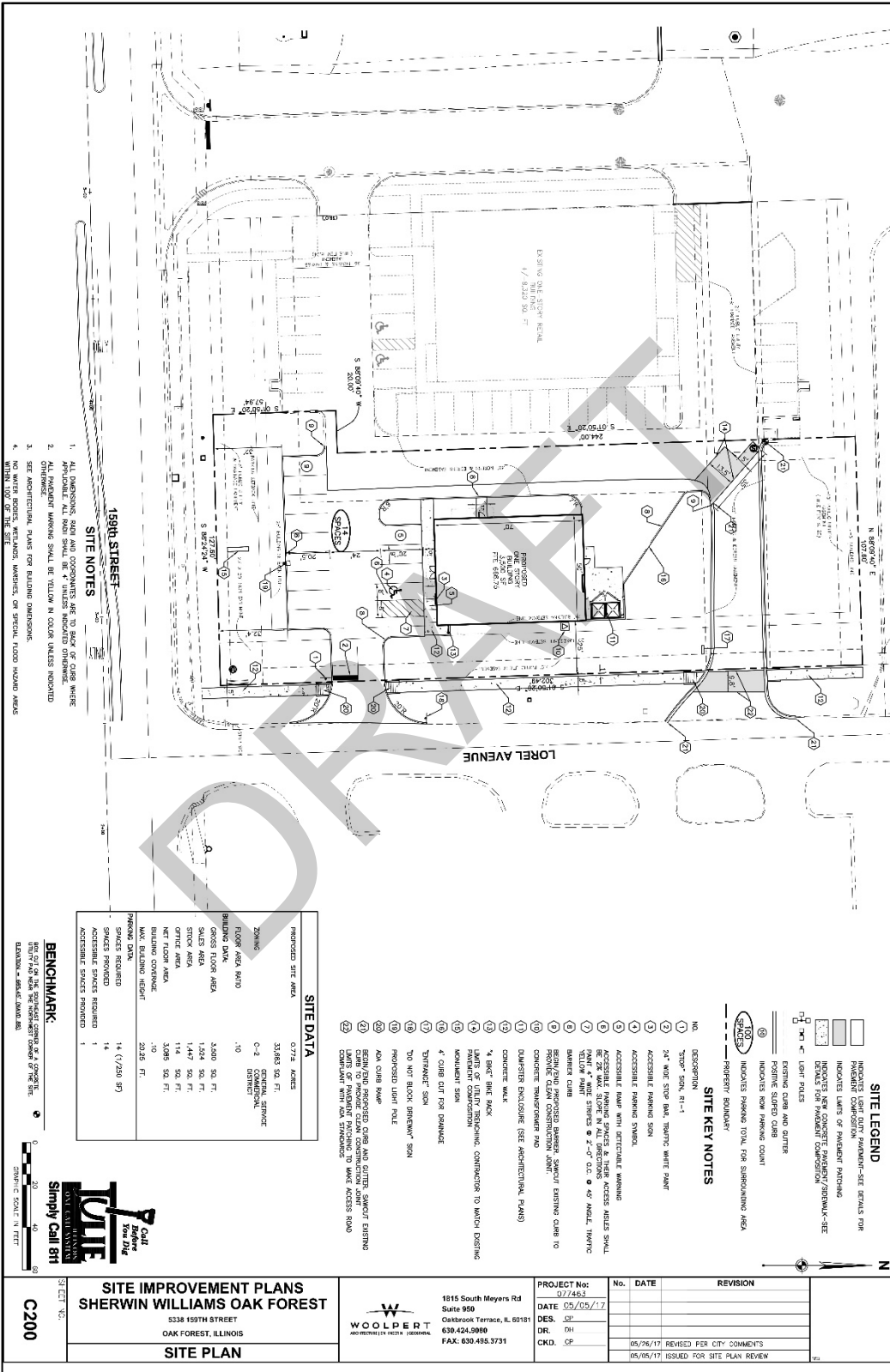
ABSENT: (___)

ABSTAIN: (___)

_____, Chairman
Oak Forest PZC

DRAFT

EXHIBIT A
Site Plan



- SITE NOTES**
1. ALL DIMENSIONS, ROOM AND COMPONENTS ARE TO BACK OF CURB WHERE APPLICABLE.
 2. ARCHITECTURAL FINISH SHALL BE INDICATED BY DIMENSIONAL FINISHES.
 3. SET ARCHITECTURAL PLANS FOR BUILDING PERMITS.
 4. NO WATER BODIES, WETLANDS, MARSHES, OR SPECIAL FLUID HAZARD AREAS WITHIN TOP OF THE SITE.

SITE DATA

PROPOSED SITE AREA	0.77± ACRES
ZONING	O-2
FLOOR AREA RATIO	0.70
BUILDING DATA	
ORIG. FLOOR AREA	3,800 SQ. FT.
NET FLOOR AREA	1,147 SQ. FT.
OFFICE AREA	1,147 SQ. FT.
NET FLOOR AREA	3,095 SQ. FT.
BUILDING COVERAGE	.10
MAX. BUILDING HEIGHT	20.25 FT.
PARKING DATA	
SPACES REQUIRED	14 (1/250 SF)
SPACES PROVIDED	14
ACCESSIBLE SPACES PROVIDED	1

- SITE KEY NOTES**
1. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 2. ACCESSIBLE PARKING SIGN
 3. ACCESSIBLE PARKING SYMBOL
 4. ACCESSIBLE PARKING WITH DETECTABLE MARKING
 5. ACCESSIBLE PARKING SPACES & TRAILER ACCESS AREAS SHALL HAVE 4" WIDE STRIPES @ 2'-0" O.C. @ 45° ANGLE, TRAFFIC YELLOW PAINT
 6. BARRIER CURB
 7. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 8. CONCRETE TRANSVERSE (SEE ARCHITECTURAL PLANS)
 9. CONCRETE WALK
 10. 1/4" BEECH SINE PAINT
 11. 1/4" BEECH SINE PAINT, COMPANION TO MATCH EXISTING MONUMENT SIGN
 12. 4" CURB CUT FOR DRIVEWAY
 13. TRIPWIRE SIGN
 14. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 15. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 16. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 17. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 18. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 19. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 20. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 21. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT
 22. 2" WIDE STOP BAR, TRAFFIC WHITE PAINT

- SITE LEGEND**
- INDICATES EXISTING CONSTRUCTION
 - INDICATES NEW CONSTRUCTION
 - INDICATES NEW CONCRETE PAVEMENT/PAVEMENT-K-SEE DETAILS FOR PAVEMENT CONSTRUCTION
 - INDICATES EXISTING CURB AND GUTTER
 - INDICATES EXISTING LIGHT POLES
 - INDICATES NEW PARKING SIGN
 - INDICATES PARKING TOTAL FOR SURROUNDING AREA
 - PROPERTY BOUNDARY



SITE IMPROVEMENT PLANS
SHERWIN WILLIAMS OAK FOREST
5338 19TH STREET
OAK FOREST, ILLINOIS
SITE PLAN

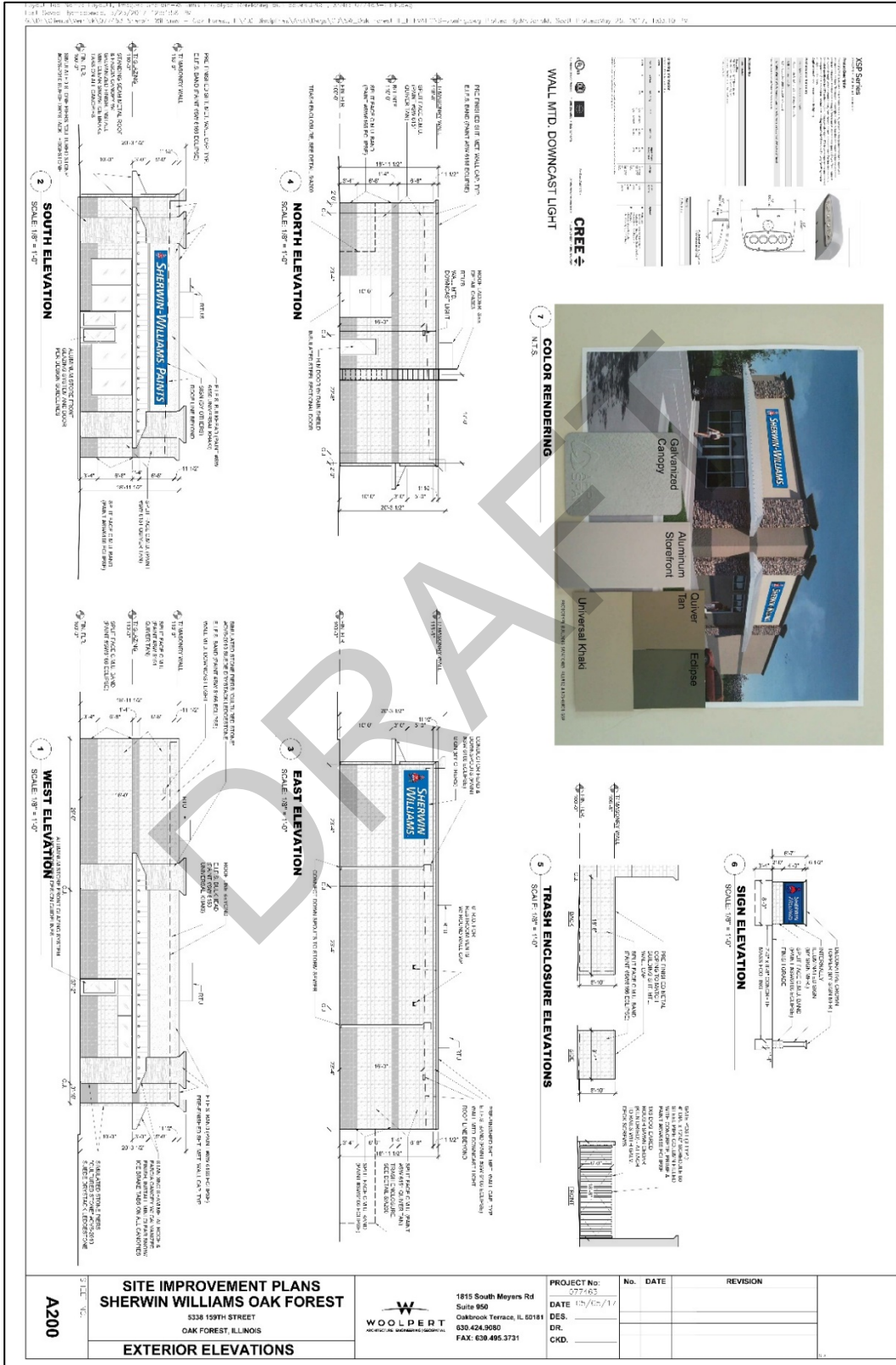
WOOLPERT
ARCHITECTS & ENGINEERS
1615 South Meyers Rd
Suite 950
Oakbrook Terrace, IL 60181
630.424.9886
FAX: 630.485.3731

PROJECT No:	977462
DATE	05/05/17
DES.	CF
DR.	CF
CKD.	CF

No.	DATE	REVISION
1	05/06/17	REVISED FOR CITY COMMENTS
2	05/06/17	ISSUED FOR SITE PLAN REVIEW

C200

EXHIBIT A con't
Elevations



SITE IMPROVEMENT PLANS
SHERWIN WILLIAMS OAK FOREST
5338 159TH STREET
OAK FOREST, ILLINOIS

EXTERIOR ELEVATIONS

A200

WOOLPERT
ARCHITECTS

1818 South Meyers Rd
Suite 800
Oakbrook Terrace, IL 60181
630.424.3080
FAX: 630.495.3731

PROJECT No.	No.	DATE	REVISION
27263			
DATE		12/5/17	
DES.			
DR.			
CKD.			

EXHIBIT B
Findings of Fact

The PZC hereby makes the following findings of fact in reference to the relevant standards provided in the Zoning Ordinance of Oak Forest for the requested Design Review:

Standards and Considerations for Design Review Permit Sec. 11-505 (E)
General Building Design and Relation to Street and Pedestrians

- A. Height, bulk, scale and massing: Overall height and massing of proposed buildings and structures shall be modulated to reduce the appearance of height and bulk.
Met. The proposed split-face CMU with color variation, the simulated stone piers, and the cornice all serve to reduce the appearance of height and bulk.
- B. Roof-lines: Roof-lines shall be designed to generate visual interest.
Met. The proposed cornice feature highlighting the roofline color varying from that of the mass of the building generates visual interest.
- C. Façade: Architectural details in building facades shall provide visual interest and be generally compatible with surrounding buildings and properties.
Met. The proposed primary material of split-face CMU, as accented by the simulated stone piers and complemented by the standing seam metal awning, provide visual interest. The brown split-face CMU band in line with the awning corresponds with that of the Family Dollar building to the east with its red smooth-face CMU band.
- D. Proportion of openings: The size and number of openings (windows, doors, etc.) shall be proportionate to the overall façade.
Met. The proposed elevations include either surface level changes, or articulation, and differences in split-face CMU color to give the appearance of horizontal bands running along the entire building.
- E. Rhythm of entrance porch and other projections: The scale of entrances and other projections shall be designed to relate proportionately to sidewalks and pedestrians.
Met. Both the primary pedestrian entrance on the south façade and the secondary pedestrian entrance on the west façade are framed by simulated stone piers and covered with a galvanized standing seam metal canopy that serves as protection from the elements.
- F. Open spaces: The quality and location of the open spaces between buildings and in setback spaces between the street and façade shall be suitably located in relation to the street, other open spaces and pedestrian ways.
Met. The west side of the proposed building, which faces the adjacent Family Dollar building, is landscaped. The open space between the refuse area to the north of the proposed building is designed and landscaped to serve as a bioswale. The east side of the proposed building, which faces Lorel Avenue, is also landscaped. The setback space between the parking lot and the right of way is also landscaped with the required screening height and density.

Visual Compatibility

- A. Height: The height of proposed buildings and structures as it relates to adjacent buildings.
Met. The proposed building is a single story building, which is similar to adjacent buildings in the block area.
- B. Materials: The quality of materials and their relationship to those in existing structures.
Met. The proposed materials of split-face CMU, simulated stone, and galvanized standing seam metal are considered durable materials and relate to those used in adjacent buildings.
- C. Proportion of front façade: The relationship of the width to the height of the front elevation shall be visually compatible with buildings, public ways, and places to which the building is visually related.
Met. The proposed building and its related site improvements are compatible with adjacent development and generally comply with applicable zoning requirements.
- D. Proportion of openings: The relationship of the width to the height of the windows shall be visually compatible with buildings, public ways, and places to which the building is visually related.
Met. The windows and their relationship to the width and height of adjacent development are visually related.
- E. Rhythm of solids to voids in front facades: The relationship of solids to voids in the front façade of a building shall be visually compatible with buildings, public ways, and places to which it is visually related.
Met. The relationship of solids to voids in the front façade is comparable to that of the adjacent Family Dollar building and is visually compatible with other adjacent development.
- F. Rhythm of spacing and buildings on streets: The relationship of a building or structure to the open space between it and adjoining buildings or structures shall be visually compatible with the buildings, public ways, and places to which it is visually related.
Met. The proposed building and its related site improvements are compatible with adjacent development and generally comply with applicable zoning requirements.
- G. Relationship of materials and texture: The relationship of the materials and texture of the façade shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
Met. The proposed primary material of split-face CMU, as accented by the simulated stone piers and complemented by the standing seam metal awning, are visually compatible with the face brick of the adjacent Family Dollar building. The brown split-face CMU band in line with the awning also corresponds with that of the Family Dollar building to the east with its red smooth-face CMU band.
- H. Roof shapes: The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
Met. The roof shape is a flat parapet roof, as are those of buildings in the area.

- I. Walls of continuity: Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which it is visually related.
Met. The proposed building and its related site improvements appear to form cohesive walls of enclosure along the adjacent streets and are compatible with adjacent development.
- J. Scale of building: The size and mass of building and structures in relation to open spaces, windows, door openings, porches, and balconies shall be visually compatible with the buildings, public ways, and places to which they are visually related.
Met. The height of the parapet wall on each elevation is consistent throughout the entire roofline, and is flat, as are those of buildings in the area.

Overall Site Design and Landscaping

- A. Landscaping and screening: Parking lots, unsightly equipment and service areas shall be screened from public view by means of landscaping, fencing, and/or other means of screening.
Met. The proposed landscaping meets the screening requirements for the parking lot and the refuse area, provided that additional materials are added or relocated along the north side of the refuse area.
- B. Lighting: Exterior lighting shall be architecturally integrated with building style, material and color, and shall not be directed of site.
Met. The proposed lighting is directed downward. Staff suggests decorative, vertical light fixtures that will throw light vertically along the building and further break up the façade at night.
- C. Parking: Automobile access, servicing of the property, and impact on the vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible shall also be reviewed.
Met. The proposed parking meets the code required minimum amount. The circulation patterns are guided with additional signage.

Building and Structure Design Sec. 9-402

- A. Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property.
Met. Overall, the proposed elevations are consistent with the architectural character and scale and is in harmony with neighboring properties.
- B. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use the same materials or those which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
Met. Overall, the proposed materials are suitable in the context of the neighborhood.

- C. Building materials shall be of durable quality.
Met. The proposed primary materials of split face concrete masonry units, simulated stone piers, and standing seam metal roof with galvanized finish are of durable quality.
- D. Brick, other masonry materials or other attractive materials approved by the Design Review Committee shall be used for all sides of all non-residential development, multi-family, duplex, townhouse and other non-single family residential dwelling units, and shall be installed per City Building Code specifications. The use of stucco, EIFS (i.e. dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.
Met. The aforementioned primary materials are acceptable. The proposed sheet metal and EIFS are used only as accents.
- E. Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.
Met. The flat roof with a parapet wall to screen the rooftop mechanicals is the predominant style of the neighborhood, and is accented with a cornice on all sides but the rear. Staff suggests considering continuing the cornice feature to the rear for consistency.
- F. Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.
Met. The building components are consistent with the predominant style of the neighborhood.
- G. Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
Not met. The proposed light fixtures are not decorative in nature.
- H. Signs shall be part of the architectural concept and shall conform to the regulations set forth in Section 9-106 of the Zoning Ordinance.
Met. The size and proportions of the signs appear to be part of the architectural concept. However, the exact dimensions were not included in this review and are for illustrative purposes only. All signs are subject to review and approval in accordance with the aforementioned section of the Zoning Ordinance and require sign permit approval prior to installation.
- I. Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty-five (25) year period.
Met. The color scheme considers the character and quality of the area.