



AGENDA
REGULAR ZONING BOARD MEETING
Public Meeting Room, Village Hall
Tuesday, November 14, 2017
7:00 p.m.

Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need any special services or accommodations.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

- 2.1 Approval of the Minutes of the Joint Meeting of the Zoning Board and Architectural Review Board Held on Wednesday, April 19, 2017.
- 2.2 Approval of the Minutes of the Regular Zoning Board Meeting Held on Tuesday, August 8, 2017.

3.0 GENERAL BUSINESS

- 3.1 A Public Hearing regarding a Temporary Special Use Permit for an Assembly Use on Daniel Wright Junior High School Property, 1370 Riverwoods Road (Ascension of Our Lord Greek Orthodox Church).

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 CITIZEN COMMENTS

7.0 ADJOURNMENT

The Zoning Board will not proceed past 10:30 p.m. unless a motion is made and approved by a majority of the Zoning Board members to extend the meeting one-half hour to 11:00 p.m. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Zoning Board Meeting.



UNAPPROVED Minutes of the **JOINT MEETING OF THE ARCHITECTURAL REVIEW BOARD and ZONING BOARD** held on Wednesday, April 19, 2017, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Architectural Review Board present: Members, Baskin, Gulatee and Kennerly. Zoning Board present: Chairman Manion and Members Kalina, Van De Kerchove, Bichkoff and Udoni.

ABSENT: Architectural Review Board Chairman Grover, Members Baranco, Jenson, Orzeski and Trustee Liaison Hancock. Zoning Board member Bryan Hersch and Trustee Liaison McDonough.

ALSO PRESENT: Village Attorney Adam Simon, Assistant Village Manager/Community & Economic Development Director Adam Letendre and Economic Development Coordinator Tonya Zozulya.

CALL TO ORDER: **Chairman Manion** called the meeting to order at 6:00 p.m.

1.0 Training

Village Attorney Adam Simon presented a Powerpoint presentation in regards to jurisdiction, procedures and public hearings including the powers of the Zoning Board and Architectural Review Board. He further discussed the subjects of due process, public meetings, public hearings, decision making, the Open Meetings Act and ethics.

2.0 Public Comment. (None)

3.0 Adjourn.

There being no further business, Zoning Board Chairman Manion adjourned the meeting at 8:45 p.m.



UNAPPROVED Minutes of the **REGULAR MEETING OF THE ZONING BOARD** held on Tuesday, August 8, 2017 in the Public Meeting Room in the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairman Manion, Members Kalina, Bickhoff. Udoni and Hersh.

STAFF PRESENT: Tonya Zozulya, Economic Development Coordinator, Adam Letendre, Assistant Village Manager/Director of Community & Economic Development.

ABSENT: Member Van de Kerckhove and Trustee Liaison McDonough.

CALL TO ORDER: **Chairman Manion** called the meeting to order at 7:00 P.M.

1.0 ROLL CALL

The roll was called by **Economic Development Coordinator Zozulya** and **Chairman Manion** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes for the Regularly Scheduled Zoning Board Meeting held on Tuesday, April 11, 2017.

Member Kalina moved and **Member Hersh** seconded the motion to approve the minutes of the Regular Meeting of the Zoning Board. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Consideration of a Final Plat of Subdivision for a Proposed 15-lot Manors of Whytegate Single-Family Residential Subdivision, 1700 Riverwoods Road (Arthur J. Greene Construction).

Tonya Zozulya, Economic Development Coordinator, introduced **Jeffrey Greene, President of Arthur J. Greene Construction Company**. **Jeffrey Greene** presented the proposed final plat of subdivision for a 15 lot development with lot sizes ranging from 20,000 to 30,000 square feet with approximately 3 acres of open space and enhanced wet lands. He added the only change from the preliminary plat presented in 2016 to the Zoning Board are some movement of lot lines and street name change, staff is aware of those changes.

Chairman Manion inquired about the path to Whytegate Park that was part of the preliminary plat; **Tim Golata of Arthur J. Greene Construction** stated the plat does show an easement for a path along Riverwoods Road.

Tonya Zozulya stated the Zoning Board approved the preliminary plat on August 9, 2016 and the Village Board approved the preliminary plat on September 12, 2016. She added by Village Code, preliminary plats have a term of 12 months after which time it expires if the final plat is not approved. Staff has made this known to the petitioner, the Village Engineer has approved the draft final plat and

added staff is recommending approval of the final plat of subdivision with the following stipulations/conditions:

- The Village Engineer shall approve the code-required detailed storm water improvement and other engineering plans.
- The developer shall complete step 4 of the code required technical phase regarding individual lot development and permitting.

There being no further comments, **Chairman Manion** sought a motion from the Zoning Board.

Member Kalina moved, seconded by **Member Udoni**, the Zoning Board recommends Village Board approval of the Final Plat of Subdivision for the 15-lot Manors of Whytegate Single-Family Residential Subdivision, with a subdivision code variation for a longer than permitted cul-de-sac length, as depicted in the petitioner's presentation packet, dated August 4, 2017, date stamped received August 4, 2017, subject to the conditions presented in Staff's memorandum and further subject to the following conditions:

- The Village Engineer shall approve the code-required detailed storm water improvement and other engineering plans.
- The developer shall complete step 4 of the code required technical phase regarding individual lot development and permitting.

The motion passed unanimously by voice vote.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS (None)

6.0 CITIZENS COMMENTS (None)

Chairman Manion announced to the Zoning Board this will be his last meeting; adding he has enjoyed his time serving with his colleagues on this Board. Member Kalina stated he will be missed and all members wished him the best.

7.0 ADJOURNMENT

There being no further business, **Chairman Manion** requested a motion for adjournment. **Member Kalina** moved, and **Member Hersh** seconded the motion to adjourn. The meeting adjourned at 7:13 p.m.

Minutes submitted by Carol Lustig, Administrative Assistant, Community & Economic Development Department

**REQUEST FOR BOARD ACTION
Zoning Board
November 14, 2017**

Subject:	Ascension of Our Lord Greek Orthodox Church Special Use, 1370 Riverwoods Road
Action Requested:	Public Hearing regarding a Petition for a Special Use
Petitioner:	Ascension of Our Lord Greek Orthodox Church
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Advisory Board Review:	Zoning Board

Background:

- Ascension of Our Lord Greek Orthodox Church seeks a temporary Special Use to hold religious services, programs and classes on the Daniel Wright Junior High School property at 1370 Riverwoods Road (see attached map). The application is supported by Lincolnshire-Prairie View School District 103, owner of the subject property.
- The underlying zoning of the property is R1 Single Family Residential. Church uses are permitted by Special Use.
- The church is in the process of building an addition to their existing structure at 1207 Riverwoods Road. In the interim, the church seeks a temporary facility for program and services.
- Willow Creek Church received a similar Special Use for the Regal Cinemas in 2015.
- On October 23, 2017, the Village Board reviewed the Special Use request, and referred it to the Zoning Board for a public hearing.



Request Summary:

- As indicated in the attached cover letter, church expects to use the school property for 12-14 months during the construction of their addition.
- The church proposes to lease the school cafeteria for Sunday and Holiday services and religious school.
- Regular Sunday services and programs for adults and children, for up to 250 people, will be scheduled from 8:30 a.m. until 12:30 p.m. Additionally, the church would like to operate Greek language school for up to 55 students on Tuesday evenings during the school year, from 5:45 p.m. until 7 p.m.
- The church indicated they will not require overflow parking and traffic control measures for religious Holidays (see the attached petitioner's presentation packet for a complete list). Easter services will not be held at the school.
- There are 200 parking spaces on the school property which are sufficient to accommodate the church's services given parishioners from within the same family typically ride together.
- Given the church's timeframe of 12-14 months to complete the construction of their addition and possible construction delays, staff believes a Special Use should be considered which provides for a two-year expiration.

- The church is not requesting permanent signage for this location. They would have the ability to use temporary and directional signs, with a Village permit, for special events.
- The petitioner submitted the attached responses to the Findings of Fact for Special Use for consideration by the Zoning Board. The Zoning Board must find each standard has been satisfactorily addressed in order to provide a positive recommendation regarding the Special Use.
- A notice of the public hearing was published in the October 27, 2017 edition of the Daily Herald. The petitioner also provided the required notice to property owners within a 250' radius of the school property.

Recommendation:

Staff recommends approval of the Special Use with the following conditions:

1. The church's Special Use Permit at 1370 Riverwoods Road shall be temporary and expire two years from the effective date of this Ordinance or forty five days from the issuance of a Temporary Certificate of Occupancy for the church's permanent facility at 1207 Riverwoods Road, whichever occurs first.
2. The church's assembly use shall be limited to Sundays, religious holidays, and Tuesdays only.
3. The church's assembly use activities on Sundays shall be limited to the hours of 8:00 a.m. to 1:00 p.m.
4. The church's assembly use activities for the religious holidays shall be limited to the hours described in the petitioner's presentation packet.
5. The church's assembly use activities on Tuesdays shall be limited to the hours of 5:30 p.m. to 7:30 p.m.

Motion:

Having made findings based on facts covered in a Public Hearing held on November 14, 2017, the Zoning Board recommends approval to the Village Board of a Special Use to allow for temporary operations of Ascension of Our Lord Greek Orthodox Church on the Daniel Wright Junior High School property located at 1370 Riverwoods Road, subject to staff's recommendations in the November 14, 2017 staff memorandum, and further subject to. . . .

{Insert any additional conditions or modification desired by the Zoning Board}

Reports and Documents Attached:

- Location map, prepared by MGP GIS Consortium.
- Presentation Packet, prepared by Michael Firsel of Firsel Ross Attorneys at Law, on behalf of the petitioner, dated November 6, 2017.

Meeting History	
Village Board Evaluation (COW):	October 23, 2017
Zoning Board (current):	November 14, 2017



Legend

- Zoning Districts
- Subject Location
- Building
- Parcel Boundary
- Village Boundary

N 1 inch = 236 feet

GIS consortium

LocationMap_Landscape_20170512
JVD, 10/17/2017



2801 LAKESIDE DRIVE, SUITE 207
BANNOCKBURN, IL 60015

MICHAEL D. FIRSEL
MICHAEL E. ROSS
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November 6, 2017

Chairman Brian Bichkoff and
Members of the Zoning Board
of the Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

**Re: Ascension of Our Lord Greek Orthodox Church (the "Church")
application for temporary special use permit for the use of Daniel Wright
Junior High School (the "School") located at 1370 N. Riverwoods Road,
Lincolnshire, Illinois 60069**

Dear Chairman Bichkoff and Members of the Zoning Board:

Our firm represents Ascension of Our Lord Greek Orthodox Church whose current building located at 1207 N. Riverwoods Road, Lincolnshire, Illinois, is currently undergoing major renovations with a new addition being constructed at this location. The Church has entered into an agreement with Lincolnshire-Prairie View School District 103 to allow the Church to utilize the School and its parking lot while the renovation and addition to the existing Church building, located at 1207 N. Riverwoods Road, is being completed. The Church is seeking your recommendation to the Village Board to approve the proposed special use permit.

The Church operates as a Greek Orthodox Church for worship, religious, educational, charitable, and related uses and activities. While the renovation and reconstruction of the Church is taking place, the Church is requesting a special use permit for a period of up to the earlier of (a) forty-five days after a Certificate of Occupancy is issued, or (b) twenty-four months from the date of issuance of the special use permit. The request for the special use permit is to allow the Church to temporarily use a portion of the School for its Sunday religious services, its holiday religious services set forth on Exhibit A, attached, and religious school. Easter services will not be held at the School. The Church will be leasing the School "cafetorium" for its religious and holiday services. The Church is requesting special use hours on Sundays mornings between 8:00 a.m. and 1:00 p.m., which will include a maximum of approximately 250 people. During Sunday adult services, a separate service and religious programs will be conducted for up to 55 children (included in the 250 people referenced above) in up to five school classrooms. During the regular



Chairman Brian Bickhoff and
Members of the Zoning Board
of the Village of Lincolnshire
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public school year only, there will be Greek language school one evening a week (Tuesday) from 5:30 p.m. to 7:30 p.m. for up to 55 students in five classrooms.

Thank you for your consideration in this matter.

Very truly yours,

A handwritten signature in blue ink that reads 'Michael D. Firsell'. The signature is written in a cursive style with a large initial 'M'.

Michael D. Firsell
Attorney and Agent for
Ascension of Our Lord Greek Orthodox Church



Chairman Brian Bichkoff and
Members of the Zoning Board
of the Village of Lincolnshire
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EXHIBIT A

HOLIDAY SERVICES

1. December 24, 2017 for 5:00 p.m. Christmas Vespers (4:30-6:30 p.m.)
2. December 25, 2017 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
3. January 1, 2018 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
4. January 6, 2018 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
5. December 24, 2018 for 5:00 p.m. Christmas Vespers (4:30-6:30 p.m.)
6. December 25, 2018 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
7. January 1, 2019 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
8. January 6, 2019 for 7:30 a.m. Orthros & Liturgy (7:00 a.m.-1:00 p.m.)
(regular Sunday service)

MICHAEL D. FIRSEL
MICHAEL E. ROSS
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November 6, 2017

Chairman Brian Bickhoff and
Members of the Zoning Board
of the Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

**Re: Ascension of Our Lord Greek Orthodox Church
(the "Church") application for temporary Special Use Permit at Daniel Wright
Junior High School (the "School") located at 1370 N. Riverwoods Road,
Lincolnshire, Illinois 60069**

FINDINGS OF FACT FOR SPECIAL USE

1. *The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject premises for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located.*

The special use will have no impact whatsoever on the use and enjoyment of other property in the immediate vicinity of the School, nor will the special use diminish or impair the property values within the neighborhood in which it is to be located. The special use is for the Church to temporarily hold its religious services and school classes in the School, all at such times as there are no regular School classes in session, and the School parking lot is not being otherwise utilized. The 200 car School parking lot is more than adequate for 100% of the Church attendees to park their vehicles, and no on-street parking will be utilized.

2. *The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*

Correct. The Church will not have any outdoor activities (other than the use of the School parking lot). Nothing is being constructed at the School by the Church as it is utilizing the already existing space at the School



Chairman Brian Bichkoff and
Members of the Zoning Board
of the Village of Lincolnshire
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- 3. Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.*

Correct. Nothing is being constructed at the School by the Church as it is utilizing the already existing space in the School and the existing School parking lot.

- 4. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*

Correct. Church attendees will utilize the School's existing points of ingress and egress. In addition, the Church services and Sunday school occur only on Sunday mornings when traffic on Riverwoods Road is very light. Tuesday evening Greek language school has approximately 55 students attending with hours from 5:30 p.m. until 7:30 p.m.

- 5. The proposed special use is not contrary to the objectives of the Official Comprehensive Plan of the Village as amended.*

The Church is a permitted use under the existing R-1 zoning which is the zoning for the School.

- 6. The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be varied pursuant to Section 6-14-9 of this Chapter.*

Correct. The special use will fully conform to the applicable regulations of the district in which it is located.

Prepared by:

Michael D. Firsell
Attorney and Agent for Ascension of Our Lord Greek Orthodox Church

Daniel Wright Junior High School

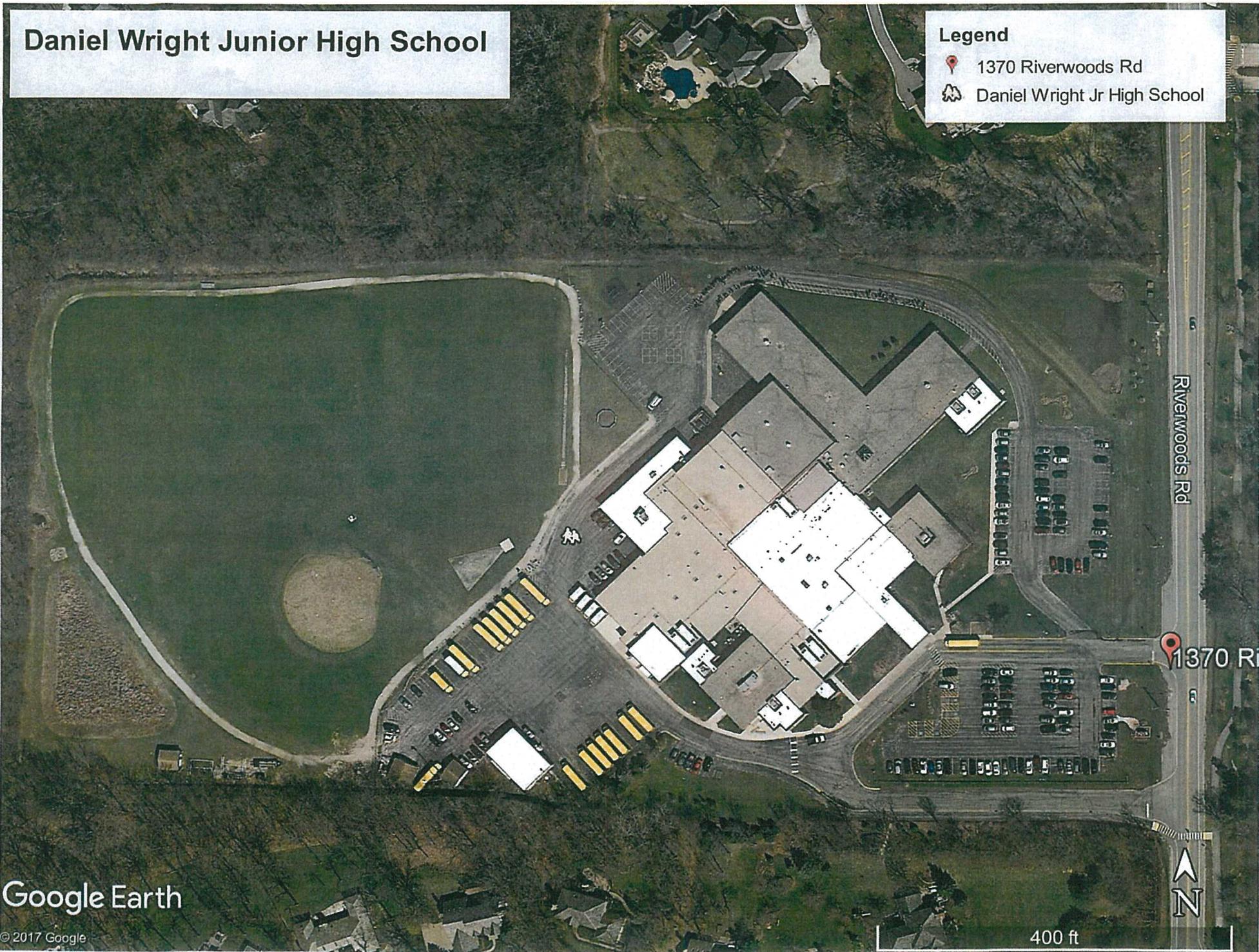
Legend

-  1370 Riverwoods Rd
-  Daniel Wright Jr High School

Google Earth

© 2017 Google

400 ft



Daniel Wright Junior High School
 1370 Riverwoods Road
 Lincolnshire, IL 60069

8/30/2017

Ascension
 Sunday Services
 and
 Classrooms

- Cafeteria
- Rooms 202, 203, 204, 210

