



# Village of Lincolnwood Plan Commission

*Special Meeting*  
**Wednesday, January 10, 2024**  
**7:00 P.M.**

*in the*  
**Gerald C. Turry Village Board Room**  
**Lincolnwood Village Hall - 6900 North Lincoln Avenue**

## Meeting Agenda

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Minutes**  
December 6, 2023, Meeting Minutes
4. **Case #PC-01-24: 7120 North Ridgeway Avenue – Special Use and Variations Related to the Operation of a Community Center**  
**Request:** Consideration of a request by Raffi Arzoumanian, petitioner, on behalf of Upward Community, property owner, for the following approvals related to the operation of a “community center” at the property commonly known as 7120 North Ridgeway Avenue: 1) approval of a Special Use pursuant to Table 4.01.1 of the Zoning Ordinance to allow for the operation of a “community Center” in the M-B Light Manufacturing/Business zoning district; 2) a Variation from Section 7.06(6) to reduce the minimum required width of a two-way drive aisle from 24 feet to 20 feet, and 3) a Variation from Section 7.10 to reduce the minimum required off-street parking capacity from 22 spaces to 11 spaces. The Plan Commission may also consider any additional relief that may be discovered during the review of this case.
5. **Next Regular Meeting: Wednesday, February 7, 2024**
6. **Public Comment**
7. **Adjournment**

Posted: January 5, 2024



*Draft* **MEETING MINUTES  
OF THE  
PLAN COMMISSION  
December 6, 2023 – 7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL  
6900 NORTH LINCOLN AVENUE  
LINCOLNWOOD, ILLINOIS 60712**

**Present:** Chairman Mark Yohanna, Commissioners Steven Jakubowski, Adi Kohn, Mark DeAngelis, and Sue Auerbach

**Absent:** Commissioners Henry Novoselsky and Don Sampen

**Staff Present:** Planning and Economic Development Manager Doug Hammel, Community Development Director Scott Magnum, Community Development Coordinator Marcos Classen, Village Trustee Atour Sargon, and Village Attorney Greg Smith

**I. Call to Order**

Chairman Yohanna noted a quorum and called the meeting to order at 7:01 pm

**II. Pledge of Allegiance**

**III. Approval of Minutes**

*Motion to approve the November 1, 2023, Plan Commission Minutes was made by Commissioner DeAngelis and seconded by Commissioner Kohn.*

*Aye: Kohn, DeAngelis, Auerbach, and Yohanna*

*Nay:*

*Abstain:*

*Motion Approved: 4-0*

Commissioner Jakuboski arrived at 7:03 pm

**IV. #PC-14-23: 4517 West North Shore Avenue, 4525 West North Shore Avenue, and 6647 North Kolmar Avenue – Preliminary Plat of Subdivision and Consolidation**

Planning and Economic Development Manager Doug Hammel went over the preliminary plat of subdivision request that would include the modification of lot lines for three properties. The

owners of 4517 West North Shore Avenue and 4525 West North Shore Avenue co-purchased the property on 6647 North Kolmar Avenue with the intent to subdivide the property between the two homeowners. All properties are in the R-2 Residential zoning district.

There would be a multi-step approval process based on Section 16-4 of the Village Code. The three approvals being requested were:

1. Approval of the Preliminary Plat of Subdivision in accordance with Section 16-4-4 of the Subdivision Ordinance.
2. Approval of a Subdivision Variation related to Section 16-5-2(B) of the Subdivision Ordinance. The ordinance states that lots should have four sides. The Plat of Subdivision would result in a lot with 6 sides.
3. Approval of a Subdivision Variation from Section 16-5-6(B)(1) related to unburied utilities. This states that all overhead utilities on a property subject to an application for approval of a subdivision, should be buried. The Petitioners requested a Variation from this requirement so that the overhead lines could remain in place.

Mr. Hammel reviewed the exiting utility easement that currently exists between the North Shore properties and the Kolmar property. If the Plat of Subdivision were to be approved, the easement and overhead utilities would run through the expanded backyard of the North Shore properties. Staff confirmed with the Village Engineer that there is no Village provision prohibiting this request. Additionally, the Petitioner provided details on their communication with ComEd, stating that ComEd had no issue with the easement running through the property.

Mr. Hammel explained the existence of a single-family residence at 6647 N Kolmar that would straddle the lot line of the North Shore properties should the subdivision be approved. He stated that staff recommended the Kolmar residence be demolished before the Plat of Consolidation is recorded.

The impact of regulations based on lot area was reviewed. The proposed increases in lot size would allow 4517 and 4525 W North Shore to expand the size and gross floor areas of the homes. Despite this increase, the amount of impervious surface for the plat of consolidation would be the same as the current impervious surface percentage between the three properties, 60%.

Mr. Hammel reviewed subdivision variation standards and stated that the Petitioner provided answers to a list of questions (provided to each Commissioner during the meeting) about these standards and criteria.

Mr. Hammel reviewed the changes to required setbacks should the plat of subdivision be approved. The minimum setback on the East and West lot lines for 4517 and 4525 W North Shore would be reduced and the minimum setback to the South of each property would increase.

Mr. Hammel clarified that as long as the easement remains in its current location, it would limit the ability to develop the southern portion of the lot.

**Petitioners:** Mr. Jason Schwartz, 4525 North Shore Avenue owner

Chairman Yohanna asked the Petitioner about plans for the utility lines. Mr. Schwartz stated that the intent of both property owners is to bury the lines. He stated that they plan to put a request in with ComEd as soon as the Plat of Subdivision is approved.

Commissioner Auerbach asked Mr. Schwartz about other parties that may be associated with the easement. He stated that his understanding was that the easement is only for the power with ComEd, but that he would check with responsible parties.

There was discussion about different scenarios of the utility lines being put underground and which parties would be affected.

Commissioner Auerbach asked Mr. Schwartz if he buries the line, would he want to get rid of the easement in a couple years. Village Attorney Hart Passman clarified that the Village does not know the original source of the easement so he did not presume that was something the Village could decide on.

Chairman Yohanna explained to Mr. Schwartz that Staff recommended that the property at 6647 Kolmar Avenue be demolished prior to the Plat of Subdivision. Mr. Schwartz explained that he would like to have confirmation of approval of the Plat of Subdivision and Consolidation before he demolishes the Kolmar property. Mr. Hammel clarified that the agreement to the demolition before the plat of subdivision is to ensure the proper legal sequence of events takes place.

Chairman Yohanna asked if they should make a condition about the burying of the utilities. Mr. Hammel explained that if the Commissioners want to require the utilities to be buried, they should discuss if they would want to offer preliminary approval of the Plat with that issue to be addressed before the approval of the final Plat, or if they would want an answer about moving the utilities underground before the approval the Plat.

Chairman Yohanna asked the Commissioners if the approval of a 6-sided lot brought up any concerns. None of the Commissioners had concerns.

***A motion was made by Commissioner DeAngelis to recommend approval of the preliminary plat of consolidation along with the two variations as requested by the Petitioner.***

***The motion was seconded by Commissioner Auerbach.***

***Aye: Chairman Yohanna and Commissioners Kohn, DeAngelis, Auerbach, and Jakubowski***  
***Nay:***

***Abstain:***

***Motion Approved: 5-0***

This matter will go to the Village Board on December 19<sup>th</sup>.

V. **Case #PC-15-23: Zoning Code Text Amendment – Zoning Code Text Amendment – Permitted Hours of Operation for Non-residential Uses within 150 Feet of a Residential Property**

Planning and Economic Development Manager Doug Hammel reviewed the case where business hours are restricted in the Commercial (Business and Office) zoning district and Industrial (Light Manufacturing/Business) zoning district for properties that are located within 150 feet of residentially zoned properties. The zoning ordinance states that the operations of the property should not exceed 7:00 a.m. to 11:00 p.m. without approval of a Special Use.

It was explained that the word “operation” is not defined. In the past, staff has defaulted to define operation as anytime staff are performing tasks in a space (not including security). That interpretation includes preparatory and clean-up operations. However, there have been cases recently seeking approval to allow preparatory and clean-up operations outside of the specified operation hours.

Mr. Hammel reviewed how peer communities address the issue. He stated that some communities identify specific permitted hours of operation for individual uses, some offer relief from limited hours of operation through the Special Use approval process, and some explicitly identified certain activities that are permitted outside of established hours of operation. No communities stated a definition for “operation.”

Mr. Hammel identified four options for how the Commissioners could approach the situation. Either defining public versus non-public hours, primary versus secondary activities, internal versus external activities, or focusing on what is not permitted versus what is permitted.

Mr. Hammel requested discussion on the following questions: Are there certain activities that should be exempt from limitations regarding hours of operation? Are there certain activities or operational characteristics that should be explicitly identified as being subject to limitations regarding hours of operation? Are there categorical characteristics (i.e. public hours versus non-public hours, internal versus external activities) that could be used as a framework for applying limitations regarding hours of operations?

**Public members to speak:**

Jasen Euler, Chief Operating Officer Scott Harris Hospitality

Hobert Whitworth, Director of Operations at Fat Rosies

Mr. Euler spoke in favor of expanded hours of operation. He stated that the process was lengthy and a hurdle for businesses. He explained that no other community that he has worked with has included preparatory activities in the hours of operation.

Commissioner DeAngelis suggested expanding the list of exceptions to the operational time frame and adding different operation definitions for each zoning classification.

Mr. Hammel reminded the Commissioners that they had been in agreement that prep, and clean-up activities should not be included in the hours of operations and that the Trustees had agreed. However, a discussion should be had to decide where to draw the line and provide text to limit ambiguity in the process.

There was some discussion on adjusting the 150 ft. requirement to start at lot lines or the building area. This discussion was ended as it was not included in the issue brought forth to the Commission.

There was discussion about removing the hours of operations or expanding them and then regulating the activity. Commissioner DeAngelis suggested removing the hours of operation restrictions and to regulate any nuisances that come up related to noise, light, etc. Commissioner Auerbach stated she did not want to take away the hours of operations.

Mr. Hammel stated that the provisions established for a Special Use approval could remain intact, but with a heightened level of scrutiny on external impacts could be added to the zoning ordinance. Meaning if a business does not have external impacts, they would not have to get a Special Use.

Director Mangum suggested that the word “operation” be changed to “hours of operation” or “open to the public.” Commissioner DeAngelis suggested that would be appropriate for commercial businesses but suggested using “production operations” for manufacturing/light industrial uses.

Mr. Hammel asked if the Commissioners wanted to identify distinct external activities that cannot happen from 11:00 p.m. to 7:00 a.m. or restrict all external activities which would prohibit things like deliveries and taking out garbage. However, garbage delivery and pick-up times are already regulated to 7:00 a.m. to 9:30 p.m. The Commissioners then discussed restrictions on deliveries.

There was consensus from Commissioners that for Section 4.07(15), which is applicable to uses in the Business and Office zoning districts, would have an amendment that would maintain the limitation on hours for being open to the public and allowing delivery vehicles, but would allow activities that are not open to the public without a Special Use permit. For Section 4.08(4), which is applicable to uses in the Light Manufacturing/Business zoning district, the amendment would maintain the limitation on hours for regular business and manufacturing activities, including the arrival or departure of delivery vehicles, but would allow for less intensive administrative activities without a Special Use permit.

***A motion was made by Commissioner Jakubowski to recommend that Sections 4.07(15) and 4.08(4) be amended for properties located with 150 feet of a residentially zoned or residentially***

*used property. It is recommended to restrict the hours during which businesses in the B Business and O Office districts can be open to the public to 7 AM to 11 PM; restrict the hours during which businesses in the M-B Light Manufacturing/Business district can conduct regular business or manufacturing activities to 7 AM to 11 PM; and restrict the arrival or departure of delivery vehicles in the B Business, O Office, and M-B Light Manufacturing/Business districts to 7 AM to 11 PM.*

*The motion was seconded by Commissioner DeAngelis.*

*Aye: Chairman Yohanna and Commissioners Kohn, DeAngelis, Auerbach, Jakubowski  
Nay:*

*Abstain:*

*Motion Approved: 5-0*

This matter will go to the Village Board on December 19<sup>th</sup>.

## **VI. Case #PC-16-23: Zoning Code Text Amendment – Fences in Corner Side Yards where Landscape Screening Exists**

Planning and Economic Development Manager Doug Hammel spoke about the narrow scope of the proposed text amendment to only include fences in corner side yards. He reviewed the text in section 3.13(9)e and section 3.13(11)h stating the current regulations for corner side yards. There have been three recent variation approvals regarding this topic, which triggered the discussion. A condition of all three variations was a landscaping screening component.

Mr. Hammel stated that the discussion should revolve around whether a text amendment should be undertaken to allow fences to encroach into the corner side yard when landscape screening already exists. Minimal changes would be visible from the street, but an option for a greater level of enclosure would be available within the landscape screening.

Related regulations were reviewed, and it was determined that there are instances where residents can put landscape screening up as of right or can seek a special approval to have screening go into the public right-of-way. There are some mechanisms available to residents, but nothing as permissive as what was proposed by the Board.

Mr. Hammel asked the Commissioners the following questions:

- Should fences be permitted in the corner side yard in conjunction with natural screening?
- If so, should such fences be permitted to enclose the entirety of the corner side yard, or only the portion abutting the rear yard?
- What size and design of fence should be permitted? (Currently, a four-foot-tall semi-private fence is permitted along the corner side yard.)
- Should fences be permitted if it requires the installation of new landscape screening, or only in instances in which landscape screening already exists?

There was discussion on the height and the type of fence currently allowed and what should be allowed if there is screening in place.

Commissioner Auerbach stated her support for fences behind provided natural screening and for open fences without the need for natural screening to be allowed.

There was discussion about the question, "Should such fences be permitted to enclose the entirety of the corner side yard, or only the portion abutting the rear yard?" There was consensus that encroachment for the entire length of the corner side yard should be allowed.

For the size and design of the fence, Commissioners agreed that fences encroaching into the corner side yard should be open-style fences.

There was consensus that some landscaping should be required at a short height to soften the edges of the fence, not necessarily screen it from view.

*A motion was made by Commissioner Auerbach to recommend concept C proposed by staff including a height limit of 4 ft, open-style fencing, and natural screening along the outside edge. It is recommended that this would not require special fence approval but be approved administratively.*

*The motion was seconded by Commissioner Kohn.*

*Aye: Commissioners Kohn, DeAngelis, Auerbach, and Jakubowski*

*Nay:*

*Abstain: Chairman Yohanna*

*Motion Approved: 4-0*

This matter will go to the Village Board on December 19<sup>th</sup>

## **VII. Discussion: Update Regarding Past Plan Commission Cases**

Planning and Economic Development Manager Doug Hammel gave updates on previous cases. The Village Board approved a text amendment regarding solar panels, adding regulations that conduits must be hidden. They also added restrictions on the configuration of an array on individual roof planes.

The Village Board approved a text amendment on multi-tenant wall signs to allow them to advertise individual tenants and remove the prohibition that restricted this. On buildings that have multiple frontages, and are entitled to multi wall signs, only one wall sign may be placed on each frontage.

The Board approved the Special Use for 7100 Ridgeway for the charitable foundation.

**VIII. Next Meeting**

The next meeting of the Plan Commission is scheduled for Wednesday, January 3, 2024.

**IX. Public Comment**

Chairman Yohanna announced the opportunity for additional comments from the public. Let the record show that no one came forward.

**X. Adjournment**

*A Motion was made by Commissioner Jakubowski to adjourn the meeting.*

*The motion was seconded by Commissioner Auerbach.*

*Aye: Kohn, DeAngelis, Auerbach, Jakubowski, and Yohanna*

*Nay:*

*Abstain:*

*Motion Approved: 5-0*

The meeting ended at 9:25 pm.

Respectfully submitted,

Marcos Classen  
Community Development Coordinator



## Plan Commission Staff Report

### Case # PC-01-24

January 10, 2024

**Subject Property:**

7120 North Ridgeway Avenue

**Zoning District:**

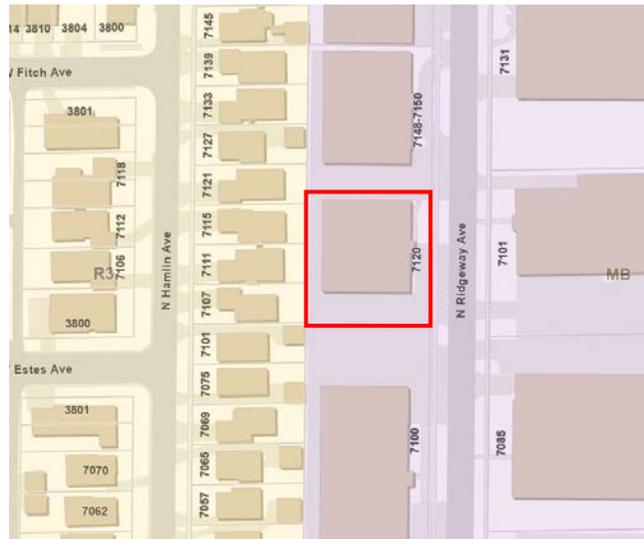
M-B Light Manufacturing and Business

**Petitioner:**

Raffi Arzoumanian, on behalf of Upward Community, contract purchaser, and the Deibel Trust, property owner

**Nature of Request:**

Approval of a Special Use to operate a community center, and Variations related to on-site parking capacity and drive aisle width



**Notification:** Notice was published in the Lincolnwood Review on December 21, 2023, Public Hearing Signs were installed at the subject property, and mailed legal notices dated December 19, 2023, were sent to properties within 250 Feet.

**Background**

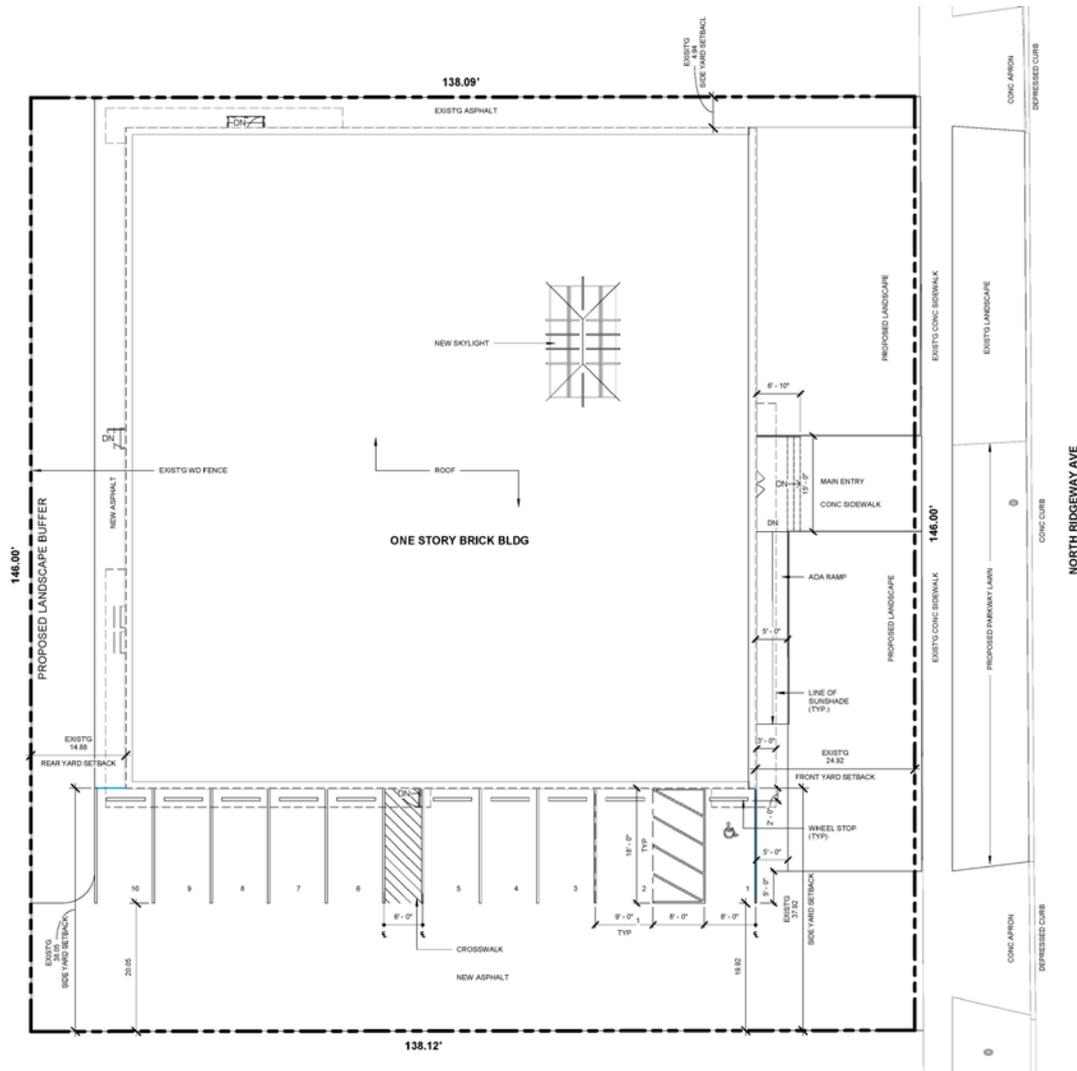
Raffi Arzoumanian, on behalf of Upward Community, contract purchaser, and the Deibel Trust, property owner, seeks approval of a Special Use and Zoning Variations related to the operation of a community center at 7120 North Ridgeway Avenue. The subject property is located in the M-B Light Manufacturing and Business zoning district and has an area of just over 20,000 square feet. It is surrounded on the north, east and south by other properties in the M-B zoning district, and on the west by properties in the R-3 Residential zoning district.

The property currently hosts a one-story structure with a total floor area of approximately 10,000 square feet. Most recently, the property had been used as a laboratory. The site currently includes a total of 15 parking spaces, with four located along the front of the building and accessed directly from Ridgeway Avenue, and 11 located along the south side of the building and accessed from a private drive aisle.

The proposed development plan includes the renovation of the interior of the building to accommodate a reception and waiting area, meeting and conference rooms, consultation rooms, therapy rooms, and administrative offices. These spaces would support the services provided by Upward Community, a provider of services for children, teens and young adults. Those services relate to educational support, youth athletics, parenting and educational training, social skills development, and professional development. Based on the nature of the programming and services provided by the prospective occupant, staff has determined that this use qualifies as a “community center” for the purposes of zoning.

The Petitioner proposes to remove the parking in the front yard in order to accommodate an accessible ramp and landscaping. The parking lot along the south side of the property would be renovated and would include a total of 10 parking stalls. Other exterior improvements include the resizing and replacement of windows, the painting of the existing brick façade, the installation of decorative awnings over sidewalk areas, and the installation of a decorative metal coping along the roofline.

### Proposed Site Plan



*Proposed Interior Floor Plan and Renderings*



### **Required Approvals**

The proposed development plan requires the following zoning approvals:

1. Special Use for the operation of a community center: Table 4.01.1 Permitted and Special Uses in All Zoning Districts establishes that a community center is required to get a Special Use permit for operation in the M-B zoning district. As such, approval of the proposed development plan is subject to the Special Use procedures and standards established in Section 5.17 of the Zoning Ordinance.
2. Variation to reduce the amount of required off-street parking: Section 7.10 of the Zoning Ordinance establishes minimum requirements for the provision of off-street parking spaces. Specifically, it requires that a community center provide a minimum of 2.5 spaces per square feet of gross floor area, as well as three parking spaces per 1,000 square feet of gross floor area for the office portion of the plan. The requirement for each of those components is as follows:
  - Community center: 1,573 square feet X 2.5 spaces/1,000 square feet = 4 spaces
  - Office area: 5,880 square feet X 3 spaces/1,000 square feet = 18 spaces
  - **Total requirement: 22 spaces**The proposed development plan includes a reduction in the amount of existing spaces from 15 to ten. Therefore, a Variation from Section 7.10 is required. (More information regarding the actual expected parking demand is provided in the “Considerations” section of this report.)
3. Variation to reduce the width of the drive aisle: Section 7.06(6) establishes minimum dimensional requirements for drive aisles and parking spaces. Specifically, it requires a minimum width of 24 feet for a two-way drive aisle. However, the development plan shows a drive aisle width of just over 20 feet. Therefore, a Variation from Section 7.06(6) is required. (More information regarding the existing drive aisle width is provided in the “Considerations” section of this report.)

### **Considerations**

The Plan Commission may consider the following when determining the appropriateness of the requested zoning approvals.

#### **Operational Parking Demand**

As noted previously in this report, the Zoning Ordinance requires a total of 22 parking spaces, while the development plan provides ten. As part of their submittal, the Petitioner provided a description of parking demand during various parts of the day and week. That document is provided as an attachment to this report. In summary, that document states the following:

- During traditional office hours, staff and visitors receiving therapy services will total about 20 people.
- From 5 PM to 6 PM, staff and visitors receiving consulting services will total about 14 people.

- The lounge and enrichment area is used by teenagers on Wednesday and Thursday evening between 8:30 PM and 10 PM. On each evening, a total of 20 people are expected to be present.
- Based on these assumptions, it is expected that up to 20 people will be present at the property between 9 AM and 7 PM on Mondays, Tuesdays, and Fridays; and between 9 AM and 10 PM on Wednesdays and Thursdays.

### **Possible Shared Parking Agreement**

The Petitioner made staff aware that the prospective purchaser is exploring an agreement with the owner of 7100 North Ridgeway Avenue. That agreement, if reached, would offset at least some portion of the parking deficit subject to the approval of a Variation from Section 7.10 of the Zoning Ordinance. At the time of drafting this report, staff has not received or had an opportunity to review the terms of that possible agreement. Therefore, even if such an agreement is reached, it should be assumed that the spaces at 7100 North Ridgeway Avenue cannot be counted toward the zoning requirement for the subject property. (Those spaces could be considered as a factor in granting a Variation, but they would not lessen the magnitude of the Variation by being counted toward the required parking.)

When considering the impact of a shared parking agreement, it is important to determine the feasibility of meeting the parking demand of both 7100 North Ridgeway and 7120 North Ridgeway. As stated earlier in this report, the Petitioner anticipated no more than 20 people at the facility at a given time. If it is assumed that each person brings arrives in their own vehicle, that would result in 20 vehicles needing a parking space (as opposed to the 22 spaces required by the Zoning Ordinance). Therefore, the operational deficit would be ten spaces. During the recent approval of a Special Use permit for 7100 North Ridgeway, the Plan Commission heard testimony related to the expected parking demand for the use at that property. 7100 North Ridgeway Avenue has 34 parking spaces, yet they expect to have substantially less demand for parking than what the site can accommodate. If that is indeed the case, there may be ample parking to offer in an agreement with the prospective occupant of 7120 North Ridgeway Avenue.

Staff recommends that the Plan Commission seek additional information regarding the status of an agreement between these property owners, including the number of spaces that would be provided and the terms of voiding the agreement. It may also be appropriate to require the annual reporting of the status of the agreement as a condition of approval of the Zoning Variation related to parking.

### **Existing Drive Aisle Width**

As noted earlier in this report, the Zoning Ordinance requires a width of 24 feet for a two-way drive aisle, while the development plan indicated a width of 20 feet for the drive aisle providing access to the spaces along the south side of the building. It is worth noting that while the configuration of the parking spaces may change slightly to accommodate a building egress, the dimensions of the parking spaces and drive aisle will be consistent with those currently at the property.

**Buffer Along Residential Properties**

The Petitioner is proposing the removal of an asphalt area behind the structure. This will allow for the installation of a landscape buffer as indicated on the proposed development plan. In addition to the proposed landscape buffer, there is currently a six-foot tall fence along the rear lot line of the subject property.



Staff recommends that the Plan Commission seek additional information regarding the nature of the proposed landscape buffer. Depending on testimony from the Petitioner, and based on the nature of the use and when the property would be active, it may be appropriate to consider additional screening to minimize impacts on adjacent residential properties.

**Recent Text Amendment Regarding Community Centers in the M-B Zoning District**

In 2023, the Plan Commission held a hearing regarding permitted and special uses in the M-B zoning district. The Plan Commissions' recommendation, which was ultimately supported by the Village Board, included amending the Zoning Ordinance to allow community centers in the M-B zoning district with the approval of a Special Use permit. While that action did not consider the specific merits or characteristics of the Petitioner's proposal at the subject property, it did indicate an openness to having such a use in the M-B district so long as the Special Use standards established in the Zoning ordinance are satisfied.

**Variation and Special Use Standards**

Sections 5.15(7) and 5.17(4) establish standards to be considered when determining the appropriateness of a requested Variation or Special Use, respectively. Checklists for the use of Plan Commissioners are provided as attachments to this report.

**Public Comment**

At the time of the drafting of this report, staff received one inquiry regarding the requested approval, but no member of the public has provided formal written comment. Any comments received after the distribution of this report will be provided to the Plan Commission during the public hearing.

**Requested Action**

The Petitioner requests approval of the following:

1. A Special Use for the operation of a community center as per Table 4.01.1 Permitted and Special Uses in All Zoning Districts;
2. A Variation from Section 7.10 to reduce the amount of required off-street parking from 22 spaces to 10 spaces; and

3. A Variation from Section 7.06(6) to reduce the width of the drive aisle along the south side of the building from 24 feet to 20 feet.

Based on the testimony of the Petitioner and discretion of the Plan Commission, staff recommends consideration of conditions related to the annual reporting of a parking agreement with one or more neighboring properties, and additional screening along the rear lot line of the subject property abutting residential properties to the west.

**Documents Attached**

1. Special Use Application
2. Variation Application
3. Plat of Survey
4. Site Plan and Turning Movement Diagram
5. Proposed Development Plans
6. Statement of Operations
7. Petitioner Statement of Expected Parking Demand
8. Photos of the Subject Property
9. Relevant Regulations
10. Commissioner Checklist for Special Use Standards
11. Commissioner Checklist for Variation Standards



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402  
[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)

## Public Hearing Application - Special Use and PUD

### SUBJECT PROPERTY

Property Address: 7120 NORTH RIDGEWAY AVE

Permanent Real Estate Index Number(s): 10-35-104-074-0000

Zoning District: MB Lot Area: 20,163 SF FT

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.  
1 STORY MASONRY BUILDING, PARKING, WOOD FENCE IN THE REAR

Are there existing development restrictions affecting the property?  Yes  No  
(Examples: previous Variations, conditions, easements, covenants) If yes, describe: \_\_\_\_\_

### REQUESTED ACTION

- |   |   |
|---|---|
| <input type="checkbox"/> Special Use - Residential                | <input type="checkbox"/> Planned Unit Development (PUD) |
| <input checked="" type="checkbox"/> Special Use - Non-Residential | <input type="checkbox"/> Other                          |

### PROJECT DESCRIPTION

Describe the Request and Project: SPECIAL USE APPROVAL UNDER CURRENT ZONING FOR COMMUNITY CENTER FOR MENTAL HEALTH AND ENRICHMENT

### PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): (List all Beneficiaries if Trust)

Name: SOULU DBA UPWARD COMMUNITY

Address: 3557 W. PETERSON AVE, SUITE 122, CHICAGO, IL 60659

Telephone: (773) 478-6000 Fax: (773) 478-6516 E-mail: rk@upwardcommunitychicago.org

Petitioner: (if Different from Owner)

Name: a+c architects, RAFFI ARZOUMANIAN Relationship to Property: ARCHITECT

Address: 4840 MAIN ST, SKOKIE, IL 60077

Telephone: (847) 829-0801 Fax: (847) 763-8708 E-mail: info@acarchitects.net

## REQUIRED ATTACHMENTS \*

Check Applicable Documents Attached:

Plat of Survey	<input checked="" type="checkbox"/>	Applicable Zoning Worksheet N/A	<input type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	Photos of the Property	<input checked="" type="checkbox"/>
Proof of Ownership	<input checked="" type="checkbox"/>	PDF Files of all Drawings	<input checked="" type="checkbox"/>
Floor Plans	<input checked="" type="checkbox"/>	Elevations	<input checked="" type="checkbox"/>

*\*The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

## COST REIMBURSEMENT REQUIREMENT

*The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the Petitioner and the Property Owner shall be jointly and severally liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.*

*Invoices in connection with this application shall be directed to:*

**Name:** SOULU DBA UPWARD COMMUNITY  
**Address:** 3557 W. PETERSON AVE, SUITE 122  
**City, State, Zip:** CHICAGO, IL 60659

## ATTESTMENT AND SIGNATURE

*I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.*

**PROPERTY OWNER:**

*Rachel Karesh*  
 Signature

SOULU DBA UPWARD COMMUNITY CENTER, RACHEL KARESH

**Print Name**

11.21.2023

**Date**

**PETITIONER: (if Different than Property Owner)**

*Raffi Arzoumanian*  
 Signature

RAFFI ARZOUMANIAN

**Print Name**

11.20.2023

**Date**

## SPECIAL USE STANDARDS

To be approved, each Special Use request must meet certain specific standards. These standards are listed below. After each listed standard, explain how the Special Use request satisfies the listed standard. Use additional paper if necessary.

1. Please explain how the Special Use is necessary for the public convenience at this location and the subject property is deemed suitable for the use. (Please explain in detail)

THE ORGANIZATION PROVIDES VITAL SERVICES TO THE COMMUNITY.

MOST VISITORS RESIDE IN THE GENERAL AREA.

THE CENTRAL LOCATION OF THIS BUILDING PROVIDES A NECESSARY CONVENIENCE TO THE COMMUNITY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please explain how the Special Use is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected.

THE SPECIAL USE IS AN ALLOWED REQUEST UNDER CURRENT ZONING DESIGNATION AND IT IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please explain how this Special Use would not cause substantial injury to the value of other property in the neighborhood in which it is located.

THE SPECIAL USE IF GRANTED WILL IMPROVE THE SITE WITH NEW LANDSCAPE AND THE BUILDING FACADE. THE OVERALL IMPROVEMENTS WILL ENHANCE THE VALUE OF THE OTHER PROPERTIES IN THE NEIGHBORHOOD.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL USE STANDARDS (Continued)**

4. The Special Use is consistent with the goals and policies of the Comprehensive Plan.

THE SPECIAL USE IS PERMITTED UNDER CURRENT ZONING AND IT IS  
CONSISTENT WITH THE GOALS AND POLICIES OF THE  
COMPREHENSIVE PLAN.

5. The Special Use would not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying Zoning District.

THE SPECIAL USE WILL NOT OBSTRUCT THE NORMAL AND ORDERLY  
DEVELOPMENTS AND IMPROVEMENTS OF THE SURROUNDING PROPERTIES  
FOR USES ALLOWED IN THE UNDERLYING ZONING DISTRICT.

6. Please explain how the Special Use is so designed to provide adequate utilities, access roads, drainage, or necessary facilities.

THE SPECIAL USE IS FOR AN EXISTING BUILDING. CURRENTLY, THE  
FRONT YARD WITHOUT CURB CUT IS BEING USED FOR PARKING.  
THE PROPOSED SPECIAL USE INTRODUCES LANDSCAPING IN THE FRONT  
YARD AND PROPOSES PARKING RECONFIGURATION FOR SAFETY AND  
ACCESS. THE DRAINAGE WILL BE IMPROVED BY INTRODUCTION OF  
NEWLY LANDSCAPED AREAS.

7. Please explain how the Special Use is so designed to provide ingress and egress to minimize traffic congestion on public streets.

THE SPECIAL USE DOES NOT MAKE ALTERATIONS TO THE EXISTING  
TRAFFIC PATTERN. TO THE BEST OF OUR KNOWLEDGE THE EXISTING  
TRAFFIC PATTERN DOES NOT CAUSE CONGESTION.



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)

## Public Hearing Application - Variations

### SUBJECT PROPERTY

Property Address: 7120 NORTH RIDGEWAY AVE

Permanent Real Estate Index Number(s): 10-35-104-074-0000

Zoning District: MB Lot Area: 20,163 SF

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.  
1 STORY MASONRY BUILDING, PARKING, WOOD FENCE IN THE REAR

Are there existing development restrictions affecting the property? Yes \_\_\_ No x

(Examples: previous Variations, conditions, easements, covenants) If yes, describe: \_\_\_\_\_

### REQUESTED ACTION

- |  |  |
|--|--|
| <input type="checkbox"/> Variation - Residential                   | <input type="checkbox"/> Variation - Signs/Special Signs |
| <input type="checkbox"/> Variation - Non-Residential               | <input type="checkbox"/> Minor Variation                 |
| <input checked="" type="checkbox"/> Variation - Off-Street Parking | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Variation - Design Standards              |  |

### PROJECT DESCRIPTION

Describe the Request and Project: PARKING REDUCTION AND DRIVE AISLE WIDTH REDUCTION FOR PROPOSED COMMUNITY CENTER FOR MENTAL HEALTH AND ENRICHMENT

### PROPERTY OWNER/PETITIONER INFORMATION

**Property Owner(s):** *(List all Beneficiaries if Trust)*

Name: SOULU DBA UPWARD COMMUNITY

Address: 3557 W. PETERSON AVE, SUITE 122, CHICAGO, IL 60659

Telephone: (773 ) 478-6000 Fax: (773- ) 478-6515 E-mail: rk@upwardcommunitychicago.org

**Petitioner:** *(if Different from Owner)*

Name: a+c architects, RAFFI ARZOUMANIAN Relationship to Property: ARCHITECT

Address: 4840 MAIN ST, SKOKIE , IL 60077

Telephone: (847 ) 829-0801 Fax: (847 ) 753-8708 E-mail: info@acarchitects.net

## NOTICE OF REASONABLE ACCOMMODATION PROCESS

*An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.*

## REQUIRED ATTACHMENTS \*

Check all Applicable Documents:

Plat of Survey	_____	Applicable Zoning Worksheet N/A	_____
Site Plan	_____	Photos of the Property	_____
Proof of Ownership	_____	PDF Files of all Drawings	_____
Floor Plans	_____	Elevations	_____

*\*The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

## COST REIMBURSEMENT REQUIREMENT

*The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the Petitioner and the Property Owner shall be jointly and severally liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.*

*Invoices in connection with this application shall be directed to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

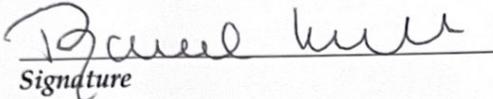
City, State, Zip: \_\_\_\_\_

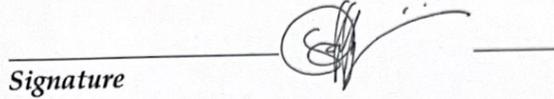
**ATTESTMENT AND SIGNATURE**

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

PETITIONER: (if Different than Property Owner)

  
Signature

  
Signature

SOULU DBA UPWARD COMMUNITY, RACHEL KARESH

RAFFI ARZOUMANIAN

Print Name

Print Name

11.29.2023

11.29.2023

Date

Date

**VARIATION STANDARDS**

To be approved, each Variation request must meet certain specific standards. These standards are listed below. After each listed standard, explain how your Variation request satisfies the listed standard. Use additional paper if necessary.

- 1. The requested Variation is consistent with the stated intent and purposes of the Zoning Ordinance and the Comprehensive Plan.

THE REQUESTED VARIATION IS CONSISTENT WITH THE INTENT AND PURPOSE OF THE ZONING ORDINANCE AND THE COMPREHESIVE PLAN.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced.

THE PROPOSED USE WILL UTILIZE EXISTING BUILDING AND PARKING. LOT AREA IS MAXIMIZED. PART OF THE FRONT YARD IS CURRENTLY USED AS PARKING. THE EXISTING PARKING IS 39.92 FT (EAST) AND 38.05 FT (W) WIDE BY 138.12FT LONG. THE REQUEST IS TO ALLOW TO REUSE EXISTING NON-COMPLIANT PARKING.

\_\_\_\_\_

3. The conditions upon which the petition for the Variation is based would not be applicable generally to other property within the same Zoning District.

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4. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property.

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**VARIATION STANDARDS (Continued)**

5. The alleged difficulty or hardship has not been created by any person presently having an interest in the property.

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6. The granting of the Variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.

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7. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property.

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8. The proposed Variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

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### **SIGN VARIATION STANDARDS**

*For all Sign Variation and/or Special Sign requests, the Applicant shall also complete Questions 9 through 12.*

9. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.

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10. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.

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11. The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any.

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12. The proposed sign conforms with the design and appearance of nearby structures and signs.

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## VILLAGE OF LINCOLNWOOD COMMUNITY DEVELOPMENT DEPARTMENT

### PUBLIC HEARING FEES AND DEPOSIT SCHEDULE

#### Plan Commission

Hearing Type	Hearing Fee*	Hearing Deposit**
Special Use - Non Residential Property	\$500	\$2,000
Special Use - Residential Property	\$250	NA
Reasonable Accommodation	\$250	\$2,000
Text Amendment	\$500	\$2,000
Map Amendment	\$500	\$2,000
Planned Unit Development (PUD) 0 to 5 Acres	\$1,250	\$10,000
Planned Unit Development (PUD) 5 to 10 Acres	\$2,500	\$10,000
Planned Unit Development (PUD) Over 10 Acres	\$3,000	\$10,000
Minor Subdivision	\$250	NA
Major Subdivision	\$500	\$2,000

#### Zoning Board of Appeals

Hearing Type	Hearing Fee*	Hearing Deposit**
Major Variation - Non Residential Property	\$500	NA
Major Variation - Residential Property	\$250	NA
Variation - Off-Street Parking	\$500	NA
Variation - Design Standards	\$250	NA
Minor Variation	\$125	NA
Sign Variation/Special Signs	\$500	NA

\* *Hearing fees are non-refundable.*

\*\* *Hearing deposits shall be applied to out-of-pocket expenses incurred by the Village as the result of the Public Hearing process. If additional costs are incurred, or if no deposit is provided, such out-of-pocket expenses will be billed directly to the applicant.*





**PARKING COMPLIANCE**  
 PARKING PROVIDED: 10 SPACES  
 ADA: 1 SPACES  
 TOTAL PARKING: 11 SPACES  
 REQUIRED PARKING FOR OFFICE USE: 18 SPACES  
 REQUIRED PARKING FOR COMMUNITY CENTER: 4 SPACES

**PARKING DATA FOR OFFICE USE**  
 3 PARKING SPACE REQUIRED / 1000 GSF  
 OFFICE AREA: 5,880 SF.  
 REQUIRED PARKING: (5,880/1000) x 3 = 18 SPACES  
 AREA EXCLUDES:  
 - RESTROOMS  
 - HALLWAYS  
 - EQUIPMENT AREAS: MECHANICAL, TELEPHONE AND ELECTRICAL EQUIPMENT

**PARKING DATA FOR COMMUNITY CENTER USE**  
 2.5 PARKING SPACE REQUIRED / 1000 GSF  
 COMMUNITY CENTER AREA: 1,573 SF.  
 REQUIRED PARKING: (1,573/1000) x 2.5 = 4 SPACES  
 AREA EXCLUDES:  
 - RESTROOMS  
 - HALLWAYS  
 - EQUIPMENT AREAS: MECHANICAL, TELEPHONE AND ELECTRICAL EQUIPMENT

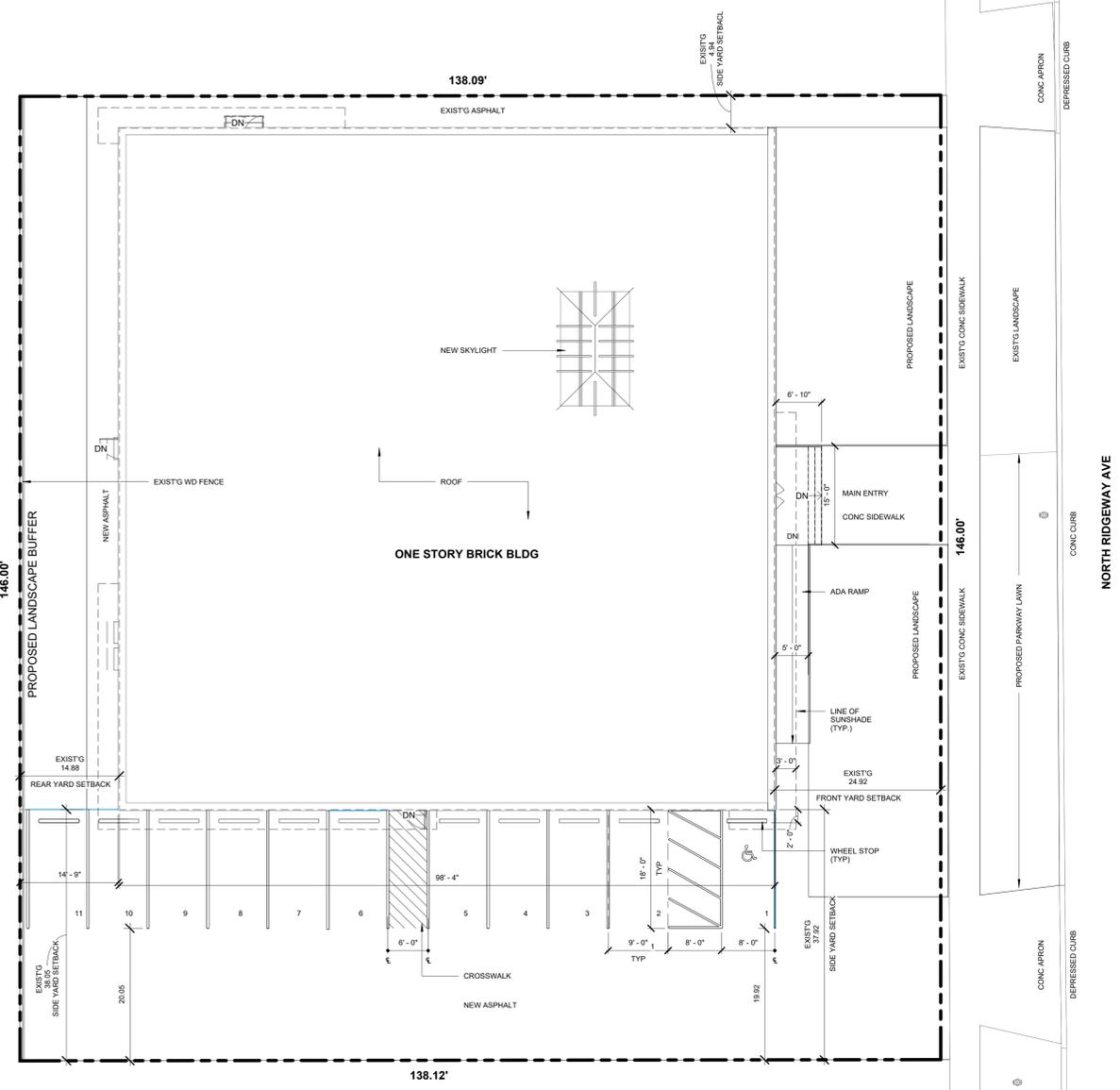


project name:  
**7120 RIDGEWAY**  
 project address:  
**7120 RIDGEWAY  
 LINCOLNWOOD, IL**  
 owner:  
 -  
 consultants:

▲ PRIMARY POINT OF ENTRY  
 ▲ SECONDARY / POSSIBLE POINT OF ENTRY



2 PROPOSED PLAN DIAGRAM  
 1/8" = 1'-0"



1 PROPOSED SITE  
 1" = 10'-0"

issue:  
**SPECIAL USE APPLICATION**

architects notes:

revisions / issues

no.	date	description
11.21.2023	11.07.2023	SPECIAL USE APPLICATION INITIAL MUNICIPAL REVIEW

project: 1114  
 drawn: RA SES JZ  
 checked: JZ  
 scale: AS INDICATED

sheet:  
**PROPOSED SITE PLAN / PLAN DIAGRAM**



architect:  
**aic architects**  
 4840 main street | skokie illinois 60077  
 office 847. 629. 0801 | fax 847. 703. 8708  
 info@aicarchitects.net | www.aicarchitects.net

project name:  
**7120 RIDGEWAY**  
 project address:  
**7120 RIDGEWAY  
 LINCOLNWOOD, IL**  
 owner:  
 -  
 consultants:

issue:  
**SPECIAL USE APPLICATION**  
 architects notes:

revisions / issues

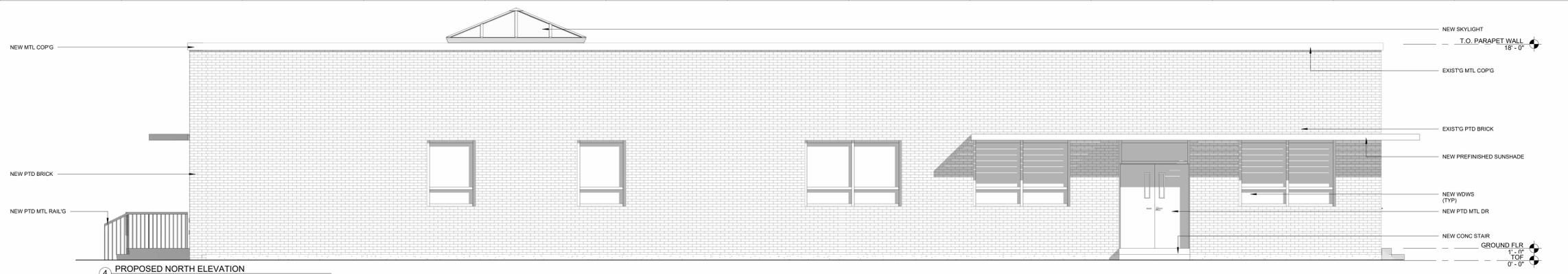
no.	date	description
11.21.2023	11.21.2023	SPECIAL USE APPLICATION
11.07.2023	11.07.2023	INITIAL MUNICIPAL REVIEW

project: 1114  
 drawn: RA SES  
 checked: JZ  
 scale: AS INDICATED  
 sheet:

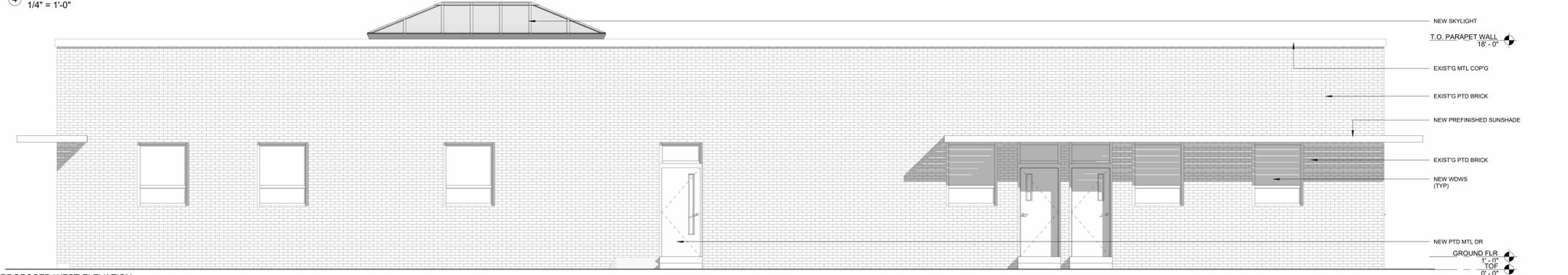
**PROPOSED PLAN**

① PROPOSED FLOOR PLAN  
 1/4" = 1'-0"

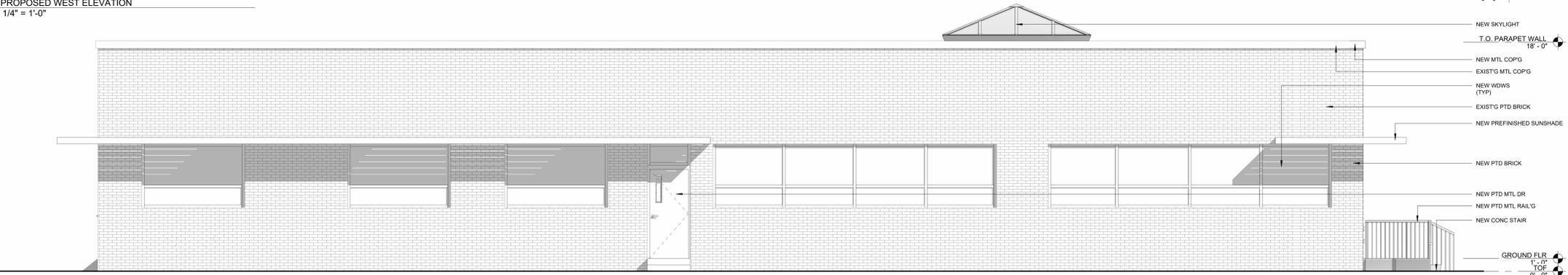
4/8/2023 © aic architects 2023



④ PROPOSED NORTH ELEVATION  
1/4" = 1'-0"



③ PROPOSED WEST ELEVATION  
1/4" = 1'-0"



② PROPOSED SOUTH ELEVATION  
1/4" = 1'-0"



PROPOSED SOUTH EAST CORNER VIEW



PROPOSED FRONT FACADE VIEW



① PROPOSED EAST ELEVATION  
1/4" = 1'-0"

architect:  
**aic**  
architects  
4840 main street | skokie illinois 60077  
office 847. 629. 0801 | fax 847. 703. 8708  
info@aicarchitects.net | www.aicarchitects.net

project name:  
**7120 RIDGEWAY**  
project address:  
**7120 RIDGEWAY  
LINCOLNWOOD, IL**  
owner:  
-

consultants:

issue:  
**SPECIAL USE  
APPLICATION**  
architects notes:

revisions / issues

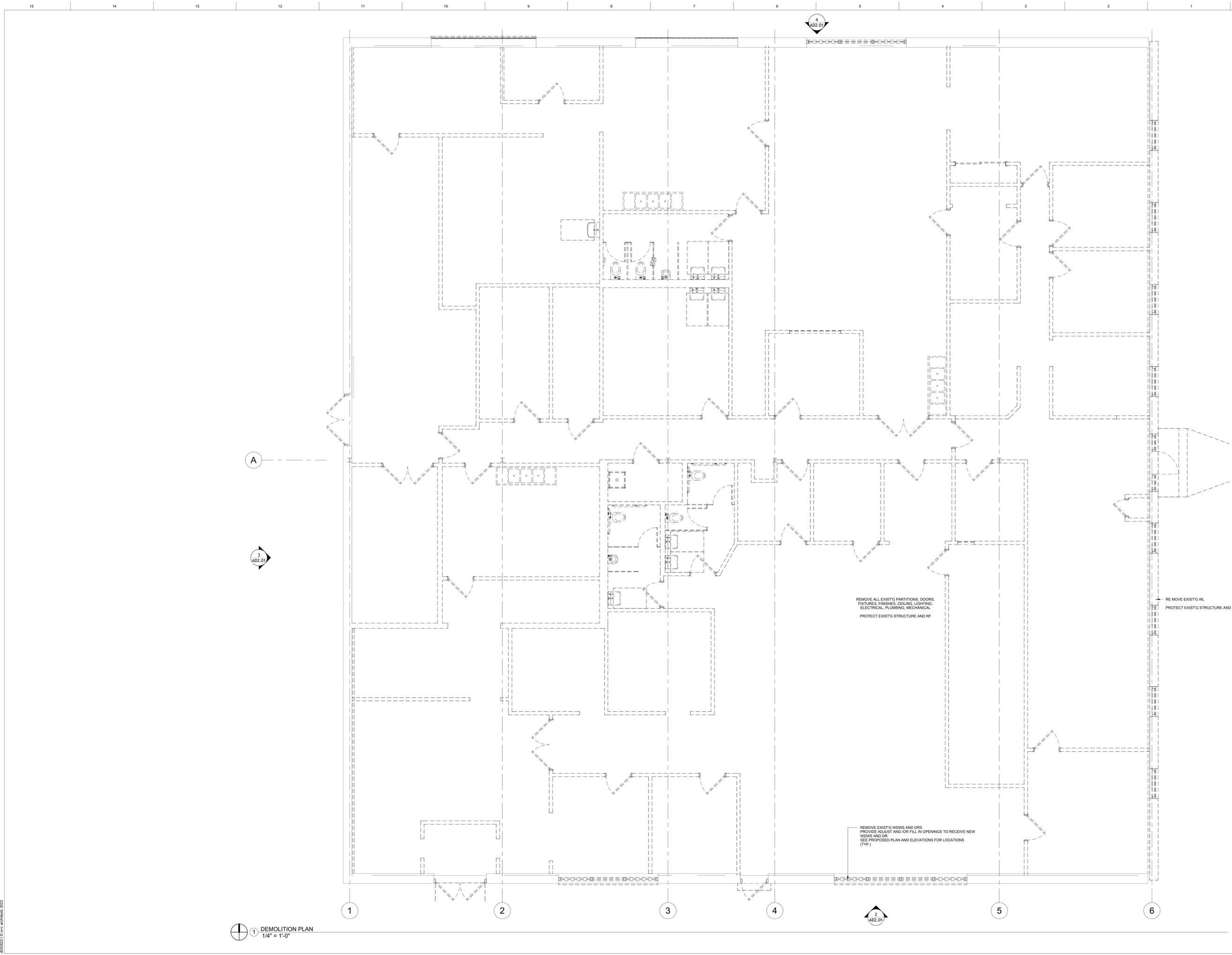
no.	date	description
11.21.2023	11.07.2023	SPECIAL USE APPLICATION INITIAL MUNICIPAL REVIEW

project: 1114  
drawn: SES  
checked: Checker scale: AS INDICATED  
sheet:

**PROPOSED  
ELEVATIONS**

drawing:  
**A2.01**





© a/c architects 2023

1 DEMOLITION PLAN  
1/4" = 1'-0"

architect:  
**a/c architects**  
4840 main street | skokie illinois 60077  
office 847. 629. 0801 | fax 847. 703. 8708  
info@a/carchitects.net | www.a/carchitects.net

project name:  
**7120 RIDGEWAY**

project address:  
**7120 RIDGEWAY  
LINCOLNWOOD, IL**

owner:  
-

consultants:

issue:  
**SPECIAL USE APPLICATION**

architects notes:

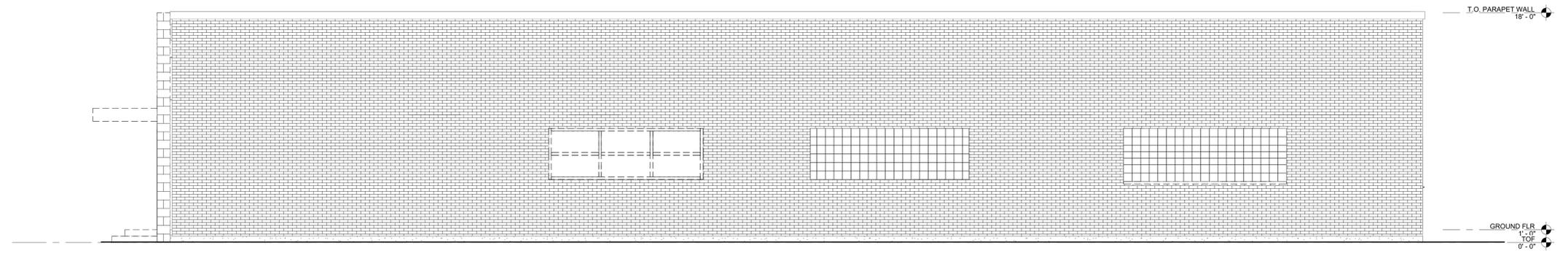
revisions / issues

no.	date	description
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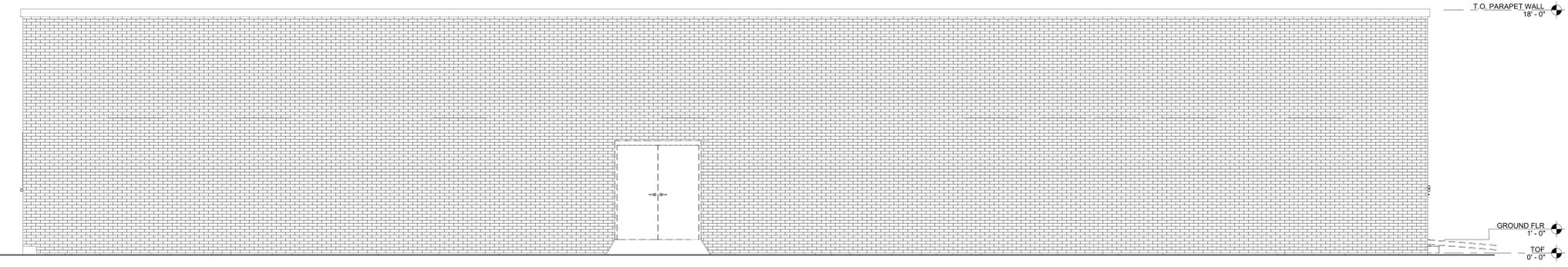
project: 1114  
drawn: JB JZ  
checked: JZ  
scale: AS INDICATED

sheet:  
**DEMOLITION PLAN**

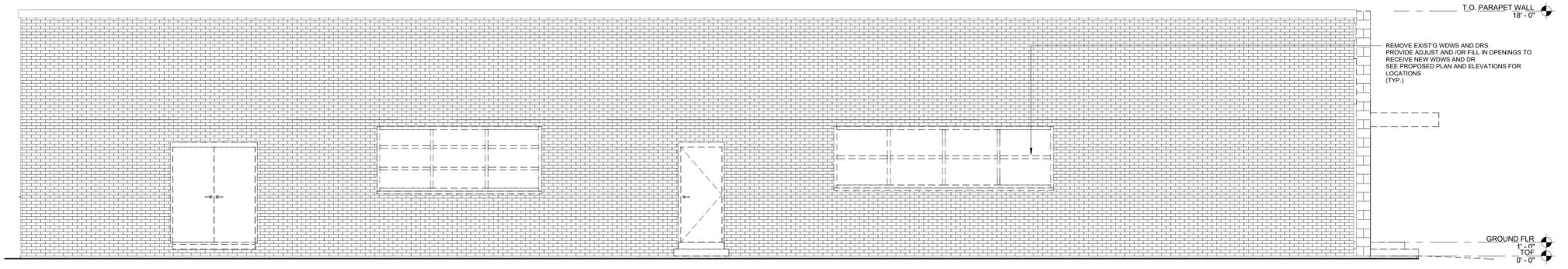
drawing:  
**AD1.01**



4 DEMOLITION NORTH ELEVATION  
1/4" = 1'-0"



3 DEMOLITION WEST ELEVATION  
1/4" = 1'-0"



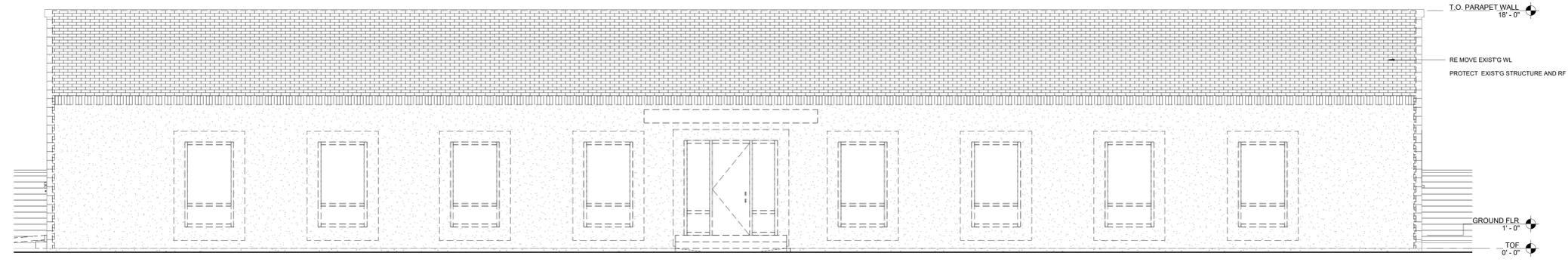
2 DEMOLITION SOUTH ELEVATION  
1/4" = 1'-0"



EXIST'G SOUTH EAST CORNER VIEW



EXIST'G FRONT FACADE VIEW



1 DEMOLITION EAST ELEVATION  
1/4" = 1'-0"

architect:  
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project name:  
**7120 RIDGEWAY**  
project address:  
**7120 RIDGEWAY  
LINCOLNWOOD, IL**  
owner:  
-  
consultants:

issue:  
**SPECIAL USE APPLICATION**  
architects notes:

revisions / issues

no.	date	description
1	11.21.2023	SPECIAL USE APPLICATION

project: 1114  
drawn: JB JZ  
checked: JZ scale: AS INDICATED  
sheet:

**DEMOLITION ELEVATIONS**



## **Our Mission**

Upward Community is committed to developing emotionally healthy children, teens, and young adults. We empower youth by creating safe spaces dedicated to fostering connections and building resilience, while supporting parents and educators as they navigate the challenges of raising children into healthy adults.

Upward Community's mission is fulfilled through our three pillars.

### **Prevention**

The Barry and Harriet Ray Step Up to Healthy Living Curriculum  
School Workshops  
Teacher Trainings  
Community Lectures

### **Enrichment**

LevelUp Lounges  
Upshots Basketball Leagues  
Weekend Retreats Supported by the Walder Foundation  
Upward Expeditions  
Upward Odyssey

### **Intervention**

The Mozes and Helen Stern Upward Counseling Center  
Parent Support Groups  
Social Skills Groups  
Art Therapy Groups  
Professional Development



## **Prevention**

The Barry and Harriet Ray Step Up to Healthy Living Curriculum is a social-emotional learning curriculum currently being taught in ten schools throughout Chicagoland. The curriculum spans thirty weeks and includes over 2,500 pages of material. Upward Community also provides school workshops and community education, and we are proud to have our own podcast called Mental Health Matters. These programs take place off campus.

## **Enrichment**

One of our largest enrichment programs is our LevelUp Lounge, which is utilized by over 300 children each week. The LevelUp Lounge is a safe space for children to come and connect with friends. Our lounge is staffed by positive role models and mentors from our community who are there to support the children and teens who attend. There are currently six lounges, two will be taking place at 7120 N. Ridgeway, with a maximum of fifty participants per night, and the other four will be off campus.

We are proud to have a girls basketball league and boys basketball league. The Upshots Leagues meet once a week for games where volunteer coaches serve as positive mentors. These leagues will take place off campus.

We offer our high school girls a yearly weekend mental health retreat. At our weekend retreat, we feature workshops and expert mental health speakers. This retreat will take place off campus.

Lastly, we provide the community with two summer programs: Upward Odyssey and Upward Expeditions. We have created a model in which each child feels as if the camp was tailor-made for them. These programs will take place off campus.

## **Intervention**

The Mozes and Helen Stern Upward Counseling Center focuses primarily on children dealing with issues such as anxiety, depression, trauma, lack of social skills, substance abuse, and school refusal. We are paneled to accept all PPO insurance plans and



provide a sliding scale option for affordable and quality therapy. The Counseling Center will be located at 7120 N. Ridgeway.

We also provide professional development to teachers, principals, and other community leaders. School teachers and administration often request targeted consultations with our clinical staff to address acute student challenges.

We offer parent support groups to help the parents of our community better connect with their children, while additionally offering Social Skills and Art Therapy groups for children. These groups will take place at 7120 N. Ridgeway.

Additionally, we offer our clinicians opportunities for training in areas such as acceptance and commitment therapy (ACT), cognitive behavioral therapy (CBT), eye movement desensitization and reprocessing (EMDR), internal family systems (IFS), drama therapy, and other trauma trainings. These trainings generally take place online, via zoom or other similar platforms.

**Date: 11/20/2023**

**RE: Description for Upward Community Center - 7120 Ridgeway, Lincolnwood  
parking demand**

The facility has a varied intensity of use during working and evening hours.

Below is our best effort to formalize the use for the purposes of parking load determination. Please note that this is the most intense use in full capacity. The reality is far from perfect, not all therapy rooms are used continuously throughout the day, rarely do 50 people attend the lounge and enrichment activities, and rarely do the consulting rooms have full capacity attendance.

**Offices:**

The total full-time office staff is 10 individuals.

Of those 10 staff members, two of the staff members are present at the facility twice a week 50% of those 10 staff members are also therapists, which means that if they are providing therapy, they are not using their regular offices.

One of the staff works from 9:00 am until 2:00 pm Monday- Thursday

Fridays are work from home day and only the therapists are in the facility.

Based on the above description we are assuming 5 staff members in the facility daily between 9:00 am and 5:00pm.

**Therapy:**

There are 10 therapy rooms proposed. Each therapy room accommodates 2 people during the 1-hour session. The session is attended by a therapist and a guest.

Based on the description of the staff involvement in the therapy sessions, explained under the office heading, we assume 15 persons using the facility from 8:00 am until 7:00 pm

**Consulting rooms:**

There are two group counseling rooms proposed. One consulting room is for adults and the second one for children. The maximum number of people in the adult counseling room is 8 and for the Childrens' room is 6. The consulting rooms are only used after 5:00 pm for a 1-hour session. The parents of the children must wait in the facility during the session.

We are assuming a total of 14 people will use the facility for the consulting services from 5:00 pm until 6:00 during the week.

**Lounge and Enrichment :**

The space is utilized by teenagers of high school age. It is used by boys on Wednesday nights and girls on Thursday nights. The maximum number of individuals using the facility is 50 people. 50% of the attendees are freshman and sophomore; therefore, they are dropped off and picked up or they carpool with older individuals. The juniors and seniors may drive or carpool. The enrichment lounge operates between 8:30 pm to 10:00 pm.

We are assuming 20 people using the facility.

Based on the foregoing description below is our conclusion of the use

<b>Offices:</b>		
Monday through Friday 8:00 am to 5:00 pm:		5
<b>Therapy:</b>		
Monday through Friday 8:00 am to 7:00 pm		15
<b>Consulting room and waiting area:</b>		
Monday through Friday 5:00 pm to 6:00 pm		14
<b>Lounge and enrichment:</b>		
Wednesday 8:30 pm to 10:00 pm		20
Thursday 8:30 pm to 10:00 pm		20
<b>Total:</b>		
Monday through Friday 9:00 am to 5:00 pm		20
Monday through Friday 5:00 pm to 7:00 pm		20
Assumes 6 therapy rooms are in use after 5:00 pm		
Wednesday 8:30 pm to 10:00 pm		20
Thursday 8:30 to 10:00 pm		20



## Attachment #9. Relevant Regulations

### 7.06 General standards for off-street parking facilities.

Off-street parking facilities shall be provided in accordance with regulations hereinafter set forth.

#### (6) Design and maintenance.

- a. Open and enclosed parking spaces. Parking spaces may be open-air or enclosed in a building and shall be accessed by a private drive that meets the following minimum aisle width standards:

Parking Angle	Width (feet)	Length (feet)	One-Way (feet)	Two-Way (feet)
Parallel	9	22	12	20
30°	9	19	12	20
45°	9	19	16	20
60°	9	18	19	20
90°	9	18	20	24
Compact	9	16	20	25

### 7.10 Off-street parking schedule.

Use Category	Required Parking Spaces
<b>Commercial uses</b>	
Office	
Office, general or professional	3 spaces per 1,000 square feet of gross floor area
<b>Miscellaneous/institutional uses</b>	
Community facilities	
Community center	2.5 spaces per 1,000 square feet of gross floor area

## Special Use and Zoning Variation Standards

### 5.15 Major variations.

(7) Standards. In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, there shall be taken into consideration the extent to which the following facts are established:

- a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;
- b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;
- c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;
- d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;
- e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
- g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;
- h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood; and
- i. For variations from Article XI of this Zoning Ordinance:
  - (1) The proposed variation is consistent with the statement of purpose set forth in Section 11.01 of this Zoning Ordinance;
  - (2) The proposed sign complies with any additional standards or conditions set forth in Article XI of this ordinance;
  - (3) The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any; and
  - (4) The proposed sign conforms with the design and appearance of nearby structures and signs.

### 5.17 Special uses.

4. Decisions. The Board of Trustees, upon report and recommendation of the Plan Commission and without further hearing, may approve or deny an application for a special use, or may refer it back to the Plan Commission for further consideration. In determining whether to approve or deny an application for a special use, there shall be taken into consideration the extent to which the following facts are established:
  - a. a. The special use is necessary for the public convenience at that location, and the subject property is deemed suitable for the use;
  - b. b. The special use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;
  - c. c. The special use would not cause substantial injury to the value of other property in the neighborhood in which it is located;
  - d. d. The special use is consistent with the goals and policies of the Comprehensive Plan;
  - e. e. The special use would not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying zoning district;
  - f. f. The special use is so designed to provide adequate utilities, access roads, drainage, or necessary facilities; and
  - g. g. The special use is so designed to provide ingress and egress to minimize traffic congestion on public streets.

**Village of Lincolnwood Plan Commission: Special Use Standards Checklist**

## Plan Commission Worksheet for Special Use Requests

Commissioners can separate this worksheet from their packet and make their own notes in advance of the hearing. This is intended to assist in the establishment of findings of fact that may support a recommendation to be forwarded to the Village Board.

### How the Standards Should Be Applied

Section 5.17(4) states that *“in determining whether to approve or deny an application for a special use, there shall be taken into consideration the extent to which the following facts are established....”*

### Special Use Standards Worksheet

Address: 7120 N Ridgeway Avenue

Case #: PC-01-24

Proposed Use/Development: Reuse of an existing industrial building as a community center

<b>Standards</b>	<b>Comments/Additional Questions for Discussion</b>
A. The special use is necessary for the public convenience at that location, and the subject property is deemed suitable for the use	
B. The special use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected	
C. The special use would not cause substantial injury to the value of other property in the neighborhood in which it is located	
D. The special use is consistent with the goals and policies of the Comprehensive Plan	
E. The special use would not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying zoning district	
F. The special use is so designed to provide adequate utilities, access roads, drainage, or necessary facilities	
G. The special use is so designed to provide ingress and egress to minimize traffic congestion on public streets	

**Village of Lincolnwood Plan Commission: Variation Standards Checklist**

## Plan Commission Worksheet for Special Use Requests

Commissioners can separate this worksheet from their packet and make their own notes in advance of the hearing. This is intended to assist in the establishment of findings of fact that may support a recommendation to be forwarded to the Village Board.

### How the Standards Should Be Applied

Section 5.15(7) states that *“in determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, there shall be taken into consideration the extent to which the following facts are established....”*

### Variation Standards Worksheet

Address: 7120 N Ridgeway Avenue

Case #: PC-01-24

Proposed Use/Development: Reuse of an existing industrial building as a community center

<b>Standards</b>	<b>Comments/Additional Questions for Discussion</b>
A. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan	
B. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced	
C. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district	
D. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property	
E. The alleged difficulty or hardship has not been created by any person presently having an interest in the property	

**Village of Lincolnwood Plan Commission: Variation Standards Checklist**

<p>F. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located</p>	
<p>G. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property</p>	
<p>H. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood</p>	
<p>I. For variations from Article XI (Signs) of this Zoning Ordinance:</p> <ul style="list-style-type: none"><li>(1) The proposed variation is consistent with the statement of purpose set forth in Section 11.01 of this Zoning Ordinance;</li><li>(2) The proposed sign complies with any additional standards or conditions set forth in Article XI of this ordinance;</li><li>(3) The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any; and</li><li>(4) The proposed sign conforms with the design and appearance of nearby structures and signs.</li></ul>	