

Site Plan and Appearance Review Committee

December 8, 2010 @ 2:30 p.m.
Lorraine H. Morton Civic Center, Room 2404

Agenda

A. Items.

1) 2:30 1517 Elmwood Avenue (One Evanston) Concept Review

The applicant, One Evanston, is proposing to build a front entrance canopy.

2) 2:45 PM 1932 Maple Avenue (Special Use) Rec'n to ZBA (12/1)

The applicant, Nefrette Halim on behalf of Cemeel Halim property owner, is seeking a special use permit for a Multi-Family building in a B1 Business zoning district. The applicant proposes two additional units on the ground floor in addition to the 10 units existing on the upper floors. (Continued from December 1, 2010 SPAARC Meeting because the Committee wanted to see design drawings of the proposed facade) (Case #10ZMJV-0111)

B. Approve Meeting Notes From: November 24, 2010

C. Adjournment

REQUIRED SPAARC PROPOSAL REVIEW

Site Address:

Applicant Name:

Project Description:

Dear Applicant:

Before a building permit can be issued for a proposed project meeting any of the criteria shown below, Section 4-17-2 of the City Code requires that it be reviewed and approved by the Site Plan and Appearance Review Committee (SPAARC): Your proposal meets the criteria indicated below

- construction of a new building or structure, or modifications to the exterior of an existing structure (including additions) for any use except single-family homes, located in the business, commercial, downtown, university, office, industrial or transitional manufacturing districts
- construction of a new building or structure or modifications to the exterior of an existing building or structure (including additions) for all nonresidential uses in residential districts
- construction of a new building or structure, or modifications to the exterior of an existing building or structure (including additions) for all multi-family uses in any zoning district
- developments requiring a special use permit
- developments requiring a zoning variation
- developments requiring a zoning ordinance text or map amendment
- planned developments
- municipal or other public developments
- proposed developments for which parking is to be located off-site
- development proposals for which public and/or quasi-public financial assistance has been requested
- subdivisions and plats of consolidation
- sidewalk cafes for type 2 restaurants

**YOUR PROPOSAL IS
SCHEDULED FOR
Preliminary and Final Review
on
Wednesday,
@ 2:30pm**

Please be prepared to present your proposed project to the committee at that time.

IF YOU NEED TO RESCHEDULE:

If you or a designee cannot be present on the date shown above, you must call the Zoning Office at (847) 866-2930 **by 5pm on the Friday preceding the date shown above.** The SPAARC committee holds regular meetings every Wednesday at 2:30pm.

WHAT YOU SHOULD BRING WITH YOU:

Please see the back of this page for additional information about the Site Plan and Appearance Review Committee and what you should plan to bring.

SITE PLAN & APPEARANCE REVIEW COMMITTEE (SPAARC)

What is SPAARC?

New construction must comply with many different regulations across the City Code. Often, construction projects must be reviewed and approved by staff in several different departments and divisions, each of which are charged with enforcing a different part of the City regulations. If projects are reviewed sequentially by each group, it is very possible that changes requested by one group may cause problems with compliance in another part of the code that has already reviewed the project. To meet this challenge, the SPAARC committee, which consists of staff from all major reviewing divisions, performs a “coordinated development review” – by reviewing projects together at one time. This allows all requested changes to be coordinated among all departments and with the applicant, thereby shortening the review time for applicants.

SPAARC consists of City staff and design professionals who also inform and communicate City architectural, building, economic development, infrastructure, planning, safety, traffic, and zoning concerns, and ensure that a proposal is compatible with its context. This review brings together staff from various departments to meet with applicants to promote efficient City services. Finally, the Committee establishes the requirement for bicycle facilities when reviewing parking areas for publicly used structures.

[For more information about the Site Plan and Appearance Review Committee, see Title 4, Chapter 17 of the City Code.]

What Kind of Review Does the SPAARC Committee Perform?

CONCEPT REVIEW

Concept review is primarily for persons wishing to receive staff comments on a specific proposal before significant resources are committed to the design and/or engineering of a proposal. Generally, the Committee reserves concept review for proposals that have not received a zoning analysis. Concept review is not mandatory. Staff can offer more feedback to the applicant if the applicant brings:

- Plat of survey;
- Preliminary site plan (with parking plan, including bicycle facilities where appropriate);
- Preliminary elevations;
- Photographs of the site and surrounding properties; and
- An extra copy or reduced version of the site plan, elevations, and photographs for the Committee file.

PRELIMINARY SITE PLAN AND APPEARANCE REVIEW

Preliminary review is primarily for persons who have a completed zoning analysis (zoning analyses originate via a building permit or zoning analysis application). Preliminary review is mandatory. In most cases, a Zoning Officer will schedule an applicant for preliminary review before the Committee upon completion of the zoning analysis. Persons appearing before the Committee for preliminary review must bring:

- Plat of survey;
- Preliminary site plan (with parking plan, including bicycle facilities where appropriate);
- Preliminary elevations;
- Photographs of the site and surrounding properties; and
- An extra copy or reduced version of the site plan, elevations, and photographs for the Committee file.

FINAL SITE PLAN AND APPEARANCE REVIEW

Final review is for persons who have received preliminary approval and have submitted permit, construction, or working drawings in conjunction with a building permit application. Final review is mandatory. In most cases, the Zoning Officer will schedule an applicant for final review before the Committee upon completion and approval of the zoning analysis for the building permit application. The Committee may consider preliminary and final review during one meeting. Persons appearing before the Committee for final review must bring:

- Plat of survey (may be that provided for preliminary review);
- Permit, working, or construction drawings containing a site plan (with parking plan, including bicycle facilities where appropriate) and elevations;
- Landscape plan, including labels for all portrayed plant material noting species and size;
- Photometric (outdoor lighting) plan;
- Building material samples (exterior only), depicting material, texture, and color;
- Photographs of the site and surrounding properties (may be those provided for preliminary review); and
- An extra copy of the site plan, elevations, and landscape plan only for the Committee file.

Note: The Committee recommends that persons submit the landscape plan to PAUL D'AGOSTINO, Superintendent of Parks and Forestry (847/866-2912), and the photometric plan to JOHN BURKE, Deputy Director of Public Works and City Engineer (847/866-2922), prior to final review.

SITE PLAN & APPEARANCE REVIEW COMMITTEE (SPAARC)

Pre-Application Conference
Recommendation to ZBA
Recommendation to PC
Recommendation to Sign Board
Sidewalk Café
Process Approval