AGENDA

I. Approval of Minutes from January (attachment)

II. Citizen Comment (Please sign in)

III. Staff Report (S. Robinson & B. Baxter)

IV. Follow-up to Memos to Staff (Community and Economic Development Dept. and Planning and Zoning Division) Regarding Neighborhood Gardens & Urban Farms (S. Robinson, S. Besson) (attachment)

V. Complete Streets Ordinance (attachment)
   1. Review Draft Ordinance
   2. Envision 2013 Ordinance Development Timeline

VI. Board Communication – Between Meetings and Offline

VII. Roundtable
    1. Bike Plan Update
    2. Emerson Street widening
    3. Bike Parking/Corral Update

NEXT MEETING – March 14, 2013

Please remember that Board members are expected to attend all meetings. Please contact Michelle Cain, 847-859-7837 or mcain@cityofevanston.org if you are unable to attend this meeting.

All meetings of the Evanston Environment Board are open to the Public. The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Persons needing mobility or communication assistance should contact Brian Barnes, Inclusion Specialist, Health and Human Services Department at (847) 448-2054.
PROPOSED ORDINANCE

COMPLETE STREET ORDINANCE

Purpose and Policy.

(a) Title. This division shall be known and may be cited as the “Complete Streets Ordinance” of the City of Evanston, Illinois.

(b) Purpose. The City of Evanston, Illinois will undertake a formal initiative, as further outlined herein, in planning a comprehensive, integrated and connected transportation network. To this end, the City of Evanston, Illinois, in cooperation with both public and private planning partners, will structure policies affecting all phases of project planning and development.

(c) Policy. Decisions regarding the public right-of-way shall promote use by pedestrians, bicyclists, public transit, and motor vehicles, in a safe and effective manner taking into account the surrounding community context and land uses. The principles and policies guiding these decisions shall be known as Complete Streets. Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, though a series of small improvements or maintenance activities.

(d) Severability. If any section, subsection, paragraph, sentence or clause of this ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by any court of competent jurisdiction or administrative agency, the invalidity of that provision or application shall not affect, impair or invalidate any remaining section, subsection, paragraph, sentence or clause of this ordinance or its application.

Objectives.

All City of Evanston, Illinois Departments are hereby directed to cooperate with each other and other governmental entities to ensure that all roads within the City of Evanston, Illinois are designed and operated to enable appropriate and safe access for all users. The enactment of this policy shall aim to achieve the following objectives:

(a) Pedestrians, bicyclists, motorists and transit riders of all ages and abilities will be able to move safely along and across appropriate City roadways.

(b) The City of Evanston, Illinois shall strive to create a comprehensive, integrated and connected network of transportation options for all modes.

(c) The City of Evanston, Illinois travel patterns will change so that 75% of all trips will be made by walking, bicycling and transit by 2030.

(d) A 25% reduction in bicycle and pedestrian crashes will be achieved by the year 2030.

(e) The City of Evanston, Illinois will fully incorporate Complete Streets into budgeting processes, work plans, and staffing projections.
(f) To the extent that relevant roadways are under the jurisdiction of an agency excluding the City of Evanston, Illinois, City agencies are directed to provide such Complete Streets technical assistance as is available under their authority.

(g) The City of Evanston, Illinois shall cooperate with neighboring jurisdictions to encourage street connectivity with a specific emphasis on regional corridors.

Guidelines.

(a) *Roadways Under the Jurisdiction of the City of Evanston, Illinois.* The City of Evanston, Illinois shall strive to plan, design, operate and maintain the entire right-of-way to enable safe access for all users, regardless of age, ability, or mode of transportation in all appropriate transportation projects, including new construction, reconstruction, resurfacing, widening, and operations. In furtherance of this goal, the City of Evanston, Illinois will:

1. Consider Complete Streets as one of the priorities in roadway planning and funding decisions and will develop an internal Complete Streets Policy no later than 120 days following enactment of this ordinance.

2. Prioritize the safe movement of pedestrian, bicycle, and public transportation traffic in decisions regarding the use of limited public right-of-way, with consideration given to roadway context and land use.

3. Define standards to measure the progress of implementation of this ordinance. Such standards shall include, but not be limited to, improvements in safety for all roadway users; increased capacity for all modes of transportation; miles of new and repaired bicycle facilities; blocks of new and repaired sidewalks; number of new and repaired marked street crossings; amount of new and repaired signage; number of new and repaired curb ramps. Such measures shall be incorporated into relevant plans, manuals, policies, processes and programs. The City of Evanston, Illinois shall work with other departments and agencies to track such performance measures as appropriate.

4. Revise its plans, manuals, rules, policies, processes and programs as appropriate to incorporate any changes necessary to foster the timely implementation of Complete Streets principles. Such plans, manuals, rules, policies, processes and programs shall be reviewed upon enactment of this ordinance and no less frequently than every two years hence.

5. Report to the Evanston City Council on no less than an annual basis on progress made in implementing Complete Streets.

(b) *Roadways Not Under the Jurisdiction of the City of Evanston, Illinois.* All relevant City departments will review and revise, as necessary, their plans, manuals, policies, processes and programs to foster the implementation of Complete Streets on roadways not under the jurisdiction of the City of Evanston, Illinois but subject to financing, regulation of or otherwise involving an action by any county agency. Such projects shall include, but not be limited to, privately-built roadways and projects on non-county roadways funded in part or entirely by City funds.
Exceptions.

This ordinance shall not apply if the Director of Public Works makes a written finding that one or more of the following conditions apply:

(a) The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition. Resurfacing activities that are published in the multi-year plan may not be considered a maintenance activity for this determination; or

(b) There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic within a project’s scope. Identified needs that are not included in a project should be tracked and included in future capital projects. Such a finding is not authorized on resurfacing projects if accommodations can be provided for non-motorized roadway users without undertaking a full roadway reconstruction; or

(c) There is no documented current or anticipated need for accommodation of non-motorized roadway users or the road is not a current or planned transit route. Such a finding is not authorized if the relevant roadway corridor is identified in a transportation plan of any government agency, including agencies outside the jurisdiction of the City of Evanston, Illinois, as a corridor anticipated for the future benefit of any non-motorized transportation or transit user.
TO:  Steve Griffin, Director, Community and Economic Development Department
     Dennis Marino, Manager, Planning and Zoning Division
     Melissa Klotz, Zoning Planner, Planning and Zoning Division

CC:  Suzette Robinson, Director of Public Works
     Environment Board (Hugh Bartling, Laurie Zoloth, Tom Clark, Stephanie Brown, Ellen King, Likwan Cheng, Kevin Glynn)

FROM:  Susan Besson
        Chair, Environment Board

SUBJECT:  Suggested edits to Memorandum to Council re: Proposed Ordinance 115-O-12
           Amending the Zoning Ordinance - Neighborhood Gardens as a Permitted Use
           in the R, B, C, I, M, O1, and RP Districts, and Special Use in the D Districts

DATE:  February 8, 2013

We read with interest your October 31, 2012 memorandum to Council (recopied below) recommending the definition and use of neighborhood gardens in above-referenced districts.

We believe the following comments and suggestions will enhance the passage and effectiveness of the ordinance.

Comments on 6-4-9 Neighborhood Garden:

1. **Section B** - We are concerned that Section B will restrict storage of normal gardening items such as seeds, onions, etc. As such, we recommend striking the words “and/or storage” from this section.

2. **Section C** - This section states that outdoor storage of any kind is prohibited. Again we feel the term “outdoor storage” is too broad and would conflict with normal gardening practices that require the storage of hoses, hay, etc. We recommend striking all of Section C.

3. **Section D** - We recommend striking the word fence from Section B since regulation of fencing is already covered in the City code.
4. **Section E** - We feel the current definition of composting is too restrictive since it does not allow for the addition of nutrients into the compost pile that are required for successful composting.

   We recommend changing the wording of Section E to: “Composting shall be encouraged on-site. All compost material should be placed in a proper composting container that is maintained properly. This means a fully-enclosed container such as the black plastic ones with a lid or the barrel-type ones that can be rotated by hand that are sold commercially. An open compost pile, even with a fence, should not be allowed as it would attract animals. The composting bin must be maintained properly at all times. This means placing it in an area to be heated by the sun, turned and stirred regularly, watered as needed and emptied when ready for use with the soil.”

5. **Section F** - The current wording does not allow for small sales related to fundraising, etc. We recommend striking the word “No” and changing “shall” to “may”, so the final wording would be: “Incidental sales of plants or produce may take place on site.” We recognize that the purpose of neighborhood gardens is non-commercial, as stated in the first paragraph of 6-4-9, and believe the use of the word ‘incidental’ ensures that no large-scale retail sales would take place on site.

6. **Section G** - We recommend clarifying the wording of Section G to: “Gardens shall be maintained in a neat and orderly fashion, that avoids promotion of weeds or rubbish, or that attracts unwanted animals to the area.”

   We would very much appreciate your response, if possible, before our next Board meeting (7pm, Thursday, February 14). Please feel free to respond to me by email at susan.besson@gmail.com or by phone (847/624-2871).

   Please let us know if you have any questions.

   Thank you in advance!
To: Honorable Mayor and Members of the City Council
Planning and Development Committee

From: Steve Griffin, Director, Community and Economic Development Department
Dennis Marino, Manager, Planning and Zoning Division
Melissa Klotz, Zoning Planner, Planning and Zoning Division


Date: October 31, 2012

Recommended Action
The Plan Commission and City staff recommend the addition of a zoning definition for neighborhood gardens and recommend such use be permitted in all R, B, C, I, M, O1, and RP Districts, and be allowed by special use in all D Districts.

Summary
The Plan Commission and City staff recommend adoption of proposed Ordinance 115-O-12 to permit neighborhood gardens in all districts other than the D District. In the D Districts, they would be allowed by special use. Neighborhood gardens are locally-based gardens managed by a specific person or group that maintains the property. Currently, neighborhood gardens are only allowed as accessory uses on properties that have a separate primary use, such as a residence or a school. A text amendment should be adopted that allows neighborhood gardens as primary uses in the proposed zoning districts so that vacant parcels can be utilized for education, recreation, harvest, and beautification through gardening.

The following regulations should apply to all neighborhood gardens to ensure they are community assets that are properly cared for and not detrimental to any adjacent properties:

(A) The person or group responsible for managing the garden shall be identified on each required annual application/registration form.
(B) On-site processing and/or storage of plants or plant products are prohibited.
(C) Outdoor storage of any kind is prohibited.
(D) A fence and one accessory structure for the storage of gardening tools and supplies, no larger than 120 square feet in area, shall be allowed on-
site, provided the owner or operator first obtains a Certificate of Zoning Compliance or Building Permit for it/Them.

(E) Composting of plant material that is grown on site shall be permitted, except in the front yard. All other composting is prohibited.

(F) No incidental sales of plants or produce shall take place on site.

(G) Neighborhood gardens shall be maintained so as not to encourage the harboring of vermin. Accumulation of weeds and/or rubbish is prohibited.

These regulations will allow a neighborhood garden to utilize a small garden shed and fence in the garden if such is desirable. Incidental sales of plants or produce may take place off-site at a location such as a farmer’s market, however neighborhood gardens may not be utilized as for-profit businesses.

All neighborhood gardens should require a permit handled by the Zoning Office, similar to yard sale permits. There would not be a fee for the permit. The permit would list a neighborhood garden manager, property owner approval, and a list of the regulations (see attached sample permit). The permit would give City staff the information necessary to contact the operator and/or owner in the event that any issues arise.

Special use approval should be required in the downtown D Districts so that each proposed site could be discussed on a case by case basis and certain restrictions or conditions could be enacted for a site.

The Comprehensive Plan supports allowing neighborhood gardens throughout the City as a part of the environmentally friendly goals and objectives that encourage healthy and community-based practices.

Goal: A clean and attractive environment that preserves natural resources and promotes health and a high quality of life.

Objective: Promote awareness of environmental issues and encourage practices that sustain a healthful environment.

Neighborhood gardens would also encourage the City vision of making Evanston “the most livable city in America.”

Proposed Regulations:

<table>
<thead>
<tr>
<th>Neighborhood Gardens</th>
<th>Current Regulations</th>
<th>Proposed Regulations</th>
<th>Comment</th>
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<tbody>
<tr>
<td></td>
<td>Only allowed as accessory to another use on the same zoning lot, such as a</td>
<td>Permitted – R1, R2, R3, R4, R4a, R5, R6, B1, B1a, B2, B3, C1, C1a, C2, RP, O1, I1,</td>
<td>Special Use required in the downtown districts so that each proposed site could be discussed on a case by case basis, with certain restrictions</td>
</tr>
<tr>
<td>residence or school.</td>
<td>I2, I3, MU, MUE, MXE. Special Use – D1, D2, D3, D4.</td>
<td>or conditions enacted.</td>
<td></td>
</tr>
</tbody>
</table>

Neighborhood Garden – a principal use that provides space for people to grow plants for non-commercial purposes, such as beautification, education, recreation, or harvest, and is managed by a specific person or group responsible for maintenance and operations.

**Attachments**
- Proposed Ordinance 115-O-12
- Neighborhood Garden Application
- Zoning Committee of the Plan Commission Meeting Minutes 7.18.12
- Zoning Committee of the Plan Commission Meeting Minutes 8.15.12
- Plan Commission Meeting Minutes 9.12.12
TO: Steve Griffin, Director, Community and Economic Development Department
    Dennis Marino, Manager, Planning and Zoning Division
    Melissa Klotz, Zoning Planner, Planning and Zoning Division

CC: Suzette Robinson, Director of Public Works
    Evanston Environment Board (Hugh Bartling, Laurie Zoloth, Ellen King,
    Tom Clark, Stephanie Brown, Likwan Cheng, Kevin Glynn)

FROM: Susan Besson
      Chair, Environment Board

SUBJECT: Question regarding Proposed Ordinance (114-O-12) – Urban Farms and
         Rooftop Urban Farms as Special Uses

DATE: February 8, 2013

We read with interest your memo to Council regarding the zoning modification to allow for
Urban Farms and Rooftop Urban Farms.

We would like to request clarification as to whether or not small sales would be allowed on
site. For example, would the sale of pumpkins on an urban farm site be allowed in the Fall?

We would appreciate a response before our next meeting, 7pm, Thursday, February 14, if
possible.

Thank you!
To: Evanston Environment Board
From: Suzette Robinson, Public Works Director
Subject: Staff Report
Date: February 12, 2013

Summary:
The following memorandum summarizes staff updates from the City of Evanston for the Evanston Environment Board for the February 14, 2013 meeting.

New Division Manager for Engineering
- The City of Evanston has a new Division Manager/City Engineer, Homayoon Pirooz. Homayoon comes to Evanston from the City of Ann Arbor Michigan where he worked for over 25 years working his way from a civil engineer I to the city engineer. We will introduce Mr. Pirooz at the meeting on February 14th.

Bike Plan Update
- PW staff is preparing the RFP for the Bike Plan Update. The City received a grant in the amount of $100,000 to update the City’s Bike Plan. We plan to work with Northwestern and several of the larger Evanston Employers to ensure we capture commuter data as well as the university, high school and middle school to capture student bikers.

Davis Street Protected Bike Path
- PW staff has begun the preliminary design of the protected bike path along Davis Street from Hinman to Florence. We anticipate construction of the path to occur mid to late summer and be completed before the holiday shopping season.

Dodge Avenue Protected Bike Path
- PW staff submitted a grant application seeking funding to update the existing bike path on Dodge Avenue to a protected bike path. The bike path will start at Howard and connect to the Church Street path at Dodge and Church. We have also requested funding to purchase 100 bike rack and 35 bike lockers.
MEETING NOTES
Evanston Environment Board
Thursday, January 10, 2013
7:00 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge, Room #2200

Members Present: Susan Besson, Stephanie Brown, Tom Clark, Kevin Glynn, Likwan Cheng, Laurie Zoloth

Members Absent: Suzanne Waller, Hugh Bartling, Ellen King

Presiding Members: Susan Besson

I. CALL TO ORDER
   A. S.Besson began the meeting at 7:08. The meeting was called to order and the minutes from the December meeting were approved.

II. CITIZEN COMMENT

III. VOTE TO AMEND BYLAWS
   A. The Board voted to amend the bylaws in order to reduce the number of Environment Board members from thirteen to nine. The Board voted to have this request considered by the Rules Committee and then A&PW.

IV. ZONING ORDINANCE AMENDMENT 115-O-12 – NEIGHBORHOOD GARDEN USE & ZONING ORDINANCE AMENDMENT 114-O-12 – URBAN FARM USE
   A. The Board requested that the ordinance review be moved to February in order to give them enough time to write up their suggestions and questions. The Board discussed the amendment to the ordinance and why it was created. Some details to why certain statements were made were also discussed, such as no yard waste was allowed on-site per EPA guidelines. The spirit of the amendment was to ensure something existed to allow for a special use such as this one considering the current ordinance does not support such a use.

V. COMPLETE STREETS ORDINANCE
    A. The Environment Board was tasked with writing a complete streets ordinance for the City. The ordinance would not have implementation language, but would be a guideline that covered a review process that must consider all types of users when designing and constructing streets.

    The Board would work with staff and then encourage residents to come to meetings and provide their input during the meetings.
S. Robinson explained that a project, such as this one will elevate the Board by using its members’ expertise to show its effectiveness. S. Brown stated that it is the job of the Board to use its expertise and the City’s staff to get feedback from the public.

VI. MEETING CONCLUSION
The meeting was concluded at 8:53 pm.

NEXT MEETING – February 14, 2013