I. CALL TO ORDER / DECLARATION OF QUORUM
Chair Woods determined that a quorum was present and began the meeting.

II. APPROVAL OF MEETING MINUTES
Minutes from the April 11, 2007 meeting were approved unanimously.

III. CONTINUATION OF PROPOSED PLANNED DEVELOPMENT PUBLIC HEARING
ZPC 06-10 PD  1001 Chicago Avenue
An application by Gregory Greif, o/b/o Greif Properties, Inc., property owner, for a Planned Development. The applicant is the current owner of the property commonly known as 1001 Chicago Avenue, presently located within the C1a Commercial Mixed-Use District. The applicant requests that the City grant a planned development as a form of special use permit including such development allowances, exceptions to development allowances, and other relief as may be necessary to allow redevelopment of 1001 Chicago Avenue for a multi-family residential building with accessory parking and ground floor retail. Generally, the applicant proposes to construct a new structure at 1001 Chicago Avenue with the following characteristics: a) Approximately 65 dwelling units; b) Approximately 3,650 square feet of retail/commercial space; c) A defined gross floor area (excluding parking loading, storage, mechanicals, and uses accessory to the building) of approximately 87,015 square feet, resulting in a floor area ratio of about 3.46; d) A predominant maximum building height of approximately 67 feet; and e)
Approximately 91 off-street parking spaces enclosed within the building. The applicant requests grant of a special use as authorized by §6-10-3-3 for a planned development and for a use that exceeds 20,000 square feet. §6-10-1-9(D) establishes the mandatory planned development thresholds for a project located in the C-1a Commercial Mixed-Use District. The subject property at 1001 Chicago Avenue is located on a lot that is approximately 25,185 square feet in size. In addition, the project will result in the development of 65 new residential units. Both characteristics trigger a mandatory planned development request to obtain approval for the proposed project.

Continued without discussion to the meeting scheduled for July 11, 2007 at 7pm in the Civic Center.

A verbatim transcript of the proceedings of this Plan Commission case is available from the City of Evanston’s web site. The proposal and transcripts can be viewed at the Downtown Library’s 3rd floor reference desk or at the Civic Center in the Planning Division or Zoning Division during business hours.

IV. CONTINUATION OF ZONING ORDINANCE TEXT AMENDMENT PUBLIC HEARING

ZPC 06-11-T (Substandard Lots)
An application by Michael O’Connor to consider amendments to Chapters 4, "General Provisions," 8, “Residential Districts” ; 18, “Definitions;” and any other related sections of the Zoning Ordinance, to amend the text of the Zoning Ordinance. The applicant requests a text amendment to affect those regulations regarding the minimum lot size allowed for single family residential dwelling units, including though not limited to amending §6-4-1-7: MINIMUM LOT SIZE, §6-4-1-8: GENERAL LOT AND BULK CONTROLS, and the list of special uses in all of the residential districts. The Plan Commission will consider specific modifications and additions to the text of the Zoning Ordinance and/or the City Code to include the addition of development of single-family dwelling units on substandard lots to the list of special uses in residential districts.

To summarize the issue, Member Doetsch stated that there have been some instances where substandard lots are still buildable, but the buildings that have been constructed have not been very contextual. The Zoning Committee has studied this issue and recommends a self-regulating mechanism where depending on lot size, a proportional reduction in height must be taken. If the owner wishes to go taller than the rule allows, then they may have to appear before the Zoning Board of Appeals. The committee has taken public comment on this recommendation. There being no one who wished to speak tonight, the Plan Commission members deliberated. Member Doetsch then motioned to approve the Zoning Committee recommendation and read into the record the findings and standards. Member Burrus seconded, and the vote was unanimous (6-0).

A verbatim transcript of the proceedings of this Plan Commission case is available from the City of Evanston’s web site. The proposal and transcripts can be viewed at the Downtown Library’s 3rd floor reference desk or at the Civic Center in the Planning Division or Zoning Division during business hours.
V. COMMITTEE REPORTS

- Downtown Plan Committee
  Member Widmayer stated that the committee has adopted the Guiding Principles (see attached), which the Plan Commission has received for discussion tonight. For principle C2, Member Doetsch asked if the office market is recovering, and Member Widmayer stated that it is.

Members then discussed the proposed traditional and transitional areas, per principle A1. Ms. Ann Dienner, audience member, suggested that the map be amended to include the Women’s Club as a traditional area (northwest corner of Church and Chicago). Members noted that it is a landmark, which is addressed by principle A5. Chair Widmayer stated that a committee of the Preservation Commission has identified buildings that contribute to downtown character, and he commended them for this important work.

Member Rebechini stated that traditionally, the northern downtown boundary was Emerson. She was concerned about extending it to include the properties on the north side of Emerson and the impacts this could have on the Garnett Place neighbors. Member Widmayer stated that the committee is considering not allowing planned developments in the proposed district for this area, TRS-1, which would give the area more protection than it has under current R6 zoning. Member Rebechini thought that this proposed subarea could change if 1881 Oak and/or 1890 Maple is not built, specifically, there could be an opportunity to bring the boundary back to Emerson and establish a softer transition from the downtown.

Member Doetsch was concerned about the proposal for average heights, specifically, that it puts less emphasis on the absolute height of tall buildings. Member Woods stated that the committee is considering combining average height with a maximum height and only allowing planned developments in the downtown core.

Member Widmayer stated that a consultant will be hired to help look at all of the zoning options, and staff’s recommendation for a consultant will be discussed at a special meeting of the Planning & Development Committee on May 10. Mr. Marino, Planning Division Director, stated that the recommended team is comprised of Duncan Associates (the lead on City of Chicago’s new zoning ordinance), the Lakota Group, 180 Design Studio, KLOA, and Goodman Williams. The scope of work is for a revised downtown plan, zoning recommendations, preparation and testing of a form based code, a real estate analysis (residential, retail, office), a field study of parking in newly constructed buildings, and facilitation of a public process.

There being no further discussion nor audience members who wished to speak, Member Doetsch motioned to adopt the Guiding Principles. Member Rebechini seconded, and the vote was unanimous (6-0).
• **Zoning Committee**

  The committee is waiting for the West Evanston plan and Central St plan to be approved before scheduling public hearings for each plan’s zoning recommendations. Mr. Marino stated that the West Evanston plan is scheduled for discussion at the May 14 Planning & Development Committee meeting, and the final draft of the Central St plan is expected to be scheduled for the Plan Commission’s June 13 meeting. Member Opdycke asked if there will be a plan for Chicago Ave. Mr. Marino stated that a plan was done 8-10 years ago that is still used today. It is more of policy-oriented than a physical plan, although there are some zoning recommendations.

  Member Woods asked about the status of the solar panels zoning ordinance text amendment. Ms. Arlova Jackson, Zoning Planner, stated that there has not been a response from the person who opposes the amendment.

  Ms. Jackson stated that a new Zoning Administrator has been hired, Bill Dunkley. His most recent experience is with the City of Atlanta, GA.

• **Economic Development Committee**

  Member Rebechini stated that the committee has approved several budget items (Chicago’s North Shore Convention & Visitors Bureau, grants for neighborhood business improvement districts). The committee also has discussed downtown planning and a parking utilization study, and they have had an Executive Session to discuss the Fountain Square proposal.

• **Parking Committee**

  Member Galloway stated that the committee is considering modernizing and integrating the computer systems for the three downtown parking garages to make them more efficient and profitable and to direct motorists to spaces. In response to complaints about two-hour meters on nights and weekends, they are discussing options that will address the issue but not lead to reduced revenues (e.g., three-hour meters, extending to 10pm).

• **Neighborhood Committee**

  Mr. Marino stated that the committee is researching neighborhood boundaries, per the Strategic Plan goal.

• **Community Development Committee**

  Member Burrus stated that a new CDBG Grants Administrator, Sarah Flax, was hired last fall. Among other things, Ms. Flax is working to streamline the fall application process. The committee is also working to resolve issues with a current grantee.
• **Other Plan Commission Business: Recruitment**
  Member Doetsch noted that the second term for himself and Member Rebechini will expire on July 15, 2007, and Member Widmayer’s vacancy has not yet been filled. Member Woods asked the Members for assistance with recruitment.

VI. **ADJOURNMENT**
The Plan Commission adjourned at 8:15pm.

Upcoming meetings:

<table>
<thead>
<tr>
<th>Plan Commission 7pm, Council Chambers</th>
<th>Downtown Plan Committee 8am, Room 2404</th>
<th>Zoning Committee See time/room below</th>
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<tbody>
<tr>
<td>June 13</td>
<td>May 16</td>
<td>No meeting scheduled at this time</td>
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<tr>
<td>July 11</td>
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Respectfully submitted,

Tracy Norfleet
Planning Division
DOWNTOWN PLAN COMMITTEE
GUIDING PRINCIPLES FOR DOWNTOWN EVANSTON

ADOPTED BY
DOWNTOWN PLAN COMMITTEE: MARCH 22, 2007
PLAN COMMISSION: MAY 9, 2007

Downtown Evanston is an increasingly vibrant urban center, alive with Evanston residents and people from throughout the North Shore and the North Side of Chicago. It has a special character which includes a healthy synergy of residential, retail, restaurants, entertainment, office and institutional uses. In addition, the downtown has a walkable scale with increasingly distinct districts that are pedestrian oriented, and traffic circulation and parking options also serve its residents and visitors, which range in age from students to retirees and every stage of life in between.

Substantial new development in the past ten years has achieved the goals of the 1989 Downtown Plan. Residential development on former commercial sites has attracted many new residents and visitors, and blighted and vacant structures have been eliminated. Combined, these efforts have infused the downtown with numerous new retail, entertainment, and restaurant uses to complement existing successful businesses in the downtown.

Today, the downtown works. As it continues to evolve, a vision for the future is needed that has clear criteria for redevelopment, including an appropriate development envelope and public space standards, which will ensure that the City achieves its desired goals through best practices. This will strengthen existing amenities that enhance the quality of life while also ensuring economic competitiveness—locally, regionally, and globally.

The following draft of guiding principles represents an attempt to summarize for discussion purposes the thoughts of the Downtown Plan Committee of the Plan Commission in the initial phase of the downtown planning effort that began in 2006. All meetings of the Committee have been open to the public, and the Committee has carefully reviewed materials from the 2004 Downtown Visioning public process.

A. Physical Planning and Policy

1. Designate sub-areas for physical planning and policy as follows:

   a) Conservation of traditional districts, especially height, scale, and pedestrian nature. Traditional areas of downtown are character-giving due to lower height and density, the architecture of existing buildings, and pedestrian orientation. Buildings were constructed in the early to mid-1900s and tend to have smaller ground floor retail and service uses on the ground floor, with office and/or residential uses on upper floors. The traditional scale and character of these buildings should be conserved through adaptive reuse and façade improvements. Any new development should be compatible in height, scale,
and pedestrian orientation (e.g., ground floor storefronts with glass that activate the street, set backs for wider sidewalks and greenery). The new building constructed by the Davis Street Land Company at 622 Davis is an example of appropriate redevelopment in these districts due to its design, scale, and materials. Refer to the enclosed map for the location of traditional districts.

b) Establish **transitional districts** which represent appropriate reduction in scale from the downtown core as residential neighborhood districts are approached at the periphery. Transitional areas are located at the fringe of downtown. Architecture, height, and density vary in the transitional areas, but they are part of the gradient that starts in the higher density downtown core and continues to surrounding lower density residential neighborhoods. Redevelopment should reflect their purpose as a transition from the downtown core to surrounding lower density residential neighborhoods. Mid-rise development is most appropriate in these areas, while encouraging variety in height and design. For example, along the Emerson transitional corridor, the Downtown Plan Committee stated a preference for new development of 6-8 stories (2/7/06 minutes). Refer to the enclosed map for the location of transitional districts.

c) Encourage density in **core blocks of the downtown where it is most appropriate**. The downtown core is comprised of the blocks that are not included in the traditional or transitional areas. These blocks are in the heart of downtown and are easily accessed by public transit. As such, they are better suited to density than the traditional and transitional areas. If sited and designed carefully, with immediate access to public transit, density can be an asset to downtown’s continuing revitalization. Density can provide space for new desired retail and service uses on the ground floor and new residents and/or office users on upper floors, who in turn will patronize existing and new retail and service uses. Refer to the enclosed map for the location of the downtown core.

2. **Consider shifting development review emphasis from individualized planned developments to form based code, where appropriate.** Focusing exclusively upon individual planned developments can be a liability if there is not consistency with a comprehensive vision of the downtown’s future that guides development on a block by block basis. The downtown plan and form based code should work together to achieve redevelopment objectives (e.g., quality design and materials, public benefits), while also being flexible in responding to changing market conditions.

3. **Continue implementing the Design Guidelines for Planned Developments.** The Design Guidelines for Planned Developments are one tool for achieving one of several redevelopment objectives, specifically, quality design and materials (e.g. glass storefronts at the ground level, no blank walls, screen parking and loading, provide landscaping, encourage adaptive reuse and green/LEED certified rehabilitation and
new construction). Form based codes should incorporate the design guidelines and apply them universally.

4. **Continue encouraging adaptive reuse of existing buildings and green/LEED certified buildings.** Numerous successful adaptive reuse projects have been undertaken in Evanston, and the City encourages these types of projects. The City also encourages green and LEED (Leadership in Energy and Environmental Design) certified rehabilitation and new construction projects. Green retrofits to existing buildings, green/LEED rehabilitation and adaptive reuse, and green/LEED construction projects should include environmentally friendly techniques that are sustainable and reduce waste, such as improving water and energy efficiency, using recycled and locally available materials, and providing natural ventilation and light. Innovations in green/LEED design and material use are encouraged but should consider the compatibility with existing adjacent structures and the City’s Design Guidelines for Planned Developments.

5. **Continue protecting downtown’s historic landmarks.** There are several landmarks in the downtown, most notably the former Marshall Fields building. Landmarks contribute to the character of the downtown due to their attractive architectural detailing, pedestrian scale, and historical development perspective.

### B. Public Participation and Stakeholder Outreach

1. **Foster strong public and private sector involvement in planning and implementation of the new downtown plan and form based code, where appropriate.** Involving stakeholders throughout the planning and implementation process is critical to insuring the continued success of downtown. This includes participation by Evanston residents (downtown and from throughout Evanston), business owners, property owners, civic organizations, developers, and institutions.

2. **Encourage collaboration among stakeholders.** The City, Evmark, Chamber of Commerce, Evanston Public Library, Northwestern University, Evanston Inventure, commercial property owners, other institutions, and residents have been partnering to continue the revitalization of the downtown and enhance its vitality. In particular, greater interaction between the City and Northwestern University, the largest employer, in capital improvement planning, master planning, and cross-selling entertainment, cultural, and recreational opportunities will convey benefits to all stakeholders.

### C. Business and Retail Environment

1. **Retain and attract Evanston employers, provide enhanced employment opportunities, and recruit Evanston residents for Evanston jobs.** With approximately 20,000 employees, downtown is one of the major employment centers in the north suburban region. Evanston residents from throughout the city are working in the
downtown, but continued growth in local job capture is desirable, especially by young adults and non-college bound youth.

2. Maintain and enhance a diverse mix of residential, office, restaurants, retail, and service uses. These uses are essential to downtown residents and visitors. They are also mutually supporting and essential to continue the positive aspects of economic growth in the downtown. Attracting and retaining diverse retail that include comparison goods shopping opportunities is a priority of the City. Attracting and retaining office space also is a priority of the City, but concentrations of ground floor office uses and other uses that do not activate the street or generate sales tax revenue are discouraged.

3. Maintain a balance of locally owned independent retail and service uses and regional and national chains. Downtown’s retail ambience is characterized by a mix of locally owned independent retail and service uses and several regional and national chains. Locally owned retailers contribute to the uniqueness of downtown Evanston and provide economic development opportunities for Evanston owners. Strategies to retain and attract these types of businesses are highly encouraged. In addition, continued attraction of national brand retailers that meet the needs of Evanston residents is also desirable.

4. Support continuation of the functions of Evmark, the downtown special service district. Business improvement districts have been used successfully throughout the nation to improve the quality of life of downtowns through infrastructure improvement, extraordinary maintenance, marketing, and recruitment to strengthen the retail and cultural amenities of downtown. Evmark has played this role in Evanston and can accelerate efforts to meet growing demands and opportunities to maintain and enhance the vitality of downtown.

D. Public Transit and Parking Supply, Management, and Access

1. Encourage more residents and visitors to use transit to/from the downtown. Advocate for continued improvements of rapid transit, including improving operations and maintenance, signage, etc.

2. Enhance and maintain desirable vehicle, pedestrian, and bicycle circulation to ensure reasonable access within and to/from the downtown. Current multi-modal circulation in the downtown is satisfactory. However, traffic modeling techniques are desirable to enable decision makers to evaluate the cumulative and synergistic impacts of multiple new developments, including current proposals and those that have been approved but not yet constructed/occupied. Available parking for cars and bicycles contributes to improved access and circulation.

3. Conduct a usage study of required parking in multi-family residential developments that have been constructed since 2000 and are located near transit. If the study finds that the number of vacant parking spaces in new multi-family residential buildings exceeds national averages for comparable buildings, the City will consider adjusting
parking requirements for new buildings—including parking maximums—given the proximity to public transit. For buildings with consistently high levels of vacant spaces, the City may consider partnering with owners to explore parking management strategies (e.g., shared parking arrangements, employee parking, incentives, etc).

E. **Physical Conditions: Streetscape, Parks/Open Space, Connectivity/Way-finding, and Environmental Concerns.**

1. **Create activated public spaces and new opportunities for open space**—such as a new Fountain Square and new plazas with greenery—**that enhance the quality of life and balance density.** Programmatic initiatives are needed to enhance and maintain existing open space and to explore new opportunities. Outdoor cafes have been a successful method for achieving this, but winter activities are needed, as well as public spaces that provide additional options for socializing and enjoying the outdoors.

2. **Preserve and enhance access and ambience through downtown capital improvements.** Capital improvement projects are essential to the continued vitality of downtown. Projects that would improve ambiance and access may include enhancing the streetscape, plantings, and benches; expanding sidewalks where possible (e.g., movie theater); screening lights on west side of Sherman Avenue parking garage; providing opportunities for public art; improving Fountain Square; and maintaining existing infrastructure.

3. **Improve cleanliness, maintenance, and beautification.** The City is responsible for maintaining sidewalks, street furniture, streets, and related infrastructure. Beautification initiatives for consideration may include such things as seasonal flowers in planters and landscaped medians.

4. **Enhance downtown way-finding for Evanston residents and visitors.** The City has improved way-finding in the past ten years but more needs to be done, especially for public parking garages, bicycle parking, and transit stations (note: Metra is currently working with the City to improve signage directing users to its stations). Signs should use international symbols for parking and other uses. Directional signage also may be desired for uses outside of downtown, such as the lakefront, Northwestern University, and historic districts. To enhance way-finding for pedestrians, kiosks may be installed in transit stations, public parking garages, and other locations as desired.

F. **Public Art and Cultural/Recreational Programming**

1. **Promote and install public art at appropriate locations.** The City has committed to increasing public art in the downtown. Accelerating this process with the development and siting of exceptional public art is an important quality of life amenity.
2. **Encourage more cultural and recreational programming in the downtown.** The City and various organizations have sponsored numerous significant activities in the downtown which attract residents, employees, and visitors. There may be additional activities which could be appealing to all age groups, but especially younger residents and employees who are part of the creative class segment of the population. Such activities during winter months, particularly after the holiday season, may enhance downtown vitality during that time of year. Cultural and recreational activities may be advertised through various means within the downtown (e.g., kiosks on the street and/or in transit stations and parking garages).
Proposed Downtown and Sub-Areas.