

**MINUTES  
DOWNTOWN PLAN SUBCOMMITTEE  
EVANSTON PLAN COMMISSION**

Wednesday, October 18, 2006 / 8:00 a.m.  
Evanston Civic Center, Room 2404

MEMBERS PRESENT.....James Woods, Stuart Opdycke, David Galloway,  
.....Diane Williams (Evmark)

STAFF PRESENT .....Dennis Marino, Carlos Ruiz, Tracy Norfleet  
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**I. CALL TO ORDER / DECLARATION OF QUORUM**

Member Woods called the meeting to order at 8a.m.

**II. APPROVAL OF MINUTES**

Minutes from the September 27, 2006 meeting were approved.

**III. DOWNTOWN HISTORIC BUILDINGS SURVEY**

Mr. Ruiz introduced several Preservation Commission members who were present to discuss the historic buildings survey: Ann Dienner, Jordan Cramer, Betsy Hohman, and Jon Pohl. Before discussing the survey, the Downtown Plan committee provided background on their work, which led to the request for assistance from the Preservation Commission. After forming early this year, the committee reviewed downtown boundaries and identified traditional and transitional downtown areas that are distinct from the downtown core. Mr. Galloway stated that the traditional areas have buildings of modest scale and high levels of detail and integrity. They represent ideal scale and quality, and the Downtown Plan committee does not want to see them altered by development of a different scale and quality. This led the committee to consider conservation districts. Mr. Woods noted that recent development trends also led the committee to become interested in form based codes as another tool, and discussion followed.

Mr. Marino noted that during its discussions, the Downtown Plan committee identified several buildings for consideration as historically significant structures. Mr. Galloway stated that the committee is asking for the Preservation Commission’s assistance in evaluating their integrity. Mr. Pohl stated that the Preservation Commission has surveyed all downtown buildings. They have identified 29 buildings that are potentially historically significant and ranked them on a scale of 1 to 10. None received a score of 10, which would indicate a good potential to be included in the National Register, but ten buildings scored 7 or higher and could be considered as local resources. Discussion followed on two approaches for next steps: buildings can be nominated individually or a new district can be created. It was noted that the nomination process is research intensive, owners must be notified, and there must be a public process. However, there being a current lull in downtown development activity, this may be the time to undertake

such work. Following discussion, it was agreed that the Preservation Commission will focus on evaluating buildings in the traditional areas that scored greater than 7 by the end of the year.

**IV. DOWNTOWN NEW RESIDENTS SURVEY**

Ms. Norfleet stated that the mailing list is being compiled, and surveys will be sent as soon as it is ready.

**V. DRAFT RFP FOR DOWNTOWN FORM BASED CODE PILOT**

Ms. Norfleet stated that the RFP is being finalized and will be ready for review at the next meeting.

**VI. NOVEMBER PUBLIC MEETING**

The Downtown Plan committee will host an evening public meeting on downtown planning on November 15, 2006 at 6pm at a location to be determined. Members discussed the opening presentation, which will consist of an overview of downtown planning (1989-present), the Downtown Plan committee's work, and next steps. Time will be provided for public comment.

**VII. SCHEDULE NEXT MEETING / ADJOURNMENT**

There being no further discussion, the committee adjourned. The next meeting is scheduled for Wednesday, November 1, 2006 at 8am in the Civic Center.

Respectfully submitted,

Tracy Norfleet  
Planning Division