

APPROVED

**MINUTES
DOWNTOWN PLAN SUBCOMMITTEE
EVANSTON PLAN COMMISSION**

Wednesday, September 27, 2006 / 8:00 a.m.
Evanston Civic Center, Room 2404

MEMBERS PRESENT.....Lawrence Widmayer (Subcommittee Chair),
.....James Woods, Stuart Opdycke, David Galloway,
.....Diane Williams (Evmark)

STAFF PRESENTDennis Marino, Carlos Ruiz, Tracy Norfleet

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I. CALL TO ORDER / DECLARATION OF QUORUM

Chair Widmayer called the meeting to order at 8a.m.

II. APPROVAL OF MINUTES

Minutes from the September 6, 2006 meeting were approved.

III. DOWNTOWN HISTORIC BUILDINGS SURVEY

Mr. Ruiz stated that the Preservation Commission will hold a special meeting on October 3, 2006 to discuss the downtown historic building survey. In addition to refining the list of potential landmarks, they will discuss whether to nominate one building at a time vs. nominating certain buildings as a group (e.g., thematic district). It was noted that buy-in from building owners is important, and they need to be informed of rehabilitation incentives (e.g., Cook County's Class L property tax reduction for 12 years for landmark properties).

IV. DOWNTOWN NEW RESIDENTS SURVEY

Ms. Norfleet distributed the revised draft survey that will be sent to residents of new buildings that have been constructed since 2000 (post-2000 Census). The goal is to gather factual information from these new residents for planning purposes, since they were not included in the 2000 Census. The questions pertain to number of occupants per unit (including school-age children), age of occupants, number of cars, place of employment, etc. There will be space at the end for opinions and suggestions for downtown. Members approved the survey and asked that it be mailed out with a postage-paid envelope.

V. DRAFT RFP FOR DOWNTOWN FORM BASED CODE PILOT

Ms. Norfleet distributed a draft request for proposals (RFP) for the form based code pilot discussed at the last meeting. Key points:

- **Geographic area:** three traditional areas, one transitional area (Chicago/Davis), and one block of the downtown core (Fountain Square block bounded by Sherman, Orrington, Davis, and Church)

- **Scope of services:**

Phase I

- Review form based code best practices in comparable communities. The City is interested to learn how form based codes have been explored, implemented, and enforced in other urban communities and downtown areas that are experiencing redevelopment. Such research may also include lessons learned and legal rationale.
- Review existing downtown zoning requirements. Minimally, this entails reviewing the 1993 zoning ordinance (as amended), zoning discussions from the 2004 Downtown Visioning sessions and 2006 Downtown Plan subcommittee meetings.
- A physical planning oriented strengths, weaknesses, opportunities, and threats analysis should be conducted with downtown stakeholders (i.e., merchants, residents, EVMark, Chamber of Commerce, Boards/Commissions, and City staff). This should include facilitated discussions of the physical development preferences for downtown.
- Write the form based code for the pilot area. The pilot area is comprised of three traditional areas, as identified by the Downtown Plan subcommittee, a transitional area, and one block in the downtown core to be determined (e.g., Fountain Square—the block bounded by Sherman, Orrington, Davis, and Church).
- Do simulation testing with the Downtown Plan subcommittee, staff, and other participants to be determined. The City would like to run through several development scenarios for different sites within the pilot area as a means to test the code and also to train staff who will be administering the code.
- Facilitate public comment sessions on form-based code development.
- Revise per outcome of simulation testing and public input.

Phase II

- Assist with code implementation, including education and outreach to the public, the development community, and staff who will review projects under the new form based code.
- Assist with code evaluation. The form based code should be evaluated within 6 months of implementation or a certain number of project proposals to be determined.
- Assist with tracking progress and issues, per input from the public, development community, and staff.
- Assist with revisions as needed.
- Determine future steps for pilot and whether/how to expand.

Phase III

- Revisit code after 2 years.

- **Timeframe**

The anticipated timeframe for the form based code pilot is as follows:

- Phase I: 3-6 months
- Phase II: 6-12 months
- Phase III: Initiated 2 years after completion of Phase II

VI. SET DATE AND AGENDA FOR NOVEMBER PUBLIC MEETING

An evening public meeting on downtown planning will be held on November 15, 2006, time and location to be determined. Ms. Norfleet distributed a draft agenda. Members discussed the meeting format and objectives, public notification requirements, and meeting space options.

VII. SCHEDULE NEXT MEETING / ADJOURNMENT

There being no further discussion, the subcommittee adjourned. The next meeting is scheduled for Wednesday, October 18, 2006 at 8am in the Civic Center.

Respectfully submitted,

Tracy Norfleet
Planning Division