MEETING MINUTES
PLAN COMMISSION
Wednesday, February 21, 2018
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Colby Lewis (Chair), Simon Belisle, Patrick Brown, Terri Dubin, Carol Goddard, George Halik, Peter Isaac, Andrew Pigozzi, Jolene Saul

Members Absent:

Staff Present: Meagan Jones, Neighborhood and Land Use Planner
Scott Mangum, Planning and Zoning Administrator
Erika Storlie, Assistant City Manager/Acting Director of Community Development

Presiding Member: Colby Lewis, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Lewis called the meeting to order at 7:00 P.M.

2. APPROVAL OF MEETING MINUTES: November 29, 2017 and December 6, 2017

Commissioner Goddard made a motion to approve the minutes from December 6, 2017. Commissioner Belisle seconded the motion. A voice vote was taken and the minutes were unanimously approved, 9-0.

Commissioner Dubin made a motion to approve the minutes from November 29, 2017. Commissioner Goddard seconded the motion. A voice vote was taken and the minutes were unanimously approved, 9-0.

3. NEW BUSINESS

A. TEXT AMENDMENT 18PLND-0004
College/University Parking Requirements
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning to amend Chapter 16 of the Zoning Ordinance to modify parking requirements for College/University Institutions.

Ms. Jones provided a brief background on the current parking regulations for
College/University Institutions noting that two Institutions which were open at the time of the adoption of the regulations, Kendall College and National Louis University, no longer had campuses in Evanston. She provided information on the current amount of parking provided by Northwestern and the number of parking permits issued to students living in dormitories and fraternity/sorority houses. She also stated that the City and Northwestern University are co-applicants for the proposed text amendment.

Questions from the Commission:

- Whether or not the parking requirement takes event space parking into consideration. Mr. Mangum stated that the amendment specifically addresses the dormitory and fraternity/sorority house uses but that the overall parking requirements take event spaces into consideration. There is parking available on campus for public use that does not require a permit during certain times of day.
- Why file the application jointly? Mr. Mangum stated that the reason for the amendment is the work being done on the City reservoir requires the removal of parking spaces above the new reservoir and that instead of having Northwestern University come in for variance requests for that and future projects on campus, the text amendment was suggested.
- How many parking spaces would be required after the text amendment should it be approved and could the University reduce parking in other locations on campus? Mr. Mangum stated that 3,493 would be the number of required parking spaces and that it is possible that parking is reduced in other parts of campus.
- Clarification on the timing of the 2015 study provided and the opening of new garages on campus. Mr. John D’Angelo clarified that at the time of the 2015 study the two newest parking garages on the north and south ends of the campus were open and taken into account.
- Whether or not the “projected” amount of parking needed includes faculty and students within the building as part of new construction. Mr. D’Angelo confirmed that faculty and students are included in the projected amount of required parking.
- Double counting of students is still not fully reduced for residents of dormitories, fraternities and sororities. What will prevent Northwestern from coming back for further reduction? Ms. Storlie stated that the impetus for the text amendment is the work the City must complete on the City Reservoir and the loss of parking spaces. Northwestern University did not approach the City for the proposed amendment. She also stated that there is no evidence that the double counting is a problem and does not anticipate Northwestern University coming in for further required parking reductions.

Commissioner Goddard made a motion to recommend approval of the proposed text amendment. Commissioner Belisle seconded the motion.
A roll call vote was taken and the motion was approved, 9-0.

Nays: None

B. TEXT AMENDMENT

Porch Regulations
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning to amend City Code Section 6-4-1-9, Yards, and City Code Section 6-18-3, Definitions, to modify regulations pertaining to porches.

Mr. Mangum provided background and reasons for the proposed text amendment including a large number of requested variances due to the lack of usable porch space permitted by the current regulations. Two options were provided: the first to permit a front porch depth that extends a maximum of 25% into the required front yard setback, and the second to permit a porch depth of 6 feet, provided that a minimum 10 foot front yard setback is provided.

Questions from the Commission:
- Whether or not the proposed amendment would apply to new construction or additions. The proposed amendment would apply to any new construction affecting front yard setbacks.
- How is porch use regulated? If a porch space is enclosed and is used as interior living space then these regulations would not apply to that space.
- 6 feet, while reasonable for a front porch, may be limiting in a large front yard. Discussion followed starting with a suggestion of combining the two amendment options to fully address functionality of porches in yards of varying sizes.
- Clarification on how setbacks are managed when there are varying existing front yard setbacks, or a zig-zag effect, within a block. Mr. Mangum stated that an average of existing front yard setbacks is taken to determine required setbacks for new construction or additions. Discussion followed with comments regarding the desired outcome.
- Clarification on depth needed for ADA accessibility and suggestion that the porch be at least that depth. If a ramp were needed that would be a similar regulation to allowing steps projecting into a setback.

Discussion continued regarding preferences for the text amendment and emphasis that the required setback is a minimum, allowing the property owner to still have some flexibility. Clarification on whether or not nonconforming porches would be affected was provided, specifically, if a porch is damaged or destroyed outside of the
property owner’s control, it could be replaced within a year.

Commissioner Isaac made a motion to recommend that the amendment be revised so that front porches must maintain a minimum ten foot front yard setback and may be the greater of six feet in depth or 25% of the depth of the required front yard. Commissioner Belisle seconded the motion.

A roll call vote was taken and the motion was approved, 9-0.

Nays: None

4. OTHER BUSINESS

A. MODIFICATIONS TO ADMINISTRATIVE RULES AND PROCEDURES OF THE PLAN COMMISSION

Ms. Jones provided a brief summary of the edits being proposed by staff for the Administrative Rules and Procedures. These consisted of: minor grammatical edits, changes to the attendance requirements, changes to language regarding review of the City’s Capital Improvement Program (CIP), elimination of Associated Members, and the elimination of leaseholders being able to request a continuance at public hearings (consistent with City code) among other items.

Discussion followed with Commission questions and comments as follows:

- Concern that deleting the CIP review would remove an opportunity for public comment. Mr. Mangum responded that there are other opportunities for the public to provide feedback on the CIP, specifically at City Council or Administration and Public Works Committee. It was suggested to take out reference to the CIP but keep the remaining language as it refers to other City plans.
- Displeasure with the language attendance requirement vote. Suggestion to remove that portion of the revised language but keep the reduction in missed meetings triggering action at the Chair's discretion.
- Confirmation that there are currently no Associate Members.
- Confirmation regarding the necessity of holding a position on a subcommittee or being a liaison.

Commissioner Isaac made a motion to revise the proposed amendment to Article IV(E) to read “The chair shall notify the Mayor when a member of the Commission has failed to attend meetings during a consecutive three (3) months, or six (6) times during a consecutive twelve (12) months, unless the chair shall determine that the failure to attend was for a good cause.” Commissioner Saul seconded the motion. The Commission voted, 9-0, to adopt the revised amendment regarding
Commissioner attendance.

Commissioner Isaac made a motion to revise the proposed amendment to Article III to remove reference to CIP review and read “To study, review and prepare recommendations on plans and proposals of other departments of the City government which relate to the implementation of the Comprehensive General Plan.” Commissioner Goddard seconded the motion. The Commission voted, 8-1, to approve the revised amendment regarding CIP and plan review.

Commissioner Belisle made a motion to approve the remaining suggested amendments as presented by staff. Commissioner Isaac seconded the motion. The Commission voted, 9-0, to approve the remaining suggested amendments as presented by staff.

B. APPOINTMENTS OF LIAISONS AND ZONING COMMITTEE MEMBERS

Chair Lewis listed the Commissioners who acted as liaisons for various Boards and Committees and asked if there were any proposed changes. A brief discussion followed.

The following appointments were made:
Zoning Committee- Dubin, Saul (Chair), Goddard, Belisle, Isaac;
Comprehensive Plan Committee- Dubin (Chair), Lewis, Piggozi, Brown, Halik;
Rules Committee- Lewis, Isaac, Goddard (Chair);
Economic Development Committee – Piggozi;
Planning & Development Committee – Lewis;
Housing & Community Development Act Committee – Goddard;
Transportation and Parking Committee – Dubin;
(Public Place Names Committee and ADA Advisory Committee have been eliminated).

5. PUBLIC COMMENT

There was no public comment.

6. ADJOURNMENT

Commissioner Goddard made a motion to adjourn the meeting. Commissioner Piggozi seconded the motion.

A voice vote was taken and the motion was approved by voice call 9-0.
The meeting was adjourned at 8:34 pm.

Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department