Planning & Development Committee Meeting  
Minutes of September 17, 2018  
7:00 p.m.  
James C. Lytle Council Chambers - Lorraine H. Morton Civic Center

STAFF PRESENT: M. Masoncup, S. Mangum, J. Leonard

OTHERS PRESENT:  

PRESIDING OFFICIAL: Ald. Wilson

I. CALL TO ORDER/DECLARATION OF QUORUM: ALDERMAN WILSON, CHAIR  
A quorum being present, Ald. Wilson called the meeting to order at 7:45 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF AUGUST 13, 2018  
Ald. Fiske moved approval of the August 13, 2018 meeting minutes, seconded by Ald. Revelle. The committee voted unanimously 6-0, to approve the August 13, 2018 minutes.

III. ITEMS FOR CONSIDERATION  

(P1) Appeal to Planning & Development Committee of Design and Project Review  
Committee Decision Denying Variance for Commercial Variable Message Sign (CVMS) for Citgo Station at 1925 Green Bay Rd The Planning & Development Committee shall decide whether or not to hear the variance appeal, and if granted, set a hearing date for said appeal. The hearing shall be confined to a review of the Design and Project Review (DAPR) decision and written objections submitted by the appellant property owner. No verbal presentation shall be heard except by invitation by the committee. The Planning & Development Committee shall either approve, approve with conditions, deny the application or refer the matter back to DAPR for further proceedings.  
For Action

Syed Saqib, applicant, stated there is a hardship because of limited visibility because of the distance from canopy to building. They are instead proposing an electronic sign and noted that the current pricing sign is electronic. They
will limit the amount of message changes and noted that McDonald’s and Marathon Gas on Howard Street have electronic signs.

In response to Ald. Wilson, the applicant stated he has owned business for 6 months. Citgo provides options for signage. They are looking to add electronic sign below existing signage.

Ald. Rue Simmons does not believe signage is complementary and should not be allowed in the community from an aesthetic perspective.

Ald. Rue Simmons moved to decline to hear the appeal, seconded by Ald. Fiske. The Committee voted 5-1 to decline to hear the appeal.

(P2) Landlord-Tenant Services with Metropolitan Tenants Organization & Lawyers’ Committee for Better Housing

The Housing and Homelessness Commission and staff recommend City Council approval of a not to exceed $70,000 contract with Metropolitan Tenants Organization and Lawyers’ Committee for Better Housing for landlord-tenant services. The funding source is the City’s Affordable Housing Fund (Account 250.21.5465.65497). The Affordable Housing Fund has a current uncommitted cash balance of approximately $600,000; including $114,500 budgeted for housing services in FY2018.

For Action

Betty Ester inquired about services that would be provided by the organization.

Doreen Price also inquired about the services.

In response to Ald. Rue Simmons, Sarah Flax confirmed that the organization was replacing Open Communities and has been vetted through an open process after responding to a request for proposals. City staff previously provided services that have more recently been provided by outside providers. The organization has experience providing landlord-tenant educational services in other communities in the region.

Ald. Revelle moved approval of the item, seconded by Ald. Rue Simmons. The Committee voted 6-0 to approve the item.

(P3) Ordinance 41-O-18, Amending City Code Section 6-16, Table 16-B, “Schedule of Minimum Off Street Parking Requirements”

The Plan Commission and staff recommend City Council adopt Ordinance 41-O-18, amending the Zoning Ordinance to modify parking requirements for College/University Institutions. Staff is proposing to adjust the parking requirements for dormitories and fraternity and sorority houses. The proposed
text amendment still requires more than the 1 to 16 ratio of students with parking permits to those eligible to obtain parking permits. The proposed amendment would reduce the total required parking spaces on Northwestern University’s campus from 4,096 to approximately 3,493.

For Introduction

Ald. Suffredin moved to introduce Ordinance 41-O-18, seconded by Ald. Rue Simmons. The Committee voted 6-0 to introduce Ordinance 41-O-18.

(P4) Ordinance 105-O-18, Amending Portions of the Zoning Ordinance Creating Brew Pubs and Craft Alcohol Production Facilities
The Plan Commission and staff recommend approval of Ordinance 105-O-18 authorizing Zoning Ordinance Text Amendments to alcohol producing uses that include allowing Brew Pubs as a Special Use in the MXE Mixed-Use Employment District.

For Introduction

Ald. Rue Simmons moved to introduce Ordinance 105-O-18, seconded by Ald. Wynne. The Committee voted 6-0 to introduce Ordinance 105-O-18.

(P5) Ordinance 108-O-18, Special Use Permit and Major Variations for a Banquet Hall and a Brew Pub, Double Clutch Brewing Company, at 2119-2125 Ashland Avenue
The Zoning Board of Appeals and staff recommend approval of Ordinance 108-O-18 authorizing Special Uses for a Banquet Hall and Brew Pub and Major Zoning Variations for a 0' front yard setback where 10' is required, a 0' interior side yard setback where 5' is required, a 0' rear yard setback where 5' is required, and to eliminate 1 required short loading dock.

For Introduction

Ald. Rue Simmons noted the experienced applicant has presented concept at Ward meeting and has met with other stakeholders in community. Supportive of business, but expressed concern with signage as proposed.

Ald. Wilson moved to introduce Ordinance 105-O-18, seconded by Ald. Wynne. The Committee voted 6-0 to introduce Ordinance 105-O-18.

Ms. Ester noted neighboring churches are stakeholders and coordination of events could be issue with parking.

(P6) Ordinance 103-O-18, Granting a Special Use for a Type 2 Restaurant, Backlot Coffee, at 2004 Central Street
The Zoning Board of Appeals and City Staff recommend adoption of Ordinance 103-O-18 granting a special use approval for a Type 2 Restaurant,
Backlot Coffee in the B1a Business District and oCSC Central Street Overlay District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district. Alderman Revelle recommends suspension of the rules for Introduction and Action at the September 17, 2018 City Council.

**For Introduction and Action**

Ald. Wynne moved suspension of the rules to introduce and approve Ordinance 103-O-18, seconded by Ald. Revelle. The Committee voted 6-0 to suspend the rules to introduce and approve Ordinance 103-O-18.

(P7) **Ordinance 104-O-18, Granting a Special Use and Zoning Relief to Expand a Daycare Center - Child at 2200 Main Street**

The Zoning Board of Appeals and City staff recommend adoption of Ordinance 104-O-18 granting special use approval to expand a Daycare Center – Child, the Infant Welfare Society of Evanston, and zoning relief for a one-story addition with a 6.1’ west interior side yard setback where 15’ is required, at 2200 Main St. in the R2 Single Family Residential District. The applicant has complied with all zoning requirements and meets all of the standards for a special use for this district. Alderman Braithwaite recommends suspension of the rules for Introduction and Action at the September 17, 2018 City Council.

**For Introduction and Action**

Ald. Braithwaite, noted DAPR and ZBA recommendations for approval and request to move forward for introduction and action based on grant funding.

Ald. Fiske moved suspension of the rules to introduce and approve Ordinance 104-O-18, seconded by Ald. Rue Simmons. The Committee voted 6-0 to suspend the rules to introduce and approve Ordinance 104-O-18.

(P8) **Ordinance 102-O-18 Granting a Special Use for a Type 2 Restaurant, Kilwins Chocolates, at 1724 Sherman Avenue**

The Zoning Board of Appeals and City Staff recommend adoption of Ordinance 102-O-18 granting a special use approval for a Type 2 Restaurant, Kilwins Chocolates in the D2 District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

**For Introduction**

Ald. Wilson moved to introduce Ordinance 102-O-18, seconded by Ald. Rue Simmons. The Committee voted 6-0 to introduce Ordinance 102-O-18.

(P9) **Ordinance 106-O-18, Granting a Special Use for a Public Utility and**
**Major Zoning Relief for a Fence (Concrete Wall) at 514 Custer Avenue**

The Zoning Board of Appeals and City staff recommend adoption of Ordinance 106-O-18 granting special use approval for a Public Utility for the replacement of existing ComEd equipment with “DC-in-a-box” utility equipment, and major zoning relief for a 20'-tall fence (concrete wall) for safety and thermal screening of the utility equipment, at 514 Custer Ave. The applicant has complied with all other zoning requirements, and meets all of the standards for special use and major variation in the R3 Two Family Residential District.

**For Introduction**

Ald. Fleming requested introduction and action following community meeting and efforts of ComEd to beautify wall.


IV. ___________ ITEMS FOR DISCUSSION

V. ___________ COMMUNICATIONS

VI. ___________ ADJOURNMENT

Ald. Wynne moved to adjourn, seconded by Ald. Rue Simmons. The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Scott Mangum
Planning and Zoning Administrator