MEETING MINUTES

HISTORIC PRESERVATION ORDINANCE
REVIEW SUBCOMMITTEE
OF THE EVANSTON PRESERVATION COMMISSION

Thursday, July 13, 2017
8:00 A.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2404

Members Present: Tim Schmitt, Mark Simon, Karl Vogel and Diane Williams
Members Absent: Ken Ile, Sally Riessen Hunt and Robert Bady,
Staff Present: Carlos D. Ruiz Preservation Coordinator
Presiding Member: Diane Williams, Chair

CALL TO ORDER / DECLARATION OF QUORUM

With a quorum present Chair Williams called the meeting to order at 8:15 a.m.

APPROVAL MINUTES

Carlos Ruiz said a recording of the June 1, 2017 meeting was not available. He will prepare the minutes from notes of the meeting.

OLD BUSINESS

A. Historic Preservation Ordinance Review

   1. 2-8-15. – PENALTIES; 2-8-16. – FEES; and 2-8-17. - SEVERABILITY.

   No discussion.

B. Historic Preservation Ordinance with Proposed Text Amendments DRAFT 1

The Subcommittee agreed to delete from section 2-8-9 (B), second paragraph: Regarding additions. With attention to horizontal alignment of architectural features, including roof forms and cornice/trim datums, and rhythm of wall openings and proportions of window and door openings.

NEW BUSINESS

Preservation Ordinance Review Subcommittee Page 1 of 3
A. Preservation Commission Rules and Procedures Review

The Subcommittee added new text (bold and underlined) and deleted existing text (strikethrough) as follows:

ARTICLE 1. PERSONNEL

3. Conflicts of Interests. The Preservation Commission shall be subject to the City’s Ethics Code, Title 1, Chapter 10, 1-10-4 of the City Code, governing … the Board of Ethics.

4. Attendance at Meetings.

   Discussion: The proposed text amendments in the Preservation Ordinance address this issue by setting the number of Commissioners up to eleven members; the quorum is a majority of the appointed Commissioners.

5. Qualification to Vote on Certificates of Appropriateness. No Commission member shall vote on any matter deciding an application or any request to reconsider an application unless … In the event of an absence from previous deliberations, the member shall declare for the record that the member has reviewed the minutes and record and is familiar with the Commission’s previous deliberations.

ARTICLE 2. MEETINGS.

1. Notice. Notice of all meetings shall be properly posted and meetings shall be open to the public, as provided by law. A quorum of a majority of the current appointed members (up to eleven) is required. Again, the number question?

2. Regular Meeting Order of Business.
   Call to order/quorum declaration
   Old/Minutes
   Unfinished Business, including comments from the public regarding individual applications
   New Business, including comments from the public regarding individual applications
   Any Additional Public Comment according to Article 10 of these Rules and Procedures
   Comments by public, Commission members, staff
   Minutes
   Communications/Reports from Commission members and staff
   Adjournment

3. Special Meetings. Special meetings may be called by the Chair at his/her discretion,
or upon the request of three or more Commission members.

4. Committee Meetings. Committee meetings or other special events attended by 4 or more Commissioners will be held in a public building. For these meetings, required notice for a public meeting will be posted and meeting minutes will be prepared. Meetings of 3 or fewer Commissioners organized as a volunteer working group need not be held in a public building, and detailed minutes need not be maintained at such meetings. These volunteer working groups since the committees will be limited to comprise a maximum of only 2 3 members and since the topics of their these committee meetings will be brought before the entire Commission at a Commission meeting. However, a record of volunteer working group meetings all such proceedings will be maintained, documenting attendance, time, place, and the subject of the meeting. Other special events need not be held in a public building, and detailed minutes need not be maintained for such meetings.

Discussion: Commissioner Simon will suggest new language here.

ARTICLE 3. COMMITTEES

The Commission, through its ongoing functions, may propose Committees or volunteer working groups to address specific preservation topics. Committees may include, but not be limited to, the following examples:

1. Preservation Awards. The committee shall conduct the annual Preservation Awards programs either solely by the commission or in conjunction with another civic preservation organization. Awards will be given in May, or as scheduled with Evanston’s City Council.

3. Public Education. This committee may provide for several subcommittees to conduct business as necessary with the public. Subcommittees may be, but are not limited to Realtor Information meetings, Housewalks, Newsletter and website information, Tradesman Referral, design-related, and architectural competitions.

ARTICLE 4. APPLICATION HEARINGS OR PUBLIC MEETING

1. Consideration of Applications.

Completed application is due fifteen (15) business days prior to the application hearing or public meeting.

Any party may appear in person or by agent or attorney at the Commission meeting.

a) If a major alteration is proposed, applicant must have the City’s zoning analysis completed with the results 15 business days prior to the hearing.

b) If a major alteration or demolition is planned, applicant must notify neighbors within
250 feet of the property five (5) or more business days prior to the hearing to allow neighbors to comment on the proposal at the meeting.

c) All persons who wish to address the Commission regarding an application shall sign in and indicate the application to be addressed. Additional sign-in sheets will be available for persons to record their attendance at the Commission meeting.

d) The applicant shall present evidence in support of the application, i.e. that the applicable standards according to Evanston’s Historic Preservation Ordinance (citation) are met;

e) Other persons may speak in support of the application;

f) Statements or evidence submitted by any official, Board or Commission, or department of the City of Evanston, shall be presented as directed by the Chair;

k) The Commission shall thereafter proceed to discussion of the proposal with respect to the appropriate standards;

l) Following discussion, the Commission shall develop and adopt conclusions based on the Findings of Fact that the proposal meets or does not meet the applicable standards in the Ordinance, is or is not incongruous citing applicable sections of the appropriate standards;

m) Based upon the Findings of Fact conclusions, the Commission may discuss the appropriateness of imposing conditions;

PUBLIC COMMENT

No public comment.

DISCUSSION

ADJOURNMENT

Commissioner Schmitt made a motion to adjourn the meeting at 9:18 am, seconded by Commissioner Simon. Motion passed unanimously. Vote: 4 ayes, 0 nays

Respectfully Submitted,

Carlos D. Ruiz
Preservation Coordinator, Community Development Department