PLAN COMMISSION
Wednesday, June 13, 2018
7:00 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES: April 11, 2018 and April 18, 2018

3. OLD BUSINESS

   A. Text Amendment
      Front Porches 18PLND-0011
      A Zoning Ordinance Text Amendment to amend City Code Sections 6-4-1-9, Yards, 6-3-8, Variations, and 6-18-3, Definitions, to modify regulations pertaining to front porches.

4. NEW BUSINESS

   A. Text Amendment
      Revision of Preservation Commission Review Procedures 18PLND-0045
      A Zoning Ordinance Text Amendment to amend City Code Sections 6-4-6-7, Special Regulations Applicable to Fences, 6-15-11, Historic Structures, Sites, and Landmarks Districts and 6-18-3, Definitions, to revise the language and procedures regarding the review of special uses and variations by the Preservation Commission.

5. PUBLIC COMMENT

6. ADJOURNMENT

The next meeting of the Plan Commission has been scheduled for WEDNESDAY, JULY 11, 2018 at 7:00 P.M. in JAMES C. LYTLE CITY COUNCIL CHAMBERS of the Lorraine H. Morton Civic Center.

Order of agenda items is subject to change. Information about the Plan Commission is available online at: http://www.cityofevanston.org/plancommission. Questions can be directed to Meagan Jones, Neighborhood and Land Use Planner, at 847-448-8170 or via e-mail at mmjones@cityofevanston.org.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Community Development Department 48 hours in advance of the scheduled meeting so that accommodations can be made at 847-448-8683 (Voice) or 847-448-8064 (TYY).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las que no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).
MEETING MINUTES
PLAN COMMISSION
Wednesday, April 11, 2018
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

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

Members Absent: Patrick Brown, Simon Belisle

Staff Present: Melissa Klotz, Zoning Planner
Scott Mangum, Planning and Zoning Administrator
Mario Treto, Assistant City Attorney

Presiding Member: Colby Lewis, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Lewis called the meeting to order at 7:02 P.M.

2. APPROVAL OF MEETING MINUTES: March 14, 2018

Commissioner Dubin made a motion to approve the minutes from March 14, 2018 as edited. Commissioner Goddard seconded the motion. A voice vote was taken and the minutes were unanimously approved, 7-0.

3. OLD BUSINESS

A. PLANNED DEVELOPMENT 18PLND-0005
1727 Oak Avenue
Trammell Crow Company, developer, proposes to construct a 17-story active adult, age restricted, multi-family rental development with 169 units and 139 parking spaces in the D3 Downtown Core Development District. The applicant seeks site development allowances for: 1) number of dwelling units (169 where 117 allowed); 2) building height (155 feet where 170 feet allowed as a site development allowance); 3) front yard setback (1 foot where a minimum of 3 feet required); and 4) loading (1 short berth where 2 short berths required).

Ms. Klotz presented a brief overview of updates to the proposed planned development.
Johnny Carlson explained the details of the updated proposal, clarifying the building is age-restricted in accordance with Fair Housing regulations with every unit being occupied by at least one person 55 years of age or older. He also stated that the Development adds additional street parking and removes a curb cut. The parking provided is in excess of the minimum code requirement.

Leah Riley, ADA Specialist, added that 2 ADA spaces will be added on the street, plus ADA curb ramps, the midblock crosswalk will be shortened and restriped and additional signage will be added. She continued, stating that the entire building will be in full compliance with all ADA codes. There will be a power operated door at the building entrance and an indoor accessible bicycle parking and maneuvering space. There will also be extra wide doors and corridors that fit stretchers, built-in seats and grab bars in showers, and an ADA accessible rooftop pool.

Luay Aboona, KLOA Traffic Consultant, added that enhancement of Oak/Clark three-way intersection (to be done by 1815 Ridge/Oak development) will connect crosswalks to the north end of the 1727 Oak development. Additionally, a speed study was done by the City for 1 week to measure the speed of traffic. Results show there is no speeding problem occurring on the block with existing conditions. Average speeds were 13 and 14 mph. The 85% speed (typically used) was 21 mph, still below the speed limit. Mr. Aboona also explained vehicular use of an age restricted building compared to other uses that are allowed to show a much lower vehicular demand from an age-restricted building.

Aaron Roseth, ESG Architects, stated that based on feedback from the previous meeting and the community, architectural details were refined to show a modern style building with playful fenestration and a strong podium. He also clarified that the stairwell to the roof was added per code requirement.

Johnny Carlson then compared the building height to surrounding buildings, noting 88’ height of the Sienna development, 120’ Shand Morahan building, and 259’ building across the tracks on Maple Ave. He then emphasized that the proposed building does not max out height (max 268.5’ allowed Site Development Allowance) nor does it max out height described in the downtown plan. Shadow studies were shown for all seasons, animating an 8 hour day for each.

Chair Lewis then opened up the hearing for public comment. 21 people spoke which included the following comments:

- Clarification on whether or not the street will be narrowed to shorten the crosswalk? Mr. Aboona responded no, not to vehicular traffic.
If consideration been given to reducing the allowances based on community input. Mr. Roseth responded architectural issues were addressed based on community input.

How many units will have a roll-in shower so residents can age in place? Ms. Riley responded the entire building will be ADA compliant and many units have bathtubs instead. Some units have transfer showers, and all showers have shower seats and grab bars. Many of these are enhancements beyond code requirements.

Concern that this building will obstruct the view from across the street and add more traffic, making it difficult to bike around the area and add to general bike and pedestrian safety.

Concerns about the speed study. Since there were big blinking signs, that would affect the vehicle speeds. Officer Napier responded the speed was evaluated first, and the sign was put up after the study, which is typically done when there are questions of excessive speed.

Concerns that the intersection of Ridge/Green Bay/Emerson was not analyzed as part of the applicant’s study.

Commissioner Dubin interjected and stated it would be best to fix the Oak curve to make it a true 90 degree corner, and asked if the City has considered that. Ms. Klotz responded she was not aware of any discussion to modify the curve, and it would likely be difficult to do so given the existing structures in the area.

A presentation was given by Philip Crihfield, 1720 Oak, on behalf of 18 concerned Sienna condo owners:
  o Approximately 20% of Sienna population is physically and developmentally disabled.
  o Proposal is twice the height of Sienna.
  o Average height of all buildings west of the track is 100’. East of the tracks the buildings are taller with an average of 134’.
  o There is not enough on-street parking already, so this building will make it worse.
  o Developer was asked to add more parking underground but declined.
  o Building is too large, too intense, will overwhelm the area, and create safety hazards.

Questions regarding whether or not the Inclusionary Housing Ordinance is being followed for size, rate, number, Code says 50-60% AMI rates. A representative from Interfaith Action and Joining Forces stated he was pleased 10% of the units will be affordable, however, of those units really need to be at 50% AMI and the other half at 60% AMI. If we want people to age in place then we need more 2 bedroom units to house a caregiver.

Concerns over how the proposed project will impact Mt. Zion church. Questions included: Were any traffic studies done on Sundays when parishioners were present? 1815 Oak will be close, and now 1727 Oak close by in the other direction. Will there be other uses in the building such as a restaurant, hotel,
etc.? Will street parking become parallel? Is the dog park entirely on 1727 Oak property?

- Delores Holmes, former alderman stated that good communication makes great neighbors. As a member of Mt. Zion church, she had the questions regarding: will parking change on Clark St, dog park location, and public benefits.
- Developer has stated underground parking is not an option due to the water table, but surrounding buildings have underground parking. The stormwater management calculation has 6 square feet to spare, so it did not take into account changing climate. Mr. Carlson stated that the water table fluctuates from property to property - on this site it is at 6-8’. so it is not feasible to put parking underground.
- Concern that the architect/firm is not licensed in Illinois, per the IDPR. Project needs to do full appraisals of surrounding properties to determine if values will be affected by the development. Project is noncompliant with Fair Housing laws. Submitted evidence.
- Ann Sychon, Executive Director of Center for Independent Futures, which owns a condo at 1740 Oak - increased density and traffic will affect the quality of life for many residents of Sienna. Parking for supportive staff is already not enough. With 1815 Oak/Ridge and this project, that is 323 more units but only 206 parking spaces. More parking is needed. Additionally, there are residents with special needs who are still able to drive and work. There is some concern for their safety.
- General opinion and public statements that the building is a bad idea.

Mr. Carlson responded to several items, providing the following additional information after public testimony:

- The project architect is licensed and perhaps the search for architect was for ESG and not the full name (Elness Swenson Graham Architects).
- Stormwater calculations will meet LEED Silver requirement.
- Both staff and the development team have tried to contact and notice residents multiple times in a variety of ways. Will continue to reach out in various ways and would like to meet with Mt. Zion.
- Street will not be narrowed - only at the crosswalk section and not impacting vehicular lanes. On street parking will be angled stalls.
- The proposed dog park is completely on private property, and will follow City licensing/permitting dog park requirements.
- There are 2-bedroom units, as well as varying sized studio and 1-bedroom units. 15% are small 2 bedrooms and 8% are large 2 bedrooms. The average unit size is 818 sq. ft.
- Originally proposed to pay fee in lieu for affordable housing but worked with the City to find an alternative that is better for the community and have now agreed to put all 17 affordable units on-site with modified AMIs and unit sizes. All 17 units at 50 and 60% AMI is not economically feasible. Instead, half of the 17 units will be at 50 and 60% AMI and the other half will be at 80% AMI.
The Commission then entered deliberation. Comments included the following:

Commissioner Halik stated that the proposed use, density and height are appropriate. This is close to downtown, and we want to encourage a walkable community. Traffic won’t be as much of an issue since it is an age restricted building in a walkable area with nearby public transportation. There is never enough street parking no matter what buildings and uses are there. Evanston has great architecture; however, the “playful architecture” is not good enough for Evanston and seems chaotic. If the project is recommended for approval, it should be conditioned on a different facade.

Chair Lewis asked if the development fits with the 2009 Downtown Plan, and Ms. Klotz responded yes, the use is appropriate and encourages walkability that is beneficial to other uses in the area. The bulk and height are within the Downtown Plan that calls for a 15-18 story building in that area which is specifically west of the train tracks.

Commissioner Isaac noted the project meets the requirements and guidelines of the Plan Commission. Parking is a concern in the area already. Chair Lewis noted existing parking conditions are not the fault of the developer, though their project should not exacerbate bad conditions.

Commissioner Isaac stated the Metra tracks at Oak and Clark block pedestrian access to parking right on the other side (farmers market location and the Maple St garage). A structural fix that is well beyond the scope of what this or another developer could do would help the parking situation dramatically by creating a pedestrian tunnel to connect the area to the underutilized parking.

Commissioner Dubin asked if Sienna residents and caregivers could get discounted parking passes for the parking garage to alleviate some parking concerns.

Commissioner Saul encouraged more community outreach beyond notices, which don’t always work.

Commissioner Pigozzi stated this is the right development for this property. There is no compelling evidence that the development would make the area less safe or less habitable, and the development may even improve the area/traffic/parking. Appreciate the effort to mitigate bird deaths, and like the design of the balconies on the building.

Commissioner Goddard stated it is a good use of the site. Big concern is the timing of construction with two large buildings being constructed in the area at the same time, and hopes staff can work out the best construction plan that minimally impacts others.
Chair Lewis agreed this is a good development for the site. It is not the burden of this developer to fix other problems that exist to the neighborhood. Truck traffic is a problem, but this development does not add to that problem.

Mr. Mangum summarized the 4 site development allowances requested.

**Commissioner Halik motioned to recommend approval of the project with listed staff conditions as well as an added condition that the developer work with members of the appropriate City Committee on facade improvements. The motion was seconded by Commissioner Pigozzi.**

Mr. Mangum noted the project could undergo design modifications that DAPR could review and approve and noted a Construction Management Plan is one of the conditions listed, which can incorporate a coordinated effort with the 1815 Oak/Ridge construction.

**Ayes: Dubin, Halik, Isaac, Pigozzi, Saul, Lewis**  
**Nays: Goddard**

Recommendation for approval with staff conditions and 1 additional condition as noted.

Alderman Braithwaite, spoke to residents thanking them for their patience and apologizing to Mt. Zion Church regarding the lack of communication. He then requested that additional community meeting take place.

4. **OTHER BUSINESS**

There was no other business.

5. **PUBLIC COMMENT**

There was no public comment.

6. **ADJOURNMENT**

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

A voice vote was taken and the motion was approved by voice call 7-0.

The meeting was adjourned at 9:16 pm.

Respectfully Submitted,  
Meagan Jones  
Neighborhood and Land Use Planner  
Community Development Department
MEETING MINUTES
PLAN COMMISSION
Wednesday, April 18, 2018
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Colby Lewis (Chair), Terri Dubin, Carol Goddard, George Halik, Peter Isaac, Jolene Saul

Members Absent: Patrick Brown, Andrew Pigozzi

Staff Present: Meagan Jones, Neighborhood and Land Use Planner
Scott Mangum, Planning and Zoning Administrator
Michelle Masoncup, Interim Corporation Counsel

Presiding Member: Colby Lewis, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Lewis called the meeting to order at 7:03 P.M.

2. NEW BUSINESS

A. PLANNED DEVELOPMENT

17PLND-0112

Evanston Gateway, LLC is requesting approval of a Map Amendment to rezone the northern portion of the property from the C1 Commercial District to the B3 Business District, a special use for an open sales yard in the B3 Business District and a Planned Development in the B3 Business District to construct a 5-story mixed-use building with approximately 4,999 square feet of indoor ground floor commercial space, approximately 7,000 square feet of outdoor garden/open sales lot, 26 dwelling units and 30 parking spaces. The applicant seeks site development allowances for: number of required parking spaces (30 proposed where 37 are required), for fence location (0 feet setback from street side property line proposed where 2 feet is required), and for parking setbacks from the north and west property lines (0 feet proposed where 5 feet is required). In addition, the applicant may seek and the Plan Commission may consider additional site development allowances as may be necessary or desirable for the proposed development.

Ms. Jones presented a brief background on the proposed planned development.
She provided general development characteristics, proposed public benefits and the staff recommendations and suggested conditions for approval.

Katie Janke Dale, attorney for the developer, provided a brief overview and stated that the applicant is in disagreement with several of the proposed conditions including: movement of the metal fence surrounding the open sales area, providing for a parking pay box, and providing funding for pedestrian countdown timers. She stated that the traffic signals are within the City of Chicago jurisdiction and seeking approval for the timers may slow down project completion.

David Brown of Evanston Gateway, LLC spoke, stating that the project has been through a year-long process of dialogue with City staff and a community meeting. He then gave an overview of the site and the area then reviewed the Inclusionary Housing Ordinance requirements and what the project is proposing to provide on-site. He then stated that there are a low number of site development allowances and that the proposed on-street parking, if counted, would bring the parking requirement into compliance. He then introduced LaManda Joy who will be taking the lead on the City Grange portion of the development.

LaManda Joy, master gardener with the Peterson Garden Project provided a background on the program and gave an overview of City Grange, a for-profit social enterprise. City Grange would be the first education based garden center in the country. She reviewed items that the program will offer, including an organic plant yard, demonstration garden along the Metra embankment, rooftop garden with beekeeping, and a community event space. There will also be a ground level café with seating and a coffee window for quick takeout orders. Approximately 10 to 15 jobs will be created.

Michael Wilkinson, architect for the applicant, reviewed the building design and materials along with space usage within the building.

Chair Lewis then opened up the hearing to questions from the Commission which included:

- How will security for building residents be handled? Mr. Brown stated that this has not been fully addressed but that there will be gates and entryways that will be closed when the retail space is closed. The 2nd floor office will be a separate space and closed off.
- How will rooftop mechanical equipment be screened? Mr. Brown stated that most of the equipment is located adjacent to the Metra train tracks with a parapet but that, due to the use of the roof, additional penthouse screening will be added.
- How will remediation of the property and replacement of the current parking lot spaces be handled? There will be 9 additional on-street parking spaces as part of the development and land sale agreement so that is not seen as an issue. Also,
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full remediation of the property is planned. Underground tanks will all be removed; Phase I and II have been done.

- What was Metra’s response to the proposed demonstration garden? Mr. Brown replied that Metra has been responsive to their requests. An existing beautification lease between Metra and the City will help facilitate those proposed improvements.

- How was required parking determined for the development? Mr. Mangum stated that the retail portion of the building required 14 spaces, the office use required 1 space (due to first 2,000 sq. ft. not being counted), and that the residential portion required 22 spaces for a total of 37 parking spaces.

- Clarification on the color accents on all facades. Mr. Wilkinson stated that the proposed plans presented to the Commission are the response to the DAPR Committee recommendation.

- Impetus for the proposed on-street parking. Mr. Brown stated that those spaces were part of KLOA’s recommendations and that City staff reviewed the plans and worked out the adequate tapering for the lanes.

Chair Lewis then opened the hearing to questions from the public. A total of 3 residents asked questions which included:

- Clarification on how reflections from the planting materials will be addressed to mitigate possible harm to birds. Mr. Brown stated that a LEED consultant had been hired and that this was something that had been looked into prior to DAPR review. DAPR comments have been incorporated. Also glass on balconies has been removed in place of metal railings.

- Clarification on where replacement parking will be if any and when the parking will be terminated for those leasing spaces in the lot. Ms. Mason cup stated that notice will be provided prior to the purchase and closing of the lot. Likely to be in June. The City can make possible alternatives available. Replacement parking will need to be looked into.

- Whether or not revenue from the proposed retail could be used to leverage the cost of affordable units and what options were considered to lower the affordability levels for the on-site units. Mr. Brown stated that the development team made the decision to provide on-site affordable units at 80% AMI versus a fee-in-lieu payment based on what an internal review deemed most feasible. The mission of City Grange would also provide benefits to the same population.

Chair Lewis, then opened the hearing to public testimony. A total of 2 people spoke providing the following comments:

- General support of the project and overall improvements made to Howard St. However, there are concerns with regards to the closing of the parking lot. There are long waiting lists for the lot on Chicago Ave. and Howard St. as well as for Lot 51 nearby. Providing parking would add value to the properties in the area. Parking solution should be offered.
● Support of the project as it ties the east and west ends of Howard St. together. Callan St. widening provided more parking spaces making it less of an issue. Development on Howard St. in general is helping property values increase. The public benefits of the project balance the low number of site development allowances.

Mr. Brown stated that modifications would not help alleviate concerns and the project does help with some of the parking issues with the retail parking and on-street spaces.

Commissioner Isaac asked for clarification on why the Special Use for an Open Sales Lot is being asked for, since sales of landscaping equipment is not permitted with the open sales lot use. Mr. Mangum stated that the classification was likely to be conservative in the event of the retail space selling other non-landscaping materials that are offered.

Chair Lewis asked what happens to the lot in the winter months. Ms. Joy stated that the lot is intended to be used year round and would likely have holiday landscaping.

Commissioner Goddard asked for the cost of the pay boxes. Mr. Mangum clarified that the pay boxes cost $7,000 each. Commissioner Goddard then asked what the reasoning was for including that as part of the development’s public benefits.

The Commission then began deliberation.

Commissioner Dubin stated that she does not like the idea of asking for pay boxes or countdown timers. Commissioner Goddard agreed, stating those conditions as onerous burdens.

Commissioner Halik stated that the proposed development is a good project and commended Ms. Joy for combining The Grange programing with housing.

The Commission then reviewed the standards and staff’s recommendations and conditions. Commissioner Isaac recommended that a change be made to staff’s recommendation, removing condition 8 regarding pedestrian countdown timers and adding that the special use be limited to principal use as accessory to the City Grange gardening and landscaping use.

A brief discussion followed regarding the recommended conditions, with the Commission determining which to recommend for approval and which to update. Specifically, the Commission discussed conditions 1, 7, 8, 10 and 11 from the staff report.

● Condition 1, regarding relocation of the fence, was thought to be redundant. The Commission agreed to exclude this condition
Condition 7, regarding providing on-street parking pay boxes, may attract commuters who park on the street and leave their car all day. The cost, however, was not thought to be exorbitant. The Commission was split on keeping the item.

Condition 8, regarding installation of pedestrian countdown timers, was thought to slow down the project process as the traffic signals at all corners of the Howard Street and Chicago Avenue are under the jurisdiction of the City of Chicago.

Condition 10, regarding the transit tracker screens, was not seen as beneficial for either the public or residents, though it was thought that they could encourage TOD use and be used by customers in the café.

Condition 11, regarding the addition of accent panels on all facades, seemed to be redundant as it was a recommendation of the DAPR committee and the plans appeared to show that change.

Commissioner Goddard made a motion to recommend approval of the proposed planned development with the exclusion of conditions 1, 8 and 10. Commissioner Saul seconded the motion. A roll call vote was taken and the motion was approved, 5-1.

Ayes: Dubin, Goddard, Halik, Lewis, Saul.
Nays: Isaac

3. OTHER BUSINESS

There was no other business.

5. PUBLIC COMMENT

There was no public comment.

6. ADJOURNMENT

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

A voice vote was taken and the motion was approved by voice call 6-0.
The meeting was adjourned at 9:02 pm.

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

Text Amendment

Front Porch Regulations
18PLND-0011
To: Chair and Members of the Plan Commission

From: Johanna Leonard, Director of Community Development  
Scott Mangum, Planning and Zoning Administrator  
Melissa Klotz, Zoning Planner

Subject: Zoning Ordinance Text Amendment  
Amend Regulations Pertaining to Porches  
18PLND-0011

Date: June 8, 2018

Request
Staff recommends amending the Zoning Ordinance to amend the minimum required front yard setback for porches from the current 10% front yard encroachment to allow front porches with a usable depth without the need for zoning relief.

Notice
The Application has been filed in conformance with applicable procedural and public notice requirements including publication in the Evanston Review on May 24, 2018.

Analysis
Background
On February 21, 2018, the Plan Commission discussed amending the front yard setback for porches and recommended the following text amendment:

   Front porches must maintain a minimum ten (10) foot front yard setback and the allowed porch depth may be the greater of six (6) feet or twenty-five percent (25%) of the depth of the required front yard.

The text amendment moved forward to the Planning & Development Committee and City Council, where the current and previous Zoning Board of Appeals Chairs provided additional input including concerns regarding the recommended text amendment and an alternate option. The issue was referred back to the Plan Commission for additional discussion of the alternate option.
ZBA Chairs’ Option:
Current ZBA Chair Mary Beth Berns and former ZBA Chair Matt Rodgers provided a memorandum explaining their concerns with the text amendment proposal that was recommended by the Plan Commission on February 21, 2018. The memo is attached for reference and additional detail. The overriding concern is that the text amendment would allow for the gradual encroachment into front yards, especially on blocks that feature an average front yard setback of less than 20’. For example, under the regulations of the Plan Commission’s recommended text amendment, a property with a 16’ front yard setback could construct a 6’ deep front porch, which is a 37.5% encroachment into the front yard.

Instead, the following text amendment is proposed by the ZBA Chairs:

- Front porches must maintain a minimum 10’ front yard setback (same as Plan Commission recommendation).
- Front porches may encroach up to 25% into the depth of the required front yard and shall not exceed a maximum porch depth of 7’.
- Enclosed porches are prohibited encroachments into front yards (therefore enclosed porches shall follow the required setbacks of the principal structure; typically a 27’ front yard setback).
- Any request for a porch depth beyond the 25% encroachment into the required front yard shall require a Major Variation for zoning relief (rather than a Minor Variation).

The most significant change proposed is that front porches may encroach up to 25% AND shall not exceed 7’ in depth. The Plan Commission recommendation proposed an encroachment up to 25% OR 6’ in depth, whichever is greater. Therefore, the ZBA Chairs’ option is more restrictive.

When comparing the Plan Commission recommendation to the ZBA Chairs’ option, the following results:

<table>
<thead>
<tr>
<th>Required front yard (house) setback*</th>
<th>PC Recommendation: 25% encroachment or 6’ porch depth (whichever is greater)</th>
<th>PC Recommendation: Resulting required porch setback</th>
<th>ZBA Chairs’ Recommendation: 25% encroachment or 7’ porch depth (whichever is less)</th>
<th>ZBA Chairs’ Recommendation: Resulting required porch setback</th>
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</thead>
<tbody>
<tr>
<td>50’</td>
<td>12.5’</td>
<td>37.5’</td>
<td>7’</td>
<td>43’</td>
</tr>
<tr>
<td>27’ (typical)</td>
<td>6.75’</td>
<td>20.25’</td>
<td>6.75’</td>
<td>20.25’</td>
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<tr>
<td>22’</td>
<td>6’</td>
<td>16’</td>
<td>5.5’</td>
<td>16.5’</td>
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<td>18’</td>
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A comparison of the resulting required porch setbacks (grey columns) for the two options show the resulting setbacks. The setbacks are the same for properties with extremely small front yards that result in the minimum 10’ setback. For properties with moderate to typical (27’) front yard setbacks, the two text amendment options are similar, with the ZBA Chairs’ option slightly more restrictive. For properties with larger than typical front yard setbacks, the ZBA Chairs’ option is much more restrictive.

Although the two options result in similar setbacks for the properties with moderate to typical front yard setbacks, the small difference in the two options will be noticeable since the distance from a porch to the property line is a moderate distance ranging from 10’ – 20.25’.

The ZBA Chairs’ option also recommends enclosed porches be considered part of the principal structure and follow principal structure setbacks rather than porch setbacks (as they are currently). Doing so will ensure front porches are typically not enclosed and will therefore encourage eyes on the street and a safer community. However, doing so will also result in a significant number of legally-nonconforming enclosed porches. Legally-nonconforming structures are problematic because exterior alterations typically trigger zoning relief.

Another option (not expressly recommended by the ZBA Chairs) is to allow enclosed front porches to follow the current regulation of a 10% encroachment into the front yard setback, which would not increase the number of legally-nonconforming enclosed porches, while allowing greater projections for open porches, which would not be able to be easily enclosed in the future. If regulations are recommended that create different setbacks for porches depending on if they are open or enclosed, the following definitions should replace the current porch definition in the Zoning Ordinance for clarification to the following:

Porch, Open: An open, unroofed or roofed area that features openings with a maximum opacity of 50%, attached to the building and located between the exterior wall of a building and the right-of-way.

Porch, Enclosed: A roofed area that features walls and/or windows that exceed 50% opacity, attached to the building and located between the exterior wall of a building and the right-of-way.

In other words, an open porch cannot have walls, windows, or railings that enclose more than 50% of any area or it is considered an enclosed porch and is subject to enclosed porch setbacks.

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<th>14’</th>
<th>10’</th>
<th>12’</th>
<th>10’</th>
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<tr>
<td>4’</td>
<td>4’</td>
<td>2’</td>
<td>2’</td>
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* 27’ is the typical front yard setback; larger or smaller required front yard setbacks apply when the average of abutting houses or the block (depending on the situation) are greater than or less than 27’.
Finally, the ZBA Chairs' option recommends any request for a porch depth beyond the 25% encroachment into the required front yard shall require a Major Variation for zoning relief. Currently, front porch variations that exceed the base zoning regulation by no more than 35% are Minor Variations (administrative approval) while variations that exceed the base zoning regulation by more than 35% are Major Variations (ZBA approval).

The ZBA Chairs' option, along with the suggestion to allow enclosed porches to continue with the 10% encroachment as they are currently regulated (not the ZBA Chairs' option that enclosed porches shall follow principal building setbacks), requires the following revisions to Zoning Ordinance:

Section 6-4-1-9, Yards:
(B) Permitted Obstructions in Required Yards:
   1. General Provisions: Yard obstructions attached to the principal or an accessory structure on a site shall include but are not limited to: permanently roofed terraces or porches, chimneys, bay windows, window-mounted air conditioning units, awnings, canopies, arbors, trellises, balconies, overhanging eaves, unenclosed staircases four (4) feet or more above grade, and enclosed staircases. A yard obstruction is any of these items extending outside of the allowable building envelope and into a required yard. A yard obstruction may extend into no more than ten percent (10%) of the depth of a required yard, except in cases of overhanging roof eaves and gutters for new additions to existing structures, and open front porches. In such cases eaves and gutters may be constructed so to match or more closely match the existing roof eave and gutter, provided that such projection does not encroach upon an adjacent lot line. Open front porches may extend into no more than twenty-five percent (25%) of the depth of the required front yard, shall not exceed a maximum porch depth of 7', and shall maintain a minimum front setback of 10'.

Section 6-3-8-3, Authorized Variations:
(D) Major Variations: "Major variations" shall be defined as all variations other than minor variations and fence variations, and shall be limited to the following:
   1. Yards and setbacks.
   2. Height.
   3. Lot size, width and depth (including flag lots).
   4. Lot coverage including impervious surface and/or floor area ratio.
   5. Off-street parking and loading.
   6. Home occupations.
   7. Townhouse orientation.
   8. Expansion, alteration, and/or enlargement of legal, nonconforming residential uses that contain no more than four (4) dwelling units and zero (0) lodging rooms/rooming units, and/or construction of accessory uses to such legal, nonconforming residential uses.
9. Open front porch setbacks beyond the permitted 25% obstruction per Section 6-4-1-9-(B)-1.

(Necessary only if distinguishing separate regulations for open vs. enclosed porches):
Section 6-18-3, Definitions:

Porch: An open or enclosed area attached to the building and located between the exterior wall of a building and the right-of-way. A porch may be covered by a roof which may be attached to a side wall or common with the main roof of the building.

Porch, Open: An open, unroofed or roofed area that features openings with a maximum opacity of 50%, attached to the building and located between the exterior wall of a building and the right-of-way.

Porch, Enclosed: A roofed area that features walls and/or windows that exceed 50% opacity, attached to the building and located between the exterior wall of a building and the right-of-way.

Standards of Approval
Both options to modify front porch regulations at residences meet the Standards for Approval for text amendments to the Zoning Ordinance. The ZBA Chairs’ option is more restrictive than the previously recommended Plan Commission text amendment, therefore, the proposed change will not result in negative impacts on adjacent property owners and should result in similarly approved (though slightly more restrictive) porches compared to those that are now approved via the variation process.

Recommendation
Staff believes both options for the proposed text amendment meet the Standards for Approval for text amendments. Staff feels there are positive benefits to both text amendment options and minimal potential negative repercussions that can be addressed through the variation process. Staff recommends the Plan Commission make a positive recommendation to City Council specifying which text amendment option is most appropriate.

Attachments
ZBA Chairs’ Memo to the Planning & Development Committee, dated April 2, 2018
Plan Commission Packet, February 21, 2018
Memorandum

To: Planning & Development Committee

Cc: Erika Storlie, Assistant City Manager/Interim Director of Community Development
Scott Mangum, Planning and Zoning Administrator
Melissa Klotz, Zoning Planner

From: Matt Rodgers, Former Chair, Zoning Board of Appeals
Mary Beth Berns, Chair, Zoning Board of Appeals

Re: Zoning Ordinance Text Amendment
Pertaining to Front Porches

Date: April 2, 2018

After speaking about our concerns regarding proposed Ordinance 40-O-18 to amend the Zoning Ordinance regulations for front porches, the chair of the Planning & Development Committee asked that our proposal be written into a memorandum for discussion at the April 9 meeting of the Planning & Development Committee. This document outlines our proposed changes and how they will be applied to Evanston properties while addressing two main issues:

- Allow front porches with a usable depth, encouraging neighborhood involvement and promoting public safety
- Reduce the number of properties that need variations, easing the burden on the homeowner, staff and citizen planners

Background

Currently, the Zoning Ordinance permits porches (enclosed or open) to extend 10% into the required front yard setback. On a typical Evanston property with a required 27’ setback, an unusable space of 2.7’ is permitted. For properties with a smaller required setback based on the average of surrounding properties, an even smaller porch is all that is permitted.

In the past couple of years, staff addressed porch variances administratively, granting a maximum porch depth of 6’, the minimum staff determined to be a usable space. It was determined that the Zoning Ordinance needed to be amended to reduce the number of front porch variations brought to staff and the Zoning Board of Appeals.

Plan Commission was asked to consider two options to decrease the number of zoning variations that would be required for front porches—a 25% encroachment option and a 6’ porch depth option. Plan Commission recommended that the Zoning Ordinance be amended to read that: “Front porches must maintain a minimum 10 foot front yard setback and may be the greater of six feet in depth or 25% of the depth of the required front yard.”

We believe that when this proposal is put into practical application, there will be issues that will speed the encroachment into Evanston’s front yards, especially on blocks where the average
setback is less than 20’. For example, a property with a 16’ setback would be able to construct a 6’ front porch by right, a 37.5% encroachment into the front yard!

Proposal Overview

Based on staff research and our combined experience on ZBA, we propose to amend the Zoning Ordinance to reduce the required front porch setback from allowing a 10% front yard encroachment to include the following regulations:

a. Front porches must maintain a minimum 10-foot front yard setback and may be 25% of the depth of the required front yard not to exceed a maximum of seven feet in depth.
b. Enclosed porches are prohibited encroachments into front yards.
c. Any request for a porch depth beyond the 25% shall be a major variation.

Rationale

a. Front porches must maintain a minimum 10-foot front yard setback and may be 25% of the depth of the required front yard not to exceed a maximum of seven feet in depth.

The proposed changes would encourage porches of different sizes depending on the location. Using a percentage produces a more balanced approach to the gradual encroachment of porches into front yards and allows for a usable outdoor space in many neighborhoods. Requiring a 10’ minimum front yard setback prevents porches from crowding the public right-of-way, as long as they are maintained as porches, and allows for a consistent minimum amount of green space at the front of properties.

When analyzing typical property scenarios using the 25% encroachment, maximum porch depth and minimum front yard setback, the proposed zoning changes produce the following porch requirement:

Chart 1. Proposed 25% encroachment impact on typical Evanston properties

<table>
<thead>
<tr>
<th>Required front yard setback*</th>
<th>25% encroachment (max. porch depth)</th>
<th>Adjustment</th>
<th>Resulting required porch setback</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.0’</td>
<td>12.5’</td>
<td>-5.5’ = 7.0’</td>
<td>43.0’</td>
</tr>
<tr>
<td>36.0’</td>
<td>9.0’</td>
<td>-2.0’ = 7.0’</td>
<td>29.0’</td>
</tr>
<tr>
<td>27.0’</td>
<td>6.75’</td>
<td></td>
<td>20.25’</td>
</tr>
<tr>
<td>22.0’</td>
<td>5.5’</td>
<td></td>
<td>16.5’</td>
</tr>
<tr>
<td>16.0’</td>
<td>4.0’</td>
<td></td>
<td>12.0’</td>
</tr>
<tr>
<td>12.0’</td>
<td>3.0’</td>
<td>-1.0’ = 2.0’</td>
<td>10.0’</td>
</tr>
</tbody>
</table>

*A standard Evanston lot has a 27’ front yard setback; smaller and larger setbacks are applied when the average of neighboring properties are greater or less than 27’.

As shown by the above chart, there will be smaller yards that always will require a variance. Any property with a required front yard setback smaller than 13.5’ would not be permitted a usable porch by right. These cases would be reviewed and adjudicated by the Zoning Board of Appeals through the major variation process.

In examining recent cases that have been granted variations, one can see that most of these porches would be allowed a usable front porch by right.
Chart 2. Practical application of 25% encroachment
Properties that recently filed front porch variations and what would have been allowed by right under 25% proposal.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Required Front Setback</th>
<th>Current Zoning</th>
<th>Amended Zoning*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permitted 10% Encroachment</td>
<td>Permitted Porch Depth</td>
</tr>
<tr>
<td>1718 Harrison St</td>
<td>25.0’</td>
<td>22.5’</td>
<td>2.5’</td>
</tr>
<tr>
<td>2034 Maple Ave</td>
<td>28.3’</td>
<td>25.5’</td>
<td>2.9’</td>
</tr>
<tr>
<td>2001 Seward St</td>
<td>27.0’</td>
<td>24.3’</td>
<td>2.7’</td>
</tr>
<tr>
<td>1029 Asbury Ave</td>
<td>35.2’</td>
<td>31.7’</td>
<td>3.5’</td>
</tr>
<tr>
<td>1515 Dewey Ave</td>
<td>17.7’</td>
<td>15.9’</td>
<td>1.8’</td>
</tr>
<tr>
<td>1519 Colfax St</td>
<td>29.1’</td>
<td>26.2’</td>
<td>2.9’</td>
</tr>
</tbody>
</table>

*Porch depths listed at 7.0’ may have been reduced to the maximum allowed under the proposed changes.

We are opposed to a fixed measurement compared to a percentage for the porch depth, except as a maximum depth. Many neighboring communities use this fixed-depth model for front porches, but our proposal is more generous than their requirements.

Chart 3. Comparison of proposed setbacks to surrounding communities
Staff research on nearby communities in comparison to proposal effect on typical Evanston lots (27’ and 20’).

<table>
<thead>
<tr>
<th>Community</th>
<th>Open Porch, Roofed</th>
<th>Open Porch, No Roof</th>
<th>Awning/Canopy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evanston (27’)</td>
<td>6.75’</td>
<td>6.75’</td>
<td>2.7’</td>
</tr>
<tr>
<td>Wilmette</td>
<td>6.0’</td>
<td>6.0’</td>
<td></td>
</tr>
<tr>
<td>Evanston (20’)</td>
<td>5.0’</td>
<td>5.0’</td>
<td>2.0’</td>
</tr>
<tr>
<td>Oak Park</td>
<td>5.0’</td>
<td>5.0’</td>
<td>1.5’</td>
</tr>
<tr>
<td>Lincolnwood</td>
<td>3.0’</td>
<td>Allowed</td>
<td>10%</td>
</tr>
<tr>
<td>Chicago</td>
<td>Not permitted</td>
<td>Not permitted</td>
<td>Allowed</td>
</tr>
<tr>
<td>Skokie</td>
<td>Not permitted</td>
<td>10.0’</td>
<td>3.0’</td>
</tr>
</tbody>
</table>

*Awnings and canopies would still be subject to the 10% rule, although the porch could extend to the Open Porch, No Roof encroachment.

b. Enclosed porches are prohibited encroachments into front yards.

Evanston zoning does not distinguish between open, roofed, screened or enclosed porches. Most neighboring communities do not permit enclosed porches. Enclosed porches do not promote “eyes on the street” which is the primary benefit to permitting zoning variations to allow porches to encroach further into the front yard setback.

Chart 4. Enclosed porches in surrounding communities
Staff research on nearby communities in comparison to Plan Commission and proposal effect on typical Evanston lots (27’ and 20’).

<table>
<thead>
<tr>
<th>Community</th>
<th>Enclosed Porch, Plan Commission</th>
<th>Enclosed Porch, Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evanston (27’)</td>
<td>6.75’</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Wilmette</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Evanston (20’)</td>
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<td>Not permitted</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Skokie</td>
<td>Not permitted</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

We recommend that the Zoning Ordinance be amended to prohibit enclosed porches as a front yard encroachment. An enclosed porch would be allowed if it remained within the permitted building envelope. Due to the number of Evanston properties that have existing enclosed porches that would become legally nonconforming, staff does not share this opinion. We believe
that, although many enclosed porches will be nonconforming, this change would have minimal impact.

A porch receives a 50% building lot coverage exemption. When that room is converted to a four-season room, it no longer qualifies for the zoning exemption, and now the area of the ‘porch’ pushes the property over the allowable lot coverage. We know from practice that quite a large number of these porches are converted by adding heating and removing the wall between the house and porch without the proper permits and zoning review. It may be used as a means to enlarge the habitable space of a house—sometimes up to 25%—that would not otherwise meet the zoning requirements. Additionally, if an enclosed porch is allowed to encroach and then converted, the mass of the house moves closer to the street.

c. Any request for a porch depth beyond the 25% shall be a Major Variation.

Currently most front porches are filed as Minor Variations. Homeowners should not have to bear the burden of a Major Variation when the Zoning Ordinance does not permit a usable front porch. With the existing 10% regulation one would have to have a 30’ front yard setback to get a minimum 3’ porch, which would allow a door to open and not overhang the porch.

It is our belief that the proposed amendments are quite generous and permit front porches that are of a usable size. A homeowner who wants a larger than permitted porch can request a greater encroachment, but they should be required to demonstrate a particular hardship to ZBA as outlined in the Zoning Ordinance standards.

Standards for Approval

The proposed amendment meets the standards for approval of a text amendment outlined in the Zoning Ordinance (Section 6-3-4-5):

a. The proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive General Plan, as adopted and amended from time to time by the City Council. The proposed amendment will work to maintain the appealing character of Evanston’s neighborhoods while guiding their change. It allows usable front porches by right in almost every Evanston neighborhood, encouraging eyes on the street, which promotes safety and strengthens communities.

b. The proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the subject property. The Evanston housing stock features a wide variety of porches. Porches serve an important role in promoting safety and neighborhood involvement, while also often improving the aesthetic appearance of homes. By slowing the encroachment of porches into front yards, this proposal will maintain the character of neighborhoods.

c. The proposed amendment will have an adverse effect on the value of adjacent properties. The proposed text amendment will not have any adverse effects on the values of adjacent properties since the proposed change will result in similarly approved porches compared to those that are now approved via the variation process.

d. The adequacy of public facilities and services. This standard does not apply.
Summary

The proposed changes to the text amendment accomplish the same objectives as the one approved by Plan Commission, but do it in a more measured approach. Most homeowners would be permitted a usable front porch without a variation, and in many cases that permitted encroachment is more generous than that of nearby communities.

The prohibition against enclosed porches, creating legally nonconforming uses, would ensure that porches remain porches and maintain more balanced and more open front yard setbacks in Evanston neighborhoods.

We encourage Planning & Development and City Council to support our proposed changes to this text amendment.
Plan Commission

Text Amendment

Revisions to Preservation Commission Review Procedures
18PLND-0045
Memorandum

To: Chair and Members of the Plan Commission

From: Johanna Leonard, Director of Community Development
       Scott Mangum, Planning and Zoning Administrator
       Meagan Jones, Neighborhood and Land Use Planner

Subject: Zoning Ordinance Text Amendment
         Revision of the Review Procedures for Preservation Commission
         18PLND-0045

Date: June 7, 2018

Request
Staff recommends amending the Zoning Ordinance Sections 6-4-6-7, Special
 Regulations Applicable to Fences, 6-15-11, Historic Structures, Sites, and Landmarks
 Districts and 6-18-3, Definitions, to revise the language and procedures regarding the
 review of special uses and variations by the Preservation Commission.

Notice
The Application has been filed in conformance with applicable procedural and public
 notice requirements including publication in the Evanston Review on May 24, 2018.

Analysis

Background
At the May 14, 2018 City Council meeting, the Council approved an amendment to Title
2, Section 8, “Historic Preservation” which updated language and definitions as well as
 streamlined procedures to make them more user friendly for staff, the Preservation
 Commission and the public.

As discussion took place regarding these changes, a point was made that some minor
 work that occurs for landmarks and properties in historic districts takes longer to get
 approved due to the need for the Preservation Commission review the work instead of
 by staff. During the Call of the Wards of the May 14, 2018 City Council meeting an
 Aldermanic request was made to revise the City Code so that certain minor work and
 variations not be required to have Commission approval and be approved by staff. The
 proposed text amendment attempts to address these points.

Proposal Overview
Staff is proposing to amend the Zoning Ordinance to revise language regarding
 Preservation Commission review of projects requesting zoning relief and make minor
changes to text, referring to the updated code by replacing citations to the original Preservation Ordinance of 1975.

With the suggested revisions, requests for zoning relief for historic preservation projects where the Preservation Commission has delegated the authority to issue Certificates of Appropriateness to staff would no longer need to come before the Preservation Commission for a recommendation on the zoning relief. There would be no change in cases where the Preservation Commission is already reviewing the proposed work under its authority to issue a Certificate of Appropriateness. Specifically, staff will amend the zoning ordinance as described below:

6-4-6-7. - SPECIAL REGULATIONS APPLICABLE TO FENCES.

The following regulations shall apply to all fences erected, constructed, installed, or replaced after April 1, 1999. The standards regulating the permitted materials, locations, and heights of fences are summarized in Appendix G to this Ordinance, "Summary of Fence Standards as Contained in Section 6-4-6-7 of the City of Evanston Zoning Ordinance."

…….

(I) Historic Fences: No person shall erect, construct, install, or replace a fence accessory to an Evanston landmark or a use located within a designated historic district without first receiving a certificate of appropriateness from the preservation commission.

6-15-11-1. - PURPOSE STATEMENT.

The purpose of the historic structures, sites, and landmarks district is to promote the conservation, protection, restoration, rehabilitation, use, and overall enhancement of structures, sites, and districts within the City officially designated as having historic significance. The provisions of this Section 6-15-11 are intended to promote coordination between the regulations of this Ordinance and the preservation ordinance, Ordinance 23-0-75, Title 2, Chapter 8, as amended.

6-15-11-2. - CROSS REFERENCE ON ZONING MAP.

The zoning map of the City of Evanston shall contain a footnote advising the user to refer to the preservation ordinance, Ordinance 23-0-75, Title 2, Chapter 8, as amended, for applicability to a given property.

6-15-11-5. - RELATIONSHIP TO SPECIAL USES, AND MINOR VARIATIONS, FAMILY NECESSITY VARIATIONS, AND MAJOR VARIATIONS.

Whenever an application is made for a special use, minor variation, family necessity variation, or major variation relating to a historic landmark, or a property located in a local historic district that involves exterior alterations, the application shall be referred to the preservation commission that shall have the authority to make its recommendations to the appropriate decision making body. Excluded from the recommendation of the preservation commission shall be alterations where a certificate of appropriateness may be approved by community development department staff, as opposed to the preservation
commission, as set forth in the preservation ordinance (Title 2, Chapter 8) and the preservation commission’s rules and procedures. Recommendations relating to lot coverage, yard requirements, parking, building height, fences, and/or landscaping shall be based upon its determination as to whether the special use or variation:

A. Is necessary and/or appropriate in the interest of historic conservation so as to not adversely affect the historical architecture or aesthetic integrity of the landmark or character of local historic districts; or

B. Is necessary to provide the owner a recoverable rate of return on the real property where the denial thereof would amount to a taking of the property without just compensation; and

C. Will not be materially detrimental to the public health, safety, and welfare, or injurious to property in the district or vicinity where the property is located.

6-15-11-6. - HISTORIC STRUCTURES SUBJECT TO EVANSTON PRESERVATION COMMISSION REVIEW.

A. Changes to historic landmarks are subject to the regulations contained in the Historic Preservation Ordinance.

B. For the location of historic landmarks, see Appendix C Title 2, Chapter 8 of this Title.

6-18-3. - DEFINITIONS.

| EVANSTON LANDMARK: | A landmark of historic importance as defined in the Evanston preservation ordinance, Ordinance 23-0-75, Title 2, Chapter 8, as amended. |

Standards of Approval
The proposed Zoning Ordinance Text Amendment to revise the language and procedures regarding the review of special uses and variations by the Preservation Commission meets the standards for approval of amendments per Section 6-3-4-5 of the City Code. The proposal is consistent with the goal of the Comprehensive Plan to promote attractive, interesting and compatible building and landscape design and keeps the objective of protecting Evanston’s historic landmark structures and districts.

The proposed text amendment will not have any adverse effects on the values of the properties in the area as it will enable property owners and contractors to have a more streamlined process while still having a review of proposed work being done to landmarks and properties within historic districts. Compliance with the code and other property standards would still be required.

Recommendation
Staff believes the proposed text amendment to revise the language regarding Preservation Commission review procedures meets the standards of approval as
outlined above. Staff recommends the Plan Commission make a positive recommendation to the City Council for the proposed text amendment.

**Attachments**

Ordinance 29-O-18, Amending the City Code Title 2, Chapter 8 “Historic Preservation” (Approved May 14, 2018)

Draft Revised Preservation Commission Rules and Procedures (under review by the Preservation Commission)
AN ORDINANCE

Amending Title 2, Chapter 8 of the Evanston City Code, “Historic Preservation”

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: City Code Title 2, Chapter 8, “Historic Preservation” of the Evanston City Code of 2012, as amended (“City Code”), is hereby amended in its entirety and shall read as follows:

CHAPTER 8 - HISTORIC PRESERVATION

2-8-1. - STATEMENT OF PURPOSE.
The purpose of this Chapter is to promote the educational, cultural, economic and general welfare of the City by.

(A) Identifying, preserving, protecting, enhancing and encouraging the continued utilization and the rehabilitation of such districts, sites, buildings, structures, and objects having a special historical, community, architectural or aesthetic interest or value to the City and its citizens, as described in 65 ILCS 5/11-48.2-1.

(B) Safeguarding the City's historic and cultural heritage, as embodied and reflected in such districts, sites, buildings, structures, and objects determined eligible for designation by ordinance as landmarks and historic districts;

(C) Fostering civic pride in the beauty and noble accomplishments of the past as represented in such landmarks and districts;

(D) Protecting and enhancing the attractiveness of the City to everyone, including homeowners, home buyers, tenants, tourists, visitors, students, employers, employees, and businesses, and thereby supporting and promoting business, commerce, industry and tourism, and providing economic benefit to the City;

(E) Fostering and encouraging preservation, restoration and rehabilitation of districts, sites, buildings, structures, and objects, including entire districts and neighborhoods, and thereby preventing future urban blight and neighborhood deterioration;

(F) Fostering the education, pleasure, and welfare of the people of Evanston through the designation of landmarks and districts;
(G) Encouraging orderly and efficient development that recognizes the special value to the City of protecting districts, sites, buildings, structures, and objects as landmarks and districts;

(H) Continuing surveys and studies of Evanston’s historical and architectural resources and maintaining and updating a register of districts, sites, buildings, structures, and objects that may be worthy of landmark designation; and

(I) Encouraging public participation in identifying and preserving historic and architectural resources through public hearings on proposed designations, as well as reviewing and recommending applications for certificates of appropriateness (“COA”) economic hardship, or special merit.

2-8-2. - DEFINITIONS.
In the event of a conflict between the following definitions and the definitions included in any other ordinance of the City of Evanston, the following definitions shall control:

<table>
<thead>
<tr>
<th>ALTERATION.</th>
<th>Any act or process requiring a building permit or demolition permit, or any act or process included in Subsection 2-8-8(A)2 of this Chapter, that changes one or more of the historic, cultural, architectural or archaeological features of a district, property, structure, site or object, including, but not limited to, the erection, construction, reconstruction relocation, land altering activity, or subdivision of any site, building, structure or object, or any part of a site, building, structure or object.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT.</td>
<td>A person who submits an application for issuance of a certificate of appropriateness, certificate of economic hardship or certificate of special merit; recommendation for planned development, subdivision, re-subdivision, or consolidation; appeals; or landmark and historic district nominations.</td>
</tr>
<tr>
<td>APPLICATION.</td>
<td>A submission for approval of alteration, construction, demolition or relocation that requires issuance of a certificate of appropriateness, certificate of economic hardship or certificate of special merit; a recommendation for planned development, subdivision, re-subdivision, consolidation; appeals; or landmark and historic district nominations.</td>
</tr>
<tr>
<td>AREA.</td>
<td>A specific geographic division of the City of Evanston.</td>
</tr>
<tr>
<td><strong>BUSINESS DAY.</strong></td>
<td>A day on which the Division of Planning and Zoning is open for business.</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>CERTIFICATE OF APPROPRIATENESS.</strong></td>
<td>A certificate issued by the Commission indicating review and authorization of plans for alteration, construction, demolition, or relocation of a landmark, or site, building, structure, or object within a district.</td>
</tr>
<tr>
<td><strong>CERTIFICATE OF ECONOMIC HARDSHIP.</strong></td>
<td>A certificate issued by the Commission after a determination by the Commission that the previous denial of a certificate of appropriateness has resulted in a denial of all reasonable use of and return from the site, building, structure, or object or property.</td>
</tr>
<tr>
<td><strong>CERTIFICATE OF SPECIAL MERIT.</strong></td>
<td>A certificate issued by the City Council, after the Commission’s previous denial of a certificate of appropriateness, upon a determination by the City Council that the proposed project meets the criteria and standards in Subsections 2-8-11(B) and (C) of this Chapter.</td>
</tr>
<tr>
<td><strong>COMMISSION.</strong></td>
<td>The Evanston Preservation Commission.</td>
</tr>
<tr>
<td><strong>COMMISSIONER.</strong></td>
<td>An individual appointed by the Mayor, with the advice and consent of the City Council, to the Evanston Preservation Commission.</td>
</tr>
<tr>
<td><strong>CONSTRUCTION.</strong></td>
<td>The act of adding onto an existing structure or erecting of a new principal or accessory structure on a property or site that requires a building permit.</td>
</tr>
<tr>
<td><strong>CONTRIBUTING.</strong></td>
<td>A classification applied to a site, building, structure, or object within a local historic district signifying that it contributes generally to the qualities that give the district historic, cultural, architectural or archaeological significance as embodied in the criteria for designating a district. A site, building, structure, or object can be contributing even if it has been altered, as long as it maintains the character defined for the district.</td>
</tr>
<tr>
<td><strong>COUNCIL or CITY COUNCIL.</strong></td>
<td>The City Council of the City of Evanston, Illinois.</td>
</tr>
<tr>
<td><strong>DAPR</strong></td>
<td>The City of Evanston Design and Project Review</td>
</tr>
<tr>
<td><strong>Committee</strong></td>
<td></td>
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<tr>
<td><strong>DEMOLITION.</strong></td>
<td>Any act or process that permanently removes all or any structural or visible architectural part of an exterior wall, foundation, interior or exterior column or load bearing wall, roof structures, or any structural or visible architectural part of a landmark or a site, building, structure, or object, located within a local historic district.</td>
</tr>
<tr>
<td><strong>DESIGN GUIDELINE.</strong></td>
<td>Any design standard specified by the Commission for alteration, construction, or relocation that is unique to a particular landmark or district to be used in conjunction with other standards for review in this Chapter, and the United States Secretary of Interior’s Standards for the Treatment of Historic Properties, as amended.</td>
</tr>
<tr>
<td><strong>DEVELOPMENT PLAN.</strong></td>
<td>A plan, approved by the City Council, for the development of a specific site, which includes a written description of the structure or structures to be constructed on the site and the intended use of the structures. A development plan includes, but is not limited to, any plan approved as a &quot;planned development&quot; (as defined in the City’s Zoning Ordinance), and a plan approved by City Council.</td>
</tr>
<tr>
<td><strong>DIVISION OF BUILDING AND INSPECTION SERVICES:</strong></td>
<td>The Evanston Division of Building and Inspection Services, a division of the Department of Community Development.</td>
</tr>
<tr>
<td><strong>DIVISION OF PLANNING AND ZONING.</strong></td>
<td>The Evanston Division of Planning and Zoning, a division of the Department of Community Development.</td>
</tr>
<tr>
<td><strong>ENTITY.</strong></td>
<td>A corporation, limited liability company, governmental agency, business trust, estate, trust, partnership, or association having a single or joint or common interest.</td>
</tr>
<tr>
<td><strong>EXTERIOR ARCHITECTURAL APPEARANCE.</strong></td>
<td>The architectural character and general composition of the exterior of a site, building, structure or object, visible from a public street or public way, including but not limited to the kind and texture of the building material and the type, design and character of all architectural details and elements, including, but not limited to, roofs, eaves, windows, walls, doors, stairs, balustrades, railings, light fixtures, trim and signs. For purposes of this Chapter,</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>public way does not include Lake Michigan.</td>
<td></td>
</tr>
<tr>
<td><strong>LAND ALTERING ACTIVITY.</strong></td>
<td>Any act or process requiring a permit that changes one or more of the historic, cultural, architectural, or archaeological features of an area, district, property, or site, including but not limited to, berming, scraping, leveling, grading, pile driving, excavating, paving, hard scape, and compacting.</td>
</tr>
<tr>
<td><strong>LOCAL HISTORIC DISTRICT.</strong></td>
<td>An identifiable area with definable boundaries designated as &quot;Historic District&quot; by the City Council and in which a significant number of the sites, buildings, structures, or objects have a high degree of historic, cultural, architectural or archaeological significance and integrity. Many of the sites, buildings, structures, or objects included in the district may qualify as landmarks and may or may not be contiguous. For purposes of this Chapter, and unless otherwise expressly provided by Council in the ordinance for designation, all district designations shall presumptively include all of the lot(s) of record associated with sites, buildings, structures, and objects located in the district.</td>
</tr>
<tr>
<td><strong>LOCAL LANDMARK.</strong></td>
<td>A building, structure, site or object designated as a &quot;landmark&quot; by the Council that has a high degree of historic, cultural, architectural or archaeological significance to the City of Evanston. For purposes of this Chapter and unless otherwise expressly provided by Council in the ordinance for designation, all designations shall presumptively include the lot(s) of record associated with the structure or object designated as a landmark.</td>
</tr>
<tr>
<td><strong>LOT OF RECORD.</strong></td>
<td>Parcel of land that is part of a subdivision, the plat of which has been recorded in the office of the Recorder of Deeds of Cook County, or a parcel of land, the deed to which has been recorded in the office of the Recorder of Deeds of Cook County.</td>
</tr>
<tr>
<td><strong>MEMBERS.</strong></td>
<td>Members of the Evanston Preservation Commission.</td>
</tr>
<tr>
<td><strong>NOMINATOR.</strong></td>
<td>A person, or persons or entity who submit a form for the designation of a local landmark or local historic district.</td>
</tr>
<tr>
<td><strong>NONCONTRIBUTING.</strong></td>
<td>A designation applied to a site, building, structure, or object within a district indicating that it is not a representation of the qualities that give the district historic, cultural, architectural or archaeological significance as embodied in the criteria for designating a district.</td>
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<tr>
<td><strong>OBJECT.</strong></td>
<td>Anything constructed, fabricated or created, the use of which does not require permanent or semi-permanent location on or in the ground, and can be moved from one location to another, including without limitation: ships, boats, railroad cars, automobiles, wagons, tractors, statues and works of art.</td>
</tr>
<tr>
<td><strong>OWNER OF RECORD.</strong></td>
<td>For purposes of this Chapter, owner of record shall mean any person having a legal or equitable interest in a property. The owner of record shall be established by reference to the most current property tax assessment rolls as maintained by the Assessor of Cook County.</td>
</tr>
<tr>
<td><strong>PERSON.</strong></td>
<td>One (1) or more individuals or entities.</td>
</tr>
<tr>
<td><strong>PLAN COMMISSION.</strong></td>
<td>The Evanston Plan Commission.</td>
</tr>
<tr>
<td><strong>PROJECT.</strong></td>
<td>Any alteration, construction, demolition or relocation of an area, site, building, structure, or object.</td>
</tr>
<tr>
<td><strong>PROPERTY.</strong></td>
<td>A site, building, structure, or object and any associated land or lot of record.</td>
</tr>
<tr>
<td><strong>RELOCATION.</strong></td>
<td>Any repositioning of a building, structure, or object on its site or to another site.</td>
</tr>
<tr>
<td><strong>REPAIR.</strong></td>
<td>Any change, repair, restoration to an area, site, building, structure, or object that is not alteration, construction, relocation or demolition.</td>
</tr>
<tr>
<td><strong>RULES.</strong></td>
<td>The rules and procedures of the Evanston Preservation Commission.</td>
</tr>
<tr>
<td><strong>SITE.</strong></td>
<td>The location of a building, structure, object, activity or event.</td>
</tr>
</tbody>
</table>
**STRUCTURE.**

Anything constructed or erected, the use of which requires, directly or indirectly, a permanent location on or in the ground, including without limitation buildings, garages, fences, gazebos, fountains, solar panels, water features, mechanical equipment, signs, billboards, antennas, satellite sending or receiving dishes or towers, swimming pools, walks, walls, steps, sidewalks and works of art.

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**2-8-3. - EVANSTON PRESERVATION COMMISSION.**

(A) **Composition.**

1. The Evanston Preservation Commission is hereby reestablished, and the same shall consist of up to eleven (11) citizen members, each of whom shall reside in the City, and shall have demonstrated interest, knowledge, ability and experience or expertise in architectural restoration, rehabilitation or neighborhood conservation or revitalization. The membership positions shall be filled by appointment by the Mayor with the advice and consent of Council. Each Commissioner shall have one (1) vote.

2. **Ex Officio Members and Associates.**
   (a) In addition to the Commissioners appointed pursuant to Subsection 2-8-3(B), the following persons or their designee shall be deemed ex officio members of the Commission.
      (1) The Mayor.
      (2) A member of the Council.
      (3) A member of the Evanston Plan Commission.
      (4) The Director of the Community Development Department.
      (5) The City Manager.
      (6) The Director of Public Works Agency.
   (b) The Commission may from time to time utilize the assistance of other residents of the City (including former Members) whose expertise and interest shall be deemed necessary or desirable to further the work of the Commission.
   (c) All Ex Officio members (and other associates who are not current Members) shall be nonvoting.

(B) **Appointment, Terms, Vacancies and Relocation.**

1. Commissioners shall be appointed by the Mayor with the advice and consent of Council for terms of three (3) years. Appointments shall be staggered so that the terms of not more than four (4) Commissioners shall expire in any calendar year. A Commission member may be reappointed only once.

2. When a vacancy is created by the removal, resignation, or death of a member prior to the expiration of that member’s term, the member appointed to fill this vacancy shall be appointed to a full term.
3. Commissioners shall not be eligible to serve more than two (2) consecutive full terms. Each commissioner serving on the commission at the time of the adoption of this chapter shall be allowed to continue to serve through the end of his/her term.

4. Any commissioner may be removed from office at any time by the Mayor for failure to regularly attend meetings or inattention to duties and responsibilities.

(C) Compensation. Commissioners and members shall serve without compensation.

(D) Officers.

1. Officers of the commission shall consist of a chair, vice chair, and secretary elected by the commissioners at the January meeting of the Commission.

2. The chair, vice chair and secretary and any other officers of the Commission shall be elected by the Commission and shall serve a term of one year and shall be eligible for re-election. The secretary shall keep the minutes and a permanent record of all resolutions, motions, transactions and determinations. Such records, unless exempt from disclosure by legislation, shall be public records open to inspection during working hours upon reasonable notice. The secretary shall publish and distribute copies of the minutes, reports and decisions of the Commission to commissioners and members and to others that have been approved by the Commission. The duties of the secretary may be delegated to the City Manager or his/her designee by the chair, vice chair or a majority of the commissioners.

3. In the absence of the chair, the vice chair shall act as chair and shall have all the powers of the chair. The vice chair shall have such other powers and duties as may from time to time be provided by the rules of the Commission.

4. If an officer’s term expires prior to the annual January election, a new officer will be elected by the commissioners to serve until the annual election of officers.

(E) Meetings, Hearings, Procedures and Decisions.

1. Regular meetings of the Commission shall be held no less frequently than monthly, unless prevented by lack of a quorum or lack of applications for review. Special meetings may be called by the chair or any three (3) commissioners. All meetings, hearings and deliberations shall be open to the public except as may be provided for in the Illinois Open Meetings Act. Testimony at any hearing may be required by the Commission to be given under oath.

2. The Commission shall adopt its own procedural rules for the conduct of its business not inconsistent with the statutes of the state, this Chapter and the Council rules. Such rules shall be filed with the secretary to the Commission and with the City Clerk. Any rule so adopted which relates solely to the conduct of hearings, and which is not required by the statutes of the state or by the City Council or by this chapter, may be waived by the chair upon good cause being shown.
The Commission, by its rules, may create a subcommittee structure to enhance efficiency in consideration of Commission business.

No motion shall be passed by the Commission which could in any manner deprive or restrict the owner of a property, structure, site or object in its use, alteration, maintenance, disposition or demolition until such owner or their representative shall first have had the opportunity to be heard at a public meeting of the Commission.

Every final decision of the Commission and every recommendation it makes to the City Council or its duly authorized committee shall include written findings of fact, and shall specify the reason or reasons for such decision or recommendation.

The secretary or designated staff shall provide notice of any decision of the Commission to the applicant and any designated interested parties within five (5) business days of such decision.

A quorum shall consist of a majority of the currently appointed commissioners for any regular or special meeting. A meeting of the Commission cannot be called to order without establishment of a quorum.

Conflicts of Interest. No commissioner or member shall participate in the hearing or disposition of any matter before the Commission in which he/she has a pecuniary interest. Further, commissioners and members of the commission are subject to the Evanston code of ethics, as amended, Title 1, Chapter 10 of this Code.

Powers and Duties. The Commission shall have the following powers and duties:

1. To conduct an ongoing survey to identify historically, culturally, architecturally and archaeologically significant districts, sites, buildings, structures, and objects.

2. To investigate and make recommendations to the City Council or its duly authorized committee concerning the adoption of ordinances designating districts, sites, buildings, structures, and objects as landmarks and districts.

3. To keep a register of all districts, sites, buildings, structures and objects that have been designated as landmarks or districts by City Council and by ordinance, including all information required as part of each designation.

4. To create an appropriate system for identification of individual landmarks and make recommendations for the design and implementation of specific marking of streets and routes leading from one landmark or district to another, or marking the limits of the district.

5. To advise and assist owners of landmarks and properties, structures, sites or objects within districts on technical aspects of preservation, renovation, rehabilitation and reuse, and for procedures for listing in other registers of significant districts, sites, buildings, structures, and objects, including the National Register of Historic Places.

6. To nominate districts, sites, buildings, structures, and objects to the National Register of Historic Places or other state or local designation and to guide owners in the processes of nominating their properties to the
7. To participate in the "Certified Local Government" program of the National Historic Preservation Act, as amended, and the State Historic Preservation Office; and carry out any responsibilities delegated to the Commission under that program, including review and comment on any National Register nominations submitted to the Commission, attendance at informational and educational programs sponsored by the State Historic Preservation Office, and preparation of an annual report of the activities of the Commission.

8. To inform and educate the citizens of Evanston concerning the historic, cultural, architectural and archaeological heritage of the City by publishing appropriate maps, newsletters, brochures and pamphlets, and by sponsoring programs and seminars.

9. To prepare and distribute application forms for the review of proposed alterations, constructions, demolitions or relocations; to hold meetings and public hearings to review applications for certificates of appropriateness affecting proposed or designated landmarks and districts; to approve or disapprove the issuance of certificates of appropriateness; and to submit written findings regarding any project that is the subject of an appeal from a Commission decision to the Council or its duly authorized committee. To prepare comments on preservation related projects to applications for DAPR or other city internal design review processes.

10. To consider applications for certificates of economic hardship; to hold meetings and public hearings to review applications for certificates of economic hardship affecting proposed or designated landmarks and districts; to approve or disapprove the issuance of certificates of economic hardship and to submit written findings regarding any project that is the subject of an appeal from a Commission decision to the Council or its duly authorized committee.

11. To review applications for certificates of special merit; to hold meetings and public hearings to review applications for certificates of special merit affecting proposed or designated landmarks and districts; and to submit written findings regarding any project that is the subject of an application for a certificate of special merit to the Council or its duly authorized committee.

12. To consider applications for subdivision, re-subdivision or consolidation of areas, properties or sites affecting proposed or designated landmarks and districts; to hold meetings and public hearings to review such applications; and to make advisory recommendations to the council or its duly authorized committee regarding such applications.

13. To review applications for planned developments, major zoning variances, and special uses that affect the exterior of designated landmarks or structures in historic districts and that are visible from the public way, not to include Lake Michigan; to hold meetings and public hearings and/or joint meetings and public hearings with the Plan Commission and/or
Zoning Board of Appeals to review applications for planned developments, major zoning variances, and special uses affecting proposed or designated landmarks and districts; and to make advisory recommendations to the Zoning Board of Appeals, Plan Commission and/or the Council or its duly authorized committee regarding the planned development, major zoning variance, or special use application.

14. To develop a description of critical features for review of alteration, construction or relocation of landmarks or properties, structures, or objects in districts consistent with the Secretary of Interior's "Standards for the Treatment of Historic Properties", as amended.

15. To review proposed planned development applications, zoning amendments, applications for conditional uses, applications for zoning variances, or applications for fences that affect proposed or designated landmarks or districts.

16. To review and consider applications for landmark rescissions and to submit written findings regarding landmark rescission. The Commission shall consider whether the landmark or district no longer meets the criteria for designation, and make a recommendation to the Council or its duly authorized committee as provided in Subsection 2-8-5(E), including a report concerning whether the landmark or district does or does not continue to retain significance and integrity.

17. To administer, on behalf of the City, any property or full or partial interest in property, including preservation or conservation easements, that the City may have or accept as a gift or otherwise, upon authorization and approval by the Council.

18. To apply for, accept, and administer on behalf of the City such gifts, grants and money as may be appropriate for the purposes of this Chapter, upon authorization and approval by the Council.

19. To call upon available City staff members as well as other experts for technical advice.

20. To testify before all boards and commissions, including DAPR, the Plan Commission and the Zoning Board of Appeals, on any matter affecting historically, culturally, architecturally or archaeologically significant areas, sites, structures and objects.

21. To confer recognition upon the owners of landmarks or properties, structures, sites, or objects within districts or other historic preservation efforts by means of certificates, plaques, markers or awards.

22. To assist in the development, review or amendment of a preservation component in the Comprehensive Plan of the City.

23. To periodically review the zoning ordinance of the City, and to make recommendations to the Council concerning any amendments appropriate for the protection and continued use of landmarks or properties, structures, sites or objects within districts.

24. To review and comment to the appropriate department or agency concerning City projects or activities affecting landmarks or districts or
areas, properties, structures, sites or objects eligible for designation as landmarks or districts.

25. To provide by rules for circumstances under which the City Manager or his/her designee may administratively review and issue certificates of appropriateness for certain applications for minor kinds of work without formal review and approval by the commission itself, in accordance with the Commission’s rules and procedures.

26. To prepare a list of areas, properties, structures, sites or objects eligible for designation as a landmark or district.

27. To adopt its own rules and procedures.

28. To file a petition with the Community Development Department requesting that the Community Development Department proceed to take action against any owner of record or any other appropriate person or persons in connection with a landmark or property, structure, site or object within a district that is reasonably believed to be in violation of the building code of the City.

29. To consider applications for signs affecting proposed or designated landmarks and districts; to hold meetings and public hearings to review such applications; and to make advisory recommendations to DAPR regarding such applications.

30. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to implementation of the purposes of this Chapter.

2-8-4. - CRITERIA FOR DESIGNATION.

Every nominated landmark or district must meet one or more of the following specified criteria for designation.

(A) The Commission shall limit their consideration to the following criteria in making a determination on a nomination of a district, site, building, structure, or object for designation by ordinance as a landmark or historic district:

1. Its location as a site of an event or activity that is significant to the broad patterns of history of the City, State, Midwest region, or the United States, which may or may not have taken place within or involved the use of any existing improvements on the property;

2. Its identification with a person or persons who significantly contributed to the historic, cultural, architectural, archaeological or related aspect of the development of the City, State, Midwest region or the United States;

3. Its exemplification of an architectural type, style, design, or type of construction distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;

4. Its identification as the work of an architect, designer, engineer, developer, or builder whose individual work is significant in the history or development of the City, the State, the Midwest region or the United States;
5. Its exemplification of important planning and urban design techniques distinguished by innovation, rarity, uniqueness or overall quality of design or detail;
6. Its association with important cultural, social, political, or economic aspects or events in the history of the City, the State, the Midwest region or the United States;
7. Its location as a site of an important historic or prehistoric archaeological resource;
8. Its representation of an historic, cultural, architectural, archaeological or related theme expressed through distinctive districts, sites, buildings, districts, structures, or objects that may or may not be contiguous;
9. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community or the City;
10. Its exemplification of a pattern of neighborhood development or settlement significant to the cultural history or traditions of the City, whose components may lack individual distinction.

(B) Integrity of Landmarks and Districts. Any district, site, building, structure, or object that meets any one or more of the criteria in Subsection 2-8-4(A) shall also possess sufficient integrity of location, design, setting, materials workmanship, feeling, and association to convey its historic significance.

2-8-5. - NOMINATION, CONSIDERATION AND DESIGNATION OF LANDMARKS AND DISTRICTS.

(A) Initiation of Nomination. Local nomination of a district, building, structure, site or object for consideration and designation as a landmark or district shall be submitted to the Commission on a form prepared by the Commission, and may be submitted by any of the following:
1. A Commissioner or member of the Commission.
2. A member of the Plan Commission.
3. A member of the Council.
4. The Mayor.
5. Any resident of the City.
6. Any not-for-profit organization with its principal place of business in the City.
7. An owner of record.

(B) Withdrawal of Nomination. A nomination may be withdrawn by the person or persons who submitted the nomination form at any time prior to the Commission scheduling a public hearing under Subsection 2-8-5(C). Requests for withdrawal of a nomination after the Commission schedules a public hearing shall be granted only upon an affirmative vote of at least six (6) Commissioners.

(C) Notification of Nomination and Public Hearing.
1. Owners of record shall be notified, by regular mail, of completion and submission of a nomination form within fifteen (15) business days of receipt of the nomination.
2. The Commission shall hold a public hearing on the nomination within ninety (90) days following receipt of the completed nomination form, subject to continuances granted by the Commission. Notice of the time, place and purpose of such hearing shall be given by the Commission at least five (5) business days prior thereto by the following methods:

(a) By mailing of notification to each owner of record of a nominated landmark or owner of record of a property, structure, site or object in a nominated district; and

(b) By mailing of notification to every association of residents or owners that has registered with the Commission for this purpose.

(D) Procedure. The hearing shall be conducted in accordance with the pertinent Section of the rules of the Commission. The Commission shall consider all testimony or evidence relating to the designation criteria in Subsections 2-8-4(A) and (B), from any person who makes written submissions or appears at the public hearing. The owner of any nominated landmark or of a building, structure, site, lot of record, or object within a nominated district shall be allowed reasonable opportunity to present testimony or evidence concerning the applicability of the designation criteria in Subsections 2-8-4(A) and (B).

(E) Recommendation by Commission. Within seventy (70) days following the close of the public hearing, the Commission shall make a determination upon the evidence as to whether the nominated landmark or district does or does not meet the criteria for designation in Subsections 2-8-4(A) and (B). If the Commission determines that the nominated landmark or district does meet the criteria for designation, the Commission shall direct the City Manager or his/her designee to transmit its recommendation to the Council or its duly authorized committee. Such a recommendation shall be passed by a resolution of the Commission and shall be accompanied by a report to the Council or its duly authorized committee containing the following information:

1. Explanation of the significance or lack of significance of the nominated landmark or district as it relates to the criteria for designation;
2. Explanation of the integrity or lack of integrity of a nominated landmark or district;
3. Identification of critical features of the nominated landmark or areas, properties, sites and objects in a nominated district to provide guidance for review of alteration, construction, demolition or relocation;
4. Proposed design guidelines, if any, for review of alteration, construction, demolition or relocation;
5. A map showing the location of the nominated landmark or the boundaries of the nominated district; and
6. A list, including the address, of every property, structure, site and object in each nominated district classifying each as being of contributing significance or noncontributing significance based on their degree of historic, cultural, architectural or archaeological significance.

If the Commission fails to make its recommendation within seventy (70) days following the close of the public hearing or if the Commission finds that the nominated landmark or district does not meet the criteria for designation, the
nomination process shall end. If the Commission fails to make its recommendation within seventy (70) days following the close of the public hearing or if the Commission votes not to recommend a proposed designation to the Council or its duly authorized committee, the Commission may not reconsider the proposed designation, except as provided in Subsection 2-8-5(H), for a period of two (2) years from the date of the passage seventy (70) days from the close of the public hearing or the date of the negative Commission vote, whichever is applicable.

(F) Notification of Commission Recommendation. Notice of the recommendation of the Commission, including a copy of the report, shall be transmitted to the Council or its duly authorized committee and sent by regular mail to the owner of record of a nominated landmark and to all owners of record within a nominated district, and to the nominator within fifteen (15) business days following adoption of the resolution and report.

(G) Designation by Council.
1. The Council shall, within one hundred twenty (120) days after receiving the recommendations of the Commission regarding the nominated landmark or district, and without further required public hearing, either designate the landmark or district by ordinance or reject designation by resolution. In reaching its decision the Council shall review the evidence and testimony presented to the Commission together with any comment from subsequent public hearings. Should Council fail to reach a decision within one hundred twenty (120) days after receiving the recommendations from the Commission, the interim protection provided under Section 2-8-7 shall no longer be enforceable and the nomination shall be deemed denied.

2. The designation of a nominated local landmark or district, shall require the affirmative vote of a simple majority the members of Council.

3. Notice of the Council's approval of the designation ordinance and effective date of the action of the Council shall be provided by regular mail to the nominator, the owner of record of the nominated landmark, or owners of record of all properties within the nominated district. The notice shall include a copy of the designation ordinance and shall be sent within fifteen (15) business days by the Division of Planning and Zoning. A copy of each designation ordinance shall be sent to the Commission, the Plan Commission and the Division of Building and Inspection Services.

4. If the Council has refused to designate a proposed landmark or district, the Commission may not reconsider the proposed designation, except as provided in Subsection 2-8-5(H), for a period of two (2) years from the date of the Council's refusal to designate.

(H) Reconsideration of Previously Nominated Landmarks and Districts. The Commission may reconsider previously nominated landmarks and districts within a period of two (2) years of the Commission's failure to make its recommendation within seventy (70) days of the close of the public hearing under Subsection 2-8-5(C) or of the Commission's finding that the nominated
landmark or district does not meet the criteria for designation or of the Council's refusal to designate the proposed landmark or district only where:
1. Significant new information concerning the previously nominated landmark or district relating to the criteria for designation, under Section 2-8-4, is provided, and
2. The Commission votes by an affirmative vote of at least six (6) Commissioners to reconsider the previously nominated landmark or district.

2-8-6. - AMENDMENT AND RESSION OF DESIGNATION.
(A) Designation may be amended or rescinded, only after a period of two (2) years following the designation, upon petition to the Commission and compliance with the same procedures and according to the same criteria set forth herein for designation as follows:
1. Petitions for amendment or rescission of a designation may be submitted by the same persons authorized to submit nominations pursuant to Subsection 2-8-5(A). Petitions for amendment or rescission of a designation shall clearly identify those irreversible alterations occurring subsequent to the date of designation that have affected the significance or integrity of the landmark or district. Petitions shall also identify the new information obtained since the date of designation that has affected the understanding of the significance of the landmark or district.
2. Petitions shall not use the following as justification for amendment or rescission:
   a. Alterations made in accordance with a Certificate of Appropriateness;
   b. Alterations made following appeal to the Council;
   c. Alterations made in accordance with an administrative approval.
3. Properly submitted petitions are referred to the Commission for public hearing as provided in Subsection 2-8-5(C).
4. In the case of a rescission of a landmark designation or part or all of a district designation, the Commission shall consider whether the landmark or district no longer meets the criteria for designation, and make a recommendation to the Council or its duly authorized committee as provided in Subsection 2-8-5(E), including a report concerning whether the landmark or district does or does not continue to retain significance and integrity.
(B) The Council shall rescind or amend a designation only after all of the above procedures have been followed. The Council shall rescind a designation only upon a finding that the designated landmark or district no longer meets the criteria for designation in Section 2-8-4.

2-8-7. - INTERIM PROTECTION FOR NOMINATIONS.
(A) A district, site, building, structure, or object nominated but not yet designated as a landmark or district shall be subject to all the protection provided by this Chapter at the time of submission of a completed nomination to the Commission.
A certificate of appropriateness shall be required and obtained for any alteration, construction, demolition or relocation affecting the exterior architectural appearance of a nominated landmark, in the same manner as required for designated landmarks. A certificate of appropriateness shall be obtained for every demolition or relocation of a structure in a nominated district in the same manner as required for designated districts.

(B) Alteration, construction, demolition or relocation commenced pursuant to a permit properly issued prior to submission of a nomination to the Commission shall not require a certificate of appropriateness unless such permit has expired, been cancelled or revoked, or the work is not diligently proceeding to completion.

(C) The exceptions to the effects of designation found in Section 2-8-14 shall apply to nominated districts, sites, buildings, structures, and objects.

(D) In reviewing applications for certificates of appropriateness affecting nominated landmarks and districts, sites, buildings, structures, and objects in districts during the period of interim controls, the Commission shall review such applications based on the criteria set forth in Section 2-8-9.

2-8-8. - CERTIFICATE OF APPROPRIATENESS.

(A) Actions requiring certificate. A certificate of appropriateness shall be required before the following actions affecting the exterior architectural appearance of any landmark or property, structure, site or object within a district may be undertaken:

1. Any alteration, construction or relocation requiring a building permit from the City.

2. Any alteration, construction or relocation that involves the following:
   (a) Replacement of windows or doors.
   (b) Addition or replacement of storm windows or doors.

3. Any demolition in whole or in part or land altering activities requiring a permit from the City.

(B) Applications for certificate of appropriateness.

1. It shall be unlawful to undertake any of the work specified in Subsection (A) of this Section without first obtaining a certificate of appropriateness from the Commission. Applications for a certificate of appropriateness shall be made on a form prepared by the Commission, and shall be submitted to the Commission.

2. Application forms shall be available from the Commission and the Division of Building and Inspection Services. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be necessary for the Commission to adequately review the application.

3. The Commission shall transmit a copy of the application to the Division of Building and Inspection Services within five (5) business days following receipt of a properly completed application. The Division of Building and Inspection Services shall not act upon any permit until the Commission has reviewed the work application and issued a certificate of appropriateness.

(C) Review by Commission.
1. The Commission shall review the application and vote to issue or deny the application within forty-five (45) days following receipt of the application. The time to consider the application may be extended with the consent of the applicant. The secretary of the Commission or designated staff shall provide the applicant the time and place of any Commission meeting to consider the application at least five (5) business days prior to the meeting. The applicant or his/her authorized representative shall be allowed to appear and present testimony in regard to the application.

2. The City will provide notice, through the use of a third party service, by first class mail to neighbors of those meetings wherein the Commission shall review applications for Certificates of Appropriateness for any of the following activities: additions to existing structures; construction of new primary structures; relocation of existing primary structures and/or secondary structures; demolition of significant and/or contributing primary structures. Such notice shall be sent to all owners, whose addresses appear on the current tax assessment list as provided by the City, of real property located within a radius of two hundred fifty feet (250') of the subject property. Said distance shall include open space, roads, streets, alleys and other rights-of-way. Such notice shall be sent at least five (5) business days prior to the meeting. The applicant must pay any and all fees and postage associated with mailing such notice pursuant to this Section. The City reserves the right to provide the aforementioned notice by first class mail where the Zoning Administrator finds it necessary. The failure of delivery of such notice shall not invalidate any such hearing.

(D) Approval by Commission. If the Commission votes to approve the application, its action shall be the final administrative decision upon the application. The certificate of appropriateness shall be issued to the applicant within five (5) business days following the decision of the Commission. Upon receipt of the certificate of appropriateness the applicant may complete an application to the Department of Community Development and Division of Building and Inspection Services to obtain necessary permits, if any. The certificate of appropriateness shall be valid for a period of one hundred eighty (180) days from the date of issuance by the Commission. Certificates of appropriateness shall not be transferable from the applicant to another subsequent owner of the same property without the consent of the Commission.

(E) Disapproval by Commission. If the Commission votes to disapprove the application, the applicant shall be notified within five (5) business days and the notice shall be accompanied by recommendations to the applicant concerning what changes, if any, in the plans and specifications for the proposed alteration, construction, relocation or demolition would protect the distinctive character of the landmark or district and that would cause the Commission to reconsider the application. The Commission shall make reasonable efforts to confer with the applicant, offer technical guidance, and attempt to resolve differences. The applicant may resubmit an amended application based upon the recommendations of the Commission.
Administrative approvals. Certificates of appropriateness related to applications for certain routine or emergency kinds of work or minor zoning variances, as specified by the Commission in its rules, shall be provided upon review and approval by the City Manager or his/her designee. If the City Manager or his/her designee disapproves the proposed work, the applicant may apply to the Commission for review of the application for the certificate of appropriateness under Subsection (C) of this Section.

Appeals.
1. Any applicant, following a denial of a certificate of appropriateness by the Commission, may, within thirty (30) days of the denial apply for appeal to the Planning and Development Committee of the Council.
2. An application for appeal shall be submitted to the Commission on a form prepared by the Commission. Within five (5) business days of submission of an application for appeal by the applicant to the Commission, the Commission shall transmit the application to the Planning and Development Committee of the City Council.
3. If no motion to accept the application for appeal is made and adopted at the meeting of the Planning and Development Committee immediately following receipt of the findings and decision of the Commission and the application for appeal, the decision of the Commission shall be final and may be appealed to the Circuit Court of Cook County.
4. If a motion to accept the application for appeal is made and adopted at the meeting of the Planning and Development Committee held immediately following receipt of the findings and decision of the Commission and the application for appeal, the Planning and Development Committee must affirm, modify or reverse the decision of the Commission within forty five (45) days of the date of approval of the motion to accept the appeal.
5. The Planning and Development Committee shall review the appeal solely on the basis of the record and application of the appropriate standards included in Section 2-8-9 of this Chapter.
6. Denial or grant by the Planning and Development Committee of a certificate of appropriateness is considered a final decision and may be appealed to the Circuit Court of Cook County.
7. The authority to review, grant, and/or deny appeals of certificates of appropriateness pursuant to this Subsection (G) shall vest in the Planning and Development Committee so long as the membership of said Committee consists of all seated Aldermen. Otherwise, said authority rests with the Council or its duly authorized committee.

2-8-9. - STANDARDS FOR REVIEW OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS.

(A) Standards for review of alteration. In considering an application for a certificate of appropriateness for alteration the Commission shall consider only the following general standards, specific design guidelines, if any, accompanying the ordinance designating the landmark or district, and the standards included in
Subsection (E) of this Section. Nothing in this Chapter shall be construed to prevent ordinary maintenance or repairs that do not involve a change of design, material, or the exterior architectural appearance of a property, structure, site or object as long as the prescribed review procedures are followed.

1. Every reasonable effort shall be made to adapt the property, structure, site or object in a manner that requires minimal alteration of the property, structure, site or object and its environment.

2. The distinguishing original qualities or character of a property, structure, site or object and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible except when retention represents a hazardous or dangerous condition.

3. All properties, structures, sites and objects shall be recognized as products of their own time. Alterations to sites, buildings, structures, or objects that have no historic basis shall be discouraged.

4. Changes that may have taken place in the course of time are evidence of the history and development of a property, structure, site or object and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features, materials, finishes, examples of skilled craftsmanship, or examples of distinctive construction techniques that characterize a property, structure, site or object shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.

7. The surface cleaning of buildings, structures or objects shall be undertaken with the gentlest means possible. Treatment methods that will cause damage to the historic materials of the structure, site, or object must not be used.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.

9. Innovative design for alterations to existing properties shall not be discouraged when such alterations do not destroy significant historic, cultural, architectural or archaeological material, and such design is compatible with the features, size, scale, proportion, massing, color, material and character of the property, neighborhood and environment.

10. Wherever possible, alterations to structures and objects shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
Standards for review of construction. In considering an application for a certificate of appropriateness for new construction and additions to existing buildings, the Commission shall consider only the following general standards, specific design guidelines, if any, accompanying the ordinance designating the landmark or district, and the standards included in Subsection (E) of this Section:

1. Height. Height shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

2. Proportion of facades. The relationship of the width to the height of the facades shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

3. Proportion of openings. The relationship of the width to height of windows and doors shall be visually compatible with properties, structures, sites, public ways, objects and places to which the building is visually related.

4. Rhythm of solids to voids in facades. The relationship of solids to voids in the facades of a structure shall be visually compatible with properties, structures, sites, public ways, objects and places to which it is visually related.

5. Rhythm of spacing and structures on streets. The relationship of a structure or object to the open space between it and adjoining structures or objects and the setback from the public ways shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related.

6. Rhythm of entrance porches, storefront recesses and other projections. The relationship of entrances and other projections to sidewalks shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related.

7. Relationship of materials and texture. The relationship of the materials and texture of the facades shall be visually compatible with the predominant materials used in the existing structures to which it is visually related.

8. Roof shapes and roof mounted equipment. The roof shape of a structure including any roof mounted equipment shall be visually compatible with the structures to which it is visually related.

9. Walls of continuity. Facades and property and site structures, such as masonry walls, fences and landscape masses, shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street, to ensure visual compatibility with the properties, structures, sites, public ways, objects and places to which such elements are visually related.

10. Scale of a structure. The size and mass of structures in relation to open spaces, windows, door openings, porches and balconies shall be visually compatible with the properties, structures, sites, public ways, objects and places to which they are visually related.

11. Directional expression of facades. A structure shall be visually compatible with the properties, structures, sites, public ways, objects and places to which it is visually related in its directional character, whether this be vertical character, horizontal character or non-directional character.
12. Original qualities. For additions to existing structures, the distinguishing original qualities or character of a property, structure, site or object and its environment should be preserved. The alteration of any historic material or distinctive architectural features should be avoided when possible.

13. Archaeological resources. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

14. Innovative design. Innovative design for new construction and additions to existing properties shall not be discouraged when such new construction or additions do not destroy significant historic, cultural or architectural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

15. New additions. Wherever possible, new additions to structures or objects shall be done in such a manner that if such additions were to be removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

16. New construction. In considering new construction such as a new free standing structure, the Commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement for compatibility.

17. Signs. Any sign that is readily visible from a public street shall not be incongruous to the historic character of the landmark or the district. Recommendations regarding signs are advisory only and may be referred to DAPR.

(C) Standards for review of relocation. In considering an application for a certificate of appropriateness for relocation, the Commission shall consider only the following general standards, specific design guidelines, if any, accompanying the ordinance designating the landmark or district, and the standards included in Subsection 2-8-9(E):

1. Whether the historic or urbanistic character of the existing site or setting would be negatively impacted by the relocation of the structure or object.

2. Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area.

3. Whether the relocation of the structure or object can be accomplished without significant damage to its physical integrity.

4. Whether the proposed relocation area is compatible with the historic, cultural or architectural character of the structure or object.

(D) Standards for review of demolitions. In considering an application for a certificate of appropriateness for demolition, the Commission shall consider only the following general standards and the standards included in Subsection 2-8-9(E):

1. Whether the property, structure or object is of such historic, cultural, architectural or archaeological significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the State.

2. Whether the property, structure or object relates to the distinctive historic, cultural, architectural or archaeological character of the district as a whole.
and should be preserved for the benefit of the people of the City and the
State.

3. Whether demolition of the property, structure or object would be contrary
to the purpose and intent of this Chapter and to the objectives of the
historic preservation for the applicable district.

4. Whether the property, structure or object is of such old, unusual or
distinctive design, texture, and/or material that it could not be reproduced
without great difficulty and/or expense.

5. Whether the property, structure or object is of such physical condition that
it represents a danger and imminent hazard condition to persons or
property and that retention, remediation, or repair are not physically
possible or require great difficulty and/or expense.

6. Except in cases where the owner has no plans for a period of up to five
(5) years to replace an existing landmark or property, structure or object in
a district, no certificate of appropriateness shall be issued until plans for a
replacement structure or object have been reviewed and approved by the
Commission.

(E) In addition to the above standards, the Commission shall also consider the
Secretary of Interior’s "Standards for the Treatment of Historic Properties," as
amended.

2-8-10. - CERTIFICATE OF ECONOMIC HARDSHIP.

(A) Application. Any applicant, following a final decision of the Commission or the
Council or its duly authorized committee denying a certificate of appropriateness,
may, within thirty (30) days of the denial, make application for a certificate of
economic hardship on a form prepared by the Commission and submitted to the
Commission. Application forms shall be available from the Commission.

(B) Standard to be Applied. The Commission shall only approve an application for a
certificate of economic hardship upon a determination that the denial of the
certificate of appropriateness has resulted in the denial of all reasonable use of
and return from the property.

(C) Consideration of Evidence. In applying this standard, the Commission shall
consider among other things any evidence presented concerning the following:

1. Any opinions from a licensed structural engineer or licensed architect with
experience in renovation, restoration or rehabilitation as to the structural
soundness of any structures or objects on the property and their suitability
for continued use, renovation, restoration or rehabilitation.

2. Any estimates prepared by a licensed architect or licensed structural
engineer, of the cost of the proposed alteration, construction, demolition
or relocation and an estimate of any additional cost that would be incurred
to comply with the recommendations of the Commission for changes
necessary for it to be approved.

3. Any estimates prepared by a realtor licensed by the State or an appraiser
certified by the State of the market value of the property in its current
condition; after completion of the proposed alteration, construction,
demolition or relocation; after any expenditures necessary to comply with
the recommendations of the Commission for changes necessary for it to approve a certificate of appropriateness; and in the case of a proposed demolition, after renovation of the existing property for continued use.

4. For applications for Certificate of Economic Hardships proposing demolition, any estimates, prepared by licensed architects, real estate consultants and appraisers or other real estate professionals licensed or certified by the State and experienced in rehabilitation, as to the economic feasibility of restoration, renovation or rehabilitation of any existing structures or objects.

5. Any and all applicable zoning provisions and incentives.

(D) Information to be Supplied by Applicant. The applicant shall submit by affidavit the following information:

1. The assessed value of the property, structure, site or object for the two (2) most recent assessments.

2. Real property taxes for the previous three (3) years.

3. The amount paid for the property, structure, site or object by the owner, the date of purchase and the party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the property was purchased.

4. The current balance of any mortgages or any other financing secured by the property, structure, site or object, and the annual debt service, if any, for the previous three (3) years.

5. All appraisals obtained within the previous three (3) years by the owner or applicant in connection with purchase, offerings for sale, financing or ownership of the property, structure, site or object.

6. All listings of the property, structure, site or object for sale or rent, price asked and offers received, if any, within the previous four (4) years.

7. All studies commissioned by the owner as to profitable renovation, rehabilitation or utilization of any structures or objects on the property for alternative use.

8. For income producing property or structures, itemized income and expense statements from the property or structures for the previous three (3) years.

9. For other non-residential properties, itemized income and expense statements, as well as grants, endowments, and other assets or funding sources.

10. Estimates, prepared by general contractors licensed by the City or licensed architects, of the cost of the proposed alteration, construction, demolition or relocation and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission for changes necessary for it to approve a certificate of appropriateness.

11. Form of ownership or operation of the property, structure, site or object whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture or other.
12. Any other information, documentation or evidence as the Commission determines to be necessary to its application of the standard in Subsection 2-8-10(B).

13. Where applicable, the information, evidence or documentation requested by the Commission or provided by the applicant shall bear the imprint of the professional seal of the individual preparing such information, evidence or documentation.

(E) Failure by Applicant to Submit Requested Information. In the event that any of the information required to be submitted by the applicant is not reasonably available, the applicant shall file with the affidavit a statement of the information that cannot be obtained and shall describe the reasons why such information is unavailable.

(F) Public Hearing. The Commission shall hold a public hearing on the application for certificate of economic hardship within thirty five (35) days following receipt of the completed application form and all information required to be submitted therewith.

1. Notice of the time and place of the public hearing shall also state the general nature of the question involved, and shall be given not less than five (5) business days prior to the date of such hearing by the following methods:
   (a) By mailing of notification to the applicant and the owner of record of the affected landmark or property, site, building, structure, or object in a district; and
   (b) By mailing of notification to the owners of record of all property within two hundred fifty feet (250') of the affected landmark or property, site, building, structure, or object in a district; and
   (c) By mailing of notification to every association of residents or owners who have registered an association name with the Commission for this purpose; and
   (d) By publication in a manner available City-wide by either a newspaper or the city website.

It shall be the responsibility of the applicant to provide to the Commission, by affidavit, the names and addresses of all owners of record pursuant to Subsection 2-8-10(F)(1)(b) of this Chapter.

2. The hearing shall be conducted in accordance with the pertinent Section of the rules of the Commission.

3. No member of the Commission absent from the entire hearing shall be eligible to vote on any matter that is the subject of the hearing until such member is provided with copies, transcripts or tapes of all testimony and evidence presented.

4. The Commission may continue a proceeding for such additional time as it reasonably takes an applicant, any other interested person or the Commission to comply with a request for additional information, documentation or evidence.

(G) Determination by the Commission. The determination by the Commission of whether the denial of the certificate of appropriateness has or has not resulted in
economic hardship or the denial of all reasonable use of and return from the property shall be made within thirty five (35) business days following the close of the public hearing and submission of all information, documentation or evidence requested by the Commission. The determination shall be accompanied by findings of fact and report stating the reasons for the decision.

(H) Disapproval by Commission. If the determination of the Commission is to disapprove the application for a certificate of economic hardship, the applicant shall be notified within five (5) business days. The Commission’s report will be provided within thirty-five (35) business days following the closing of the public hearing.

(I) Determination of Economic Hardship.
1. If the determination of the Commission is that the denial of the certificate of appropriateness has resulted in the denial of all reasonable use of and return from the property, the Commission shall issue a certificate of economic hardship no later than ninety (90) days following the date of the determination of economic hardship unless during that time the Council approves an incentive plan pursuant to Subsections 2-8-10(J) and (K).
2. A copy of the determination of the Commission together with the findings of fact shall be mailed to the applicant and transmitted to the Council or its duly authorized committee within thirty-five (35) business days following the determination of economic hardship.

(J) Incentive Plan. The purpose of an incentive plan is to provide a mechanism to allow a reasonable use of and return from the property without the complete or partial alteration or demolition of a landmark or property, structure, site or object in a district. This incentive plan may include, but is not limited to, property tax relief, loans or grants from the City or other public or private sources, acquisition by purchase or eminent domain, building and safety code modifications to reduce the cost of maintenance, restoration, rehabilitation or renovation, changes in applicable zoning regulations including a transfer of development rights, or relaxation of the provisions of this Chapter sufficient to allow reasonable use of and return from the property.

(K) City Council Consideration of Incentive Plan.
1. The Commission shall forward a report recommending an incentive plan to the Council or its duly authorized committee. Upon receipt of the report the Council or its duly authorized committee shall give prompt consideration to the incentive plan.
2. The Council shall approve or disapprove the incentive plan allowing the reasonable use of and return from the property within ninety (90) days following determination by the Commission.
3. If the Council does not approve an incentive plan within the time specified, the report and recommendation of the Commission regarding the incentive plan shall be deemed to be denied.
4. A copy of the ordinance enacted by the Council together with the incentive plan, if any, shall be mailed to the applicant and transmitted to the Commission within five (5) business days following the enactment of the ordinance.
(L) Issuance of Certificate of Economic Hardship.
1. Upon receipt by the Commission of a copy of a resolution disapproving an incentive plan, or upon failure of the Council to act to either approve or disapprove an incentive plan pursuant to Subsections 2-8-10(J) and (K), the Commission shall issue a certificate of economic hardship to the applicant within five (5) business days. The certificate of economic hardship for demolition may be subject to conditions for subsequent construction including compliance with the standards included in Section 2-8-9. The certificate of economic hardship shall be valid for a period of one hundred eighty (180) days from issuance by the Commission. Certificates of economic hardship shall not be transferable from the applicant to another subsequent owner of the same property.
2. The Division of Building and Inspection Services shall be notified of the decision to issue a certificate of economic hardship within five (5) business days of issuance.
3. A certificate of appropriateness shall be issued to the applicant simultaneously with the delivery of the certificate of economic hardship.
4. Notwithstanding approval of a certificate of economic hardship, no permit for demolition of a landmark or a property, structure or object in a district shall issue except simultaneous to the issuance of a building permit for the replacement property, structure or object.

(M) Appeals.
1. Any applicant or other interested party, following a denial of a certificate of economic hardship by the Commission, may, within thirty (30) days of the denial apply for appeal to the Council or its duly authorized committee.
2. An application for appeal shall be submitted to the Commission on a form prepared by the Commission. Within five (5) business days of submission of an application for appeal by the applicant to the Commission, the Commission shall transmit the application to the Council or its duly authorized committee.
3. If no motion to accept the application for appeal is made and adopted at the meeting of Council or its duly authorized committee immediately following receipt of the findings and decision of the Commission and the application for appeal, the decision of the Commission shall be final and may be appealed to the Circuit Court of Cook County.
4. If a motion to accept the application for appeal is made and adopted at the meeting of Council or its duly authorized committee held immediately following receipt of the findings and decision of the Commission and the application for appeal, the Council or its duly authorized committee must affirm, modify or reverse the decision of the Commission within forty five (45) days of the date of approval of the motion to accept the appeal.
5. Council or its duly authorized committee shall review the appeal solely on the basis of the record and application of the standards included in Subsection 2-8-10(B).
6. Denial or grant by the Council or its duly authorized committee of a certificate of economic hardship is considered a final decision and may be appealed to the Circuit Court of Cook County.

2-8-11. - CERTIFICATE OF SPECIAL MERIT.

(A) Application. Any applicant, following a final decision of the Commission or the Council or its duly authorized committee denying a certificate of appropriateness, may, within thirty (30) days of the denial, make application for a certificate of special merit on a form prepared by the Commission and submitted to the Commission. Application forms shall be available from the Commission.

(B) Council Determination. A project shall not receive a certificate of special merit unless the Council determines that:
1. The project is consistent with the Comprehensive Plan of the City; and
2. The project is necessary and in the public interest and will provide public and civic benefits, including but not limited to social or other benefits that are significant to the community and particularly desirable at the location proposed. Such benefits that further the general welfare of the residents of the City must substantially outweigh the loss of or the effect upon the affected landmark or property, structure, site or object in a district. Such benefits shall not consist solely of monetary or economic benefits to the City or other parties arising from economic development, property taxes, or other financial returns.

(C) Standard to be Applied. A certificate of special merit shall be approved only on a showing by the applicant that:
1. There is no feasible and prudent alternative site for the proposed project; and
2. Use of the existing landmark or area, property, structure, site or object located in a district for the special merit use is not financially and physically feasible; and
3. The proposed project includes all possible planning to minimize harm to the existing landmark or area, property, structure, size or object in a district resulting from such special merit use.

(D) Public Hearing. Submission of Application for Certificate of Special Merit: Within thirty-five (35) business days of submission of an application for certificate of special merit the Commission shall transmit the application to the Council or its duly authorized committee.

(E) The Council or its duly authorized committee shall hold a public hearing on the application for certificate of special merit within thirty five (35) days following receipt of the completed application form in accordance with the pertinent Section of its rules and procedures.
1. Notice of the time and place of the public hearing shall also state the general nature of the question involved and shall be given not less than five (5) business days prior to the date of such hearing by the following methods:
   (a) By mailing of notification to the applicant and the owner of record of the landmark or property, structure, site or object in a district; and
(b) By mailing of notification to the owners of record of all property within two hundred fifty feet (250') of the landmark or properties, structure, site or object in a district; and

(c) By mailing of notification to every association of residents or owners who have registered an association name with the Commission for this purpose; and

(d) By publication in a newspaper of City-wide circulation.

It shall be the responsibility of the applicant to provide to the Commission, by affidavit, the names and addresses of all owners of record pursuant to Subsection 2-8-11(E)1(b) of this Chapter.

(F) Findings. The Commission shall present written findings at the public hearing addressing the significance of the landmark or area, property, structure, site or object in a district affected by the proposed structure, and the standards for issuance of a certificate of special merit included in Subsections 2-8-11(B) and (C).

(G) Council Action. Within ninety (90) days of the close of the public hearing the Council may approve or deny the application of certificate of special merit. If the certificate of special merit is not acted upon by Council within ninety (90) days of the close of the public hearing, the application for certificate of special merit shall be deemed denied.

(H) Approval of Certificate of Special Merit. Council shall transmit a copy of the ordinance approving a certificate of special merit to the Commission within fifteen (15) business days following the enactment of the ordinance. The Commission shall issue a certificate of appropriateness within thirty-five (35) business days after the applicant:

1. Provides the Commission with appropriate documentation completed by a preservation professional of any landmark or property, structure or object in a district that is proposed for demolition, and

2. Completes the review process for construction, under Subsection 2-8-9(B) of this Chapter, with the Commission for the proposed project, or submits to the Commission evidence that the site of the landmark or property, structure, or object in a district is subject to new development as part of a development plan.

(I) Validity. The certificate of special merit shall be valid for a period of one hundred eighty (180) days from issuance by the Council. Certificates of special merit shall not be transferable, without the consent of Council, from the applicant to another subsequent owner of the same property.

(J) Demolition of Landmark. Notwithstanding approval of a certificate of special merit, except as otherwise expressly provided in another provision of this Chapter, no permit for demolition of a landmark or a property, structure or object in a district shall issue except for projects that are part of a development plan, or simultaneous to the issuance of a building permit for the replacement property, structure or object.

(K) Denial of Certificate of Special Merit. Denial or grant by the Council of a certificate of special merit is considered a final decision and may be appealed to the Circuit Court of Cook County.
2-8-12. - REVIEW OF APPLICATIONS FOR SUBDIVISION, RESUBDIVISION OR CONSOLIDATION.

(A) Prior to review of any subdivision, resubdivision or consolidation pursuant to Title 4, Chapter 13 "Subdivisions," Sections 1 through 3, of any landmark, area, property, structure or site in a district, Council or its duly authorized committee shall request a report by the Commission regarding the effect of the proposed subdivision, resubdivision or consolidation on the landmark or district. Review by the Commission shall be advisory.

(B) The Commission shall review the application for subdivision, resubdivision or consolidation based on the following standards:

1. The design of the subdivision, resubdivision or consolidation shall:
   (a) Preserve, adaptively use, or otherwise protect the landmark, or area, property, structure, site or object in the district; and
   (b) Provide the location and design of new structures and objects that are visually compatible with the landmark or sites, buildings, structures, and objects in the district; and
   (c) Not result in blocking or otherwise obstructing, as viewed from a public street or public way, not to include Lake Michigan, the critical features of the landmark or area, property, structure, site or object in the district; and
   (d) Preserve and protect the critical features of the streetscape associated with the landmark, or area, property, structure, site or object in the district; and
   (e) Not adversely affect traffic patterns, municipal services, adjacent property values, or the general harmony of the District.

2. Alteration, construction, demolition and relocation shall be consistent with Section 2-8-9.

(C) Within thirty five (35) days of the Commission’s review, the Commission shall prepare written findings and, by majority vote, issue to the Council or its duly authorized committee a recommendation on the suitability of creating the proposed subdivision, resubdivision or consolidation.

(D) Based on the recommendations received by Council or its duly authorized committee, Council shall consider whether the proposed subdivision, resubdivision or consolidation is consistent with the standards provided in Subsection 2-8-12(B).

(E) If Council finds that the proposed subdivision, resubdivision or consolidation is not consistent with the standards provided in Subsection 2-8-12(B), the Council may deny the application for subdivision, resubdivision or consolidation.

2-8-13. - REDESIGNATION OF PREVIOUSLY DESIGNATED LANDMARKS AND DESIGNATION OF EXISTING DISTRICTS LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES.

(A) Any areas, properties, structures, sites or objects designated by Council in previous ordinances and resolutions are found to meet the criteria for designation in Section 2-8-4 of this Chapter based on findings of fact submitted
to Council in support of said previous designation ordinances and resolutions and are hereby redesignated as landmarks under the provisions of this Chapter. (See Schedule B, "List of Evanston Landmarks," at end of this Chapter.)

(B) The Evanston Lakeshore Historic District listed in the National Register of Historic Places on September 29, 1980, is found to meet the criteria for designation in Section 2-8-4 of this Chapter and is hereby designated as an historic district under the provisions of this Chapter. (See Schedule A, "Map," at end of this Chapter.)

(C) The Evanston Ridge Historic District listed in the National Register of Historic Places on March 3, 1983, is found to meet the criteria for designation in Section 2-8-4 of this Chapter and is hereby designated as an historic district under the provisions of this Chapter. (See Schedule A, "Map," at end of this Chapter.)

(D) The Suburban Apartment Buildings in Evanston, Illinois, Thematic Resources Historic District listed in the National Register of Historic Places in 1984 is found to meet the criteria for designation in Section 2-8-4 of this Chapter and is hereby designated as an historic district under the provisions of this Chapter. (See Schedule B, "List of Evanston Landmarks," at end of this Chapter.)

(E) The Local Northeast Evanston Historic District designated by City Council on May 22, 2000 was found to meet the criteria for designation in Section 2-8-4 of this Chapter and was designated as a historic district under the provisions of this Chapter. (See Schedule A, "Map," at end of this Chapter.)

(F) The Women’s Christian Temperance Union (WCTU) Historic District, designated by City Council on April 13, 2010 was found to meet the criteria for designation in Section 2-8-4 of this Chapter and was designated as a historic district under the provisions of this Chapter. (See Schedule A, "Map," at end of this Chapter.)

2-8-14. - EXCEPTIONS TO ISSUANCE OF CERTIFICATE OF APPROPRIATENESS.

(A) The limitations upon the issuance of demolition permits or building permits in any district or affecting any landmark, shall not apply when alteration, construction, demolition or relocation involved in the permit has been ordered by the Division of Building and Inspection Services for the preservation of the public health or safety.

(B) If the Division of Building and Inspection Services has ordered alteration, construction, demolition or relocation of a landmark or a property, structure or object located within a district, the Commission shall be notified of the proposed alteration, construction, demolition or relocation. If the Commission disagrees with the plan, the Commission shall have the right to delay the proposal sixty (60) days by submitting a delay request. During the delay period, the Commission may develop alternative plans for consideration. If after sixty (60) days no such alternative plans can be developed, the proposed alteration, construction, demolition or relocation may proceed as ordered.

2-8-15. - PENALTIES.

(A) Fines for Violation. Failure to perform any act required by this Chapter or performance of any act prohibited by this Chapter shall constitute a violation. Any
person violating any of the provisions of this chapter shall be subject to a fine of up to five hundred dollars ($500.00) for each day on which a violation exists.

(B) Penalty For Willful Violation Or Gross Negligence. In addition to the fines authorized by Subsection (A) of this Section, a person who willfully or through gross negligence violates the provisions of this chapter by participating in alteration, construction, demolition or relocation affecting a property, structure, site or object nominated or designated as a landmark or located in a nominated or designated district without complying with the required procedures in this Chapter for review of such alteration, construction, demolition and relocation, shall not be issued building permits, certificates of occupancy, licenses and curb cut permits for alteration, construction, demolition or relocation affecting such property, structure, site or object for a period of five (5) years following the date of the violation except to correct structural defects affecting the foundation, roof, walls, partitions, floor supports, ceilings and chimneys of the nominated or designated landmark or property, structure, site or object located in a nominated or designated district.

(C) Other Remedies. Notwithstanding the provisions of Subsections (A) and (B) of this Section, the City may institute appropriate proceedings in law and equity to prevent or remedy any violation of the provisions of this Chapter. In the case of willful violation or gross negligence by any person, the City may seek reversal of the prohibited work without regard to economic hardship.

2-8-16. - FEES.
Persons who file applications for review by the Preservation Commission shall pay an application fee or fees as determined by the type of application(s).

(A) Minor Work On Existing Primary And Accessory Structures: Applicants shall pay a fee of one hundred fifty dollars ($150.00) for applications for minor work on existing primary and accessory structures, including, but not limited to, the following projects:
1. Roof replacement;
2. Replacement of existing windows and doors;
3. Replacement of existing storm windows and storm doors;
4. Replacement of garage/coach house doors;
5. New window and door openings on accessory buildings;
6. New installation or replacement of fences;
7. Repair, restoration and replacement of existing exterior finish materials when such work affects less than twenty five percent (25%) of the finish materials on exterior walls or facades;
8. Replacement of existing exterior stairs and/or steps;
9. Installation of antennas or satellite dishes;
10. Porches: replacement of roof, columns, decks, railings, stairs;
11. Installation of air conditioning units;
12. Installation of arbors and trellises;
13. Installation of exterior lighting fixtures; and
(B) Construction Of Garages And Accessory Structures: Applicants shall pay a fee of three hundred eighty five dollars ($385.00) for applications for construction of garages and accessory structures, including, but not limited to, the following projects:
1. New garages and coach houses/barns;
2. Porte-cocheres;
3. Storage sheds;
4. New decks and stairs;
5. Freestanding solar panels;
6. Swimming pools;
7. Tennis courts;
8. Basketball courts; and

(C) Major Work; Alterations And Construction: Applicants shall pay a fee of three hundred eighty-five dollars ($385.00) for applications for major alterations and construction, including, but not limited to, the following projects:
1. Alterations to the existing primary structures (e.g., new dormers; new window or door openings; changing or altering roof design or pitch; balconies);
2. Construction of additions not greater than twenty five percent (25%) of the building's square footage;
3. Enclosure of existing open porches;
4. Installation of solar panels on existing buildings;
5. Repair, restoration and replacement of existing exterior materials when affecting more than twenty five percent (25%) of the exterior walls or facades;
6. Construction of new driveways;
7. Construction of terraces at grade;
8. Construction of gazebos;
9. Installation of awnings, canopies and signs; and
10. Construction of off street parking.

(D) Construction Of Additions Greater Than Twenty Five Percent Of The Existing Building Square Footage: Applicants shall pay a fee of five hundred dollars ($500.00) for applications for construction of new additions greater than twenty five percent (25%) of the existing building square footage, including additions of one or more stories and additions over the existing footprint of buildings.

(E) Construction Of New Primary Structures: Applicants shall pay a fee of one thousand dollars ($1,000.00) for applications for construction of new primary buildings.

(F) Demolition Of A Landmark Structure: Applicants shall pay a fee of five thousand dollars ($5,000.00) for applications for the demolition of a landmark structure.

(G) Demolition Of Significant Or Contributing Structure: Applicants shall pay a fee of three thousand five hundred dollars ($3,500.00) for applications for the demolition of a significant or contributing structure.
Demolition Of Nonsignificant Or Noncontributing Structure: Applicants shall pay a fee of two thousand five hundred dollars ($2,500.00) for applications for the demolition of a nonsignificant or noncontributing structure.

Rescission Of Landmark Designation: Applicants shall pay a fee of two thousand five hundred dollars ($2,500.00) for applications for the rescission of a landmark designation when the landmark is not demolished.

Post-approval Amendments: Applicants shall pay a fee of three hundred eighty five dollars ($385.00) for applications for review of proposed amendments to previously approved projects.

Post-approval Amendments – Minor Work: Applicants shall pay a fee of one hundred fifty dollars ($150.00) for applications for review of proposed minor amendments to previously approved projects.

Nomination of Landmark: Applicants shall pay a fee of one hundred dollars ($100.00) for applications for nomination of a landmark.

2-8-17. - SEVERABILITY.
If any provision or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Chapter which can be given effect without the invalid provision or application, and to this end, the provisions are declared to be severable.

Chapter 2-9, Schedule B - Listing Of Evanston Landmarks - By Address
Evanston Preservation Ordinance
Adopted March 21, 1994
1025 Asbury Avenue
1038 Asbury Avenue
1112 Asbury Avenue
1117 Asbury Avenue
1120 Asbury Avenue
1124 Asbury Avenue
1141 Asbury Avenue
1231 Asbury Avenue
1232 Asbury Avenue
1239 Asbury Avenue
1308 Asbury Avenue
1311 Asbury Avenue
1314 Asbury Avenue
1318 Asbury Avenue
1326 Asbury Avenue
1332-1334 Asbury Avenue
1335 Asbury Avenue
1404 Asbury Avenue
1425-35 Asbury Avenue (Fence only; 1200 Block Lake St.; 1426-36 Ridge Ave.)
1454 Asbury Avenue
1459 Asbury Avenue
1501 Asbury Avenue
1512 Asbury Avenue
1513 Asbury Avenue
1710 Asbury Avenue
1714 Asbury Avenue
1720 Asbury Avenue
1723 Asbury Avenue
1724 Asbury Avenue
1733 Asbury Avenue
1734 Asbury Avenue
1742 Asbury Avenue
1800 Asbury Avenue
1812 Asbury Avenue
1817 Asbury Avenue
1820 Asbury Avenue
1832 Asbury Avenue
1833 Asbury Avenue
1910-12 Asbury Avenue
1916 Asbury Avenue
1918 Asbury Avenue
2142 Asbury Avenue
2146 Asbury Avenue
2231 Asbury Avenue
2319 Asbury Avenue
2769 Asbury Avenue (1234 Isabella St.)
327 Ashland Avenue
914 Ashland Avenue
943 Ashland Avenue
1208 Ashland Avenue
1319 Ashland Avenue
1321 Ashland Avenue
1323 Ashland Avenue
1417 Ashland Avenue
1500 Ashland Avenue
1505 Ashland Avenue
1550 Ashland Avenue
1570-74 Ashland Avenue
1575 Ashland Avenue
1580 Ashland Avenue (1502 Davis St.)
1583 Ashland Avenue
1600-02 Ashland Avenue
1615 Ashland Avenue
1618 Ashland Avenue
1619 Ashland Avenue
1624 Ashland Avenue
1625 Ashland Avenue
1630 Ashland Avenue

~35~
1631 Ashland Avenue
2500-16 Ashland Avenue (1601-15 Lincoln Ave.)
305 Barton Avenue
600 Barton Avenue
1701-13 Benson Avenue (1700-04 Sherman Ave.; 801-25 Church St.)
1717 Benson Avenue
2750 Broadway Avenue
2305 Brown Avenue
2326 Brown Avenue
716 Brummel Street
815-17 Brummel Street
819-21 Brummel Street
200 Burnham Place (1224 Sheridan Rd.)
222 Burnham Place
2332 Bryant Avenue
2338 Bryant Avenue
610 Callan Street
630 Central Street
639 Central Street
639 Central Street, rear (630 Clinton Pl.)
720 Central Street
1024-28 Central Street (CTA Station)
1400-06 Central Street
1722 Central Street
1926-28 Central Street
2200 Central Street
2517 Central Street 2519 Central Street
2523 Central Street
2949 Central Street
2153 Central Park Avenue
2236 Central Park Avenue
2310 Central Park Avenue
2411 Central Park Avenue
2435 Central Park Avenue
2518 Central Park Avenue
401 Chicago Avenue (Entry Gate)
1425-35 Chicago Avenue
1450 Chicago Avenue (607 Lake St.)
1468 Chicago Avenue (610 Grove St.)
1501-11 Chicago Avenue (531 Grove St.)
1604-10 Chicago Avenue (601-03 Davis St.)
1702 Chicago Avenue
1724 Chicago Avenue
1730 Chicago Avenue
1810-12 Chicago Avenue
300 Church Street
310 Church Street
404 Church Street
405 Church Street (1704 Judson Ave.)
630-42 Church Street (1633-49 Orrington Ave.)
801-25 Church Street (1700-04 Sherman Ave., 1701-3 Benson Ave.)
1124-36 Church Street (1627-45 Ridge Ave.)
1312 Church Street
1316 Church Street
1330 Church Street
1333 Church Street
1416 Church Street
1427 Church Street
1817 Church Street
411 Clark Street (1800 Sheridan Rd.)
614 Clark Street
816 Clark Street
912-18 Clark Street
1028 Clark Street
3431-33 Clifford Street
630 Clinton Place (639 Clinton Street rear)
724 Clinton Place
726 Clinton Place
802 Clinton Place
806 Clinton Place
811 Clinton Place
107-11 Clyde Avenue (565-69 Howard St.)
1016 Colfax Street
2207 Colfax Street
2525 Colfax Street
2603 Colfax Street
2615 Colfax Street
2733 Colfax Street
2819 Colfax Street
3040 Colfax Street
822 Crain Street
1220 Crain Street
1319 Crain Street
2771 Crawford Avenue
139 Custer Avenue
721-25 Custer Avenue
3312 Dartmouth Place
617-619 Dartmouth Street
210 Davis Street
305 Davis Street
601-03 Davis Street (1604-10 Chicago Ave.)
610-12 Davis Street
630-32 Davis Street
1101-15 Davis Street
1125 Davis Street (1601-11 Ridge Ave.)
1300-02 Davis Street
1306 Davis Street
1315 Davis Street
1316 Davis Street
1322 Davis Street
1326 Davis Street
1332 Davis Street
1401 Davis Street
1414 Davis Street 1502 Davis Street
1522 Davis Street
113 Dempster Street
115 Dempster Street
147 Dempster Street
200 Dempster Street
217 Dempster Street
231 Dempster Street
318-320 Dempster Street
325 Dempster Street
326-28 Dempster Street (1243-49 Judson Ave.)
413-15 Dempster Street
600-10 Dempster Street
910 Dempster Street (1305-11 Maple Ave.)
1311 Dempster Street
1120 Dobson Street
1713 Dobson Street
1600 Dodge Avenue
2009 Dodge Avenue
2763 Eastwood Avenue
900-904 Edgemere Court
911 Edgemere Court
919-21 Edgemere Court
932 Edgemere Court
711 Elgin Road
1415 Elinor Place
1416 Elinor Place
1421 Elinor Place
442-48 Elmwood Street (900-10 Oakton St.) (439-45 Ridge Ave.)
836-38 Elmwood Street
905-15 Elmwood Street
1000 Elmwood Street
1102 Elmwood Street
1106 Elmwood Street
1112 Elmwood Street
1120 Elmwood Street
1308 Elmwood Street
1316 Elmwood Street
1323 Elmwood Street
1335 Elmwood Street
1401-07 Elmwood Street
1423 Elmwood Street
1426 Elmwood Street
1451-57 Elmwood Street
600 Emerson (1876-92 Sheridan Rd.)
618-40 Emerson (1817 Orrington Ave.; 619-47 University Pl.; East Women's Quadrangle)
710-20 Emerson (701-21 University Pl.; 1870 Orrington; West Women's Quadrangle)
711 Emerson Street
1024 Emerson Street
1109 (1111) Emerson Street
1806 Emerson Street
2700 Euclid Park Place
2707 (2741) Euclid Park Place
2738 Euclid Park Place
2749 (2711) Euclid Park Place
2767 Euclid Park Place
2231 Ewing Avenue
2322 Ewing Avenue
410 Florence Avenue
1102 Florence Avenue
1208 Florence Avenue
1428 Florence Avenue
1503 Florence Avenue
701 Forest Avenue
703 Forest Avenue
707 Forest Avenue
731 Forest Avenue
736 Forest Avenue
808-16 Forest Avenue
813-15 Forest Avenue
901 Forest Avenue (231-35 Main St.)
903-05 Forest Avenue
1000 Forest Avenue
1021 Forest Avenue
1025 Forest Avenue
1030 Forest Avenue
1039 Forest Avenue
1043 Forest Avenue
1047 Forest Avenue
1100 Forest Avenue, rear
1101 Forest Avenue (237 Greenleaf St.)
1120 Forest Avenue
1134 Forest Avenue
1140 Forest Avenue
1143 Forest Avenue
1200 Forest Avenue
1203 Forest Avenue
1208 (1210) Forest Avenue
1215 Forest Avenue
1217 Forest Avenue
1218 Forest Avenue
1225 Forest Avenue
1228 Forest Avenue
1230-32 Forest Avenue
1236 Forest Avenue
1243 Forest Avenue
1244 Forest Avenue
1246 Forest Avenue
1304 Forest Avenue
1314 Forest Avenue
1315 Forest Avenue
1318 Forest Avenue
1324 Forest Avenue
1332 Forest Avenue
1404 Forest Avenue
1414 Forest Avenue
1501 Forest Avenue
1509 Forest Avenue
1513 Forest Avenue
1605 Forest Place (flagpole and base)
1616 Forest Place
1622 Forest Place
1632 Forest Place
820 Gaffield Place
909-11 Gaffield Place
1022 Garnett Place
501 Garrett Place (Howes Chapel)
1835 Grant Street
2700 Grant Street
2909 Grant Street
101 Greenleaf Street
124 Greenleaf Street
237 Greenleaf Street (Coach House to 1101 Forest Ave.)
414 Greenleaf Street
800 Greenleaf Street
827 Greenleaf Street
1207 Greenleaf Street
1215 Greenleaf Street
144 Greenwood Street
202 Greenwood Street
214 Greenwood Street
225 Greenwood Street
228 Greenwood Street
235 Greenwood Street
320 Greenwood Street
404 Greenwood Street
416 Greenwood Street
425 Greenwood Street
526 Greenwood Street
1015 Greenwood Street
1022 Greenwood Street
1033 Greenwood Street (1401 Oak St.)
1112 Greenwood Street
1333 Greenwood Street
1506 Greenwood Street
1510 Greenwood Street
405 Grove Street
425 (419-31) Grove Street (1501-07 Hinman Ave.)
531 Grove Street (1501-11 Chicago Ave.)
610 Grove Street (1468 Chicago Ave.)
618-28 Grove Street (1511-21 Sherman Ave.)
1112 Grove Street
1419 Grove Street
205-07 Hamilton Street (1201-13 Michigan Ave.)
208 Hamilton Avenue
225 Hamilton Avenue
421-25 Hamilton Avenue (1203-05 Hinman Ave.)
2035 Harrison Street
2101 Harrison Street
2105 Harrison Street
2306 Harrison Street
2420 Harrison Street
2509 Harrison Street
2514 Harrison Street
2704 Harrison Street
2728 Harrison Street
2940 Harrison Street
2949 Harrison Street
3200 Harrison Street
2325 Hartrey Avenue
2444 Hartrey Avenue
2713 Hartzell Avenue
2736 Hartzell Avenue
3127 Hartzell Avenue
1006 Harvard Terrace
612 Haven Street (2134-44 Sheridan Rd.)
2031 Hawthorne Lane
2646 Highwood Avenue
632-40 Hinman Avenue
651-53 Hinman Avenue
830-56 Hinman Avenue
904-08 Hinman Avenue (501-07 Main St.)
935-37 Hinman Avenue (St. Luke’s Episcopal Church)
936-40 Hinman Avenue (502-12 Lee St.)
1024 Hinman Avenue
1114 Hinman Avenue
1133 Hinman Avenue
1203-05 Hinman Avenue (421-25 Hamilton Ave.)
1220 Hinman Avenue
1221 Hinman Avenue
1224 Hinman Avenue
1231 Hinman Avenue
1241 Hinman Avenue
1302 Hinman Avenue
1314 Hinman Avenue
1409-17 Hinman Avenue
1423 Hinman Avenue
1426 Hinman Avenue
1433 Hinman Avenue
1445 Hinman Avenue
1501-07 Hinman Avenue (419-31 Grove St.)
1509-15 Hinman Avenue
1626-40 Hinman Avenue
1629-31 Hinman Avenue
1707 Hinman Avenue
1719 Hinman Avenue
1745 Hinman Avenue
1810 Hinman Avenue
565-69 Howard Street (107-11 Clyde Ave.)
1001-11 Hull Terrace (356-410 Ridge Ave.)
1035 Hull Terrace
1107 Hull Terrace
1201 Hull Terrace
1208 Hull Terrace
586 Ingleside Park
583 (585) Ingleside Place
621 Ingleside Place
832 Ingleside Place
1234 Isabella Street (2769 Asbury Ave.)
2322 Isabella Street
525 Judson Avenue
534 Judson Avenue
540 Judson Avenue
550 Judson Avenue
634 Judson Avenue
635 Judson Avenue
645 Judson Avenue
704 Judson Avenue
720 Judson Avenue
730 Judson Avenue
735-37 Judson Avenue
807-17 Judson Avenue
822-28 Judson Avenue
940-46 Judson Avenue (400-12 Lee St.)
1024 Judson Avenue
1028 Judson Avenue
1041 Judson Avenue
1045 Judson Avenue
1114 Judson Avenue
1122 Judson Avenue
1130 Judson Avenue
1138 Judson Avenue
1207 Judson Avenue
1208 Judson Avenue
1216 Judson Avenue
1220 Judson Avenue
1236 Judson Avenue
1239-41 Judson Avenue
1243-49 Judson Avenue (326-28 Dempster St.)
1246 Judson Avenue
1301-03 Judson Avenue
1305-07 Judson Avenue
1308 Judson Avenue
1316-18 Judson Avenue
1317 Judson Avenue
1322 Judson Avenue
1325 Judson Avenue
1400-04 Judson Avenue
1412 Judson Avenue
1422 Judson Avenue
1424 Judson Avenue
1427 Judson Avenue
1512 Judson Avenue
1514 Judson Avenue
1615 Judson Avenue
1624 Judson Avenue
1630 Judson Avenue
1704 Judson Avenue (405 Church St.)
204 Lake Street
207 Lake Street
215 Lake Street
216 Lake Street
222 Lake Street
303 Lake Street
314 Lake Street
404 Lake Street
512 Lake Street
607 Lake Street (1450 Chicago Ave.)
1012 Lake Street
1032 Lake Street (1421 Oak Ave.)
1100-08 Lake Street (1426-36 Oak St.) Centennial Fountain and Merrick Rose Garden
1101-11 Lake Street (1450-56 Oak Ave.)
1200 Block Lake Street (fence only; 1425-35 Asbury Ave; 1426-36 Ridge Ave.)
1319 Lake Street
1322 Lake Street
1327 Lake Street
1419 Lake Street
1501 Lake Street
1613 Lake Street
1705 Lake Street
1000 Lake Shore Boulevard
1012 Lake Shore Boulevard
1040 Lake Shore Boulevard
1114 Lake Shore Boulevard
1130 Lake Shore Boulevard
1136 Lake Shore Boulevard
1140 Lake Shore Boulevard
2401 Lawndale Avenue
2410 Lawndale Avenue
2525 Lawndale Avenue
200-12 Lee Street (999 Michigan Ave.)
218-28 Lee Street (936-42 Michigan Ave.)
400-12 Lee Street (940-46 Judson Ave.)
417-19 Lee Street
502-12 Lee Street (936-40 Hinman Ave.)
1021 Lee Street
1113 Lee Street
1227 Leon Place
617 Library Place
625 Library Place
555-59 Lincoln Street (2421 Sheridan Rd.)
640 Lincoln Street
731 Lincoln Street
807 Lincoln Street
815 Lincoln Street
1601-15 Lincoln Street (2500-16 Ashland Ave.)
1705 Lincoln Street
2115 Lincoln Street
2200 Lincoln Street
2212 Lincoln Street
2222 Lincoln Street
2319 Lincoln Street
2405 Lincoln Street
2418 Lincoln Street
2419 Lincoln Street
2424 Lincoln Street
2425 Lincoln Street
2501 Lincoln Street
2510 Lincoln Street
2516 Lincoln Street
2522 Lincoln Street
2610 Lincoln Street
2623 Lincoln Street
2706 Lincoln Street
2727 Lincoln Street
2801 Lincoln Street
2819 Lincoln Street
2905 Lincoln Street
2920 Lincoln Street
2300 Lincolnwood Drive
2320 Lincolnwood Drive
2323 Lincolnwood Drive
2340 Lincolnwood Drive
2409 Lincolnwood Drive
2412 Lincolnwood Drive
2423 Lincolnwood Drive
2426 Lincolnwood Drive
2448 Lincolnwood Drive
732 Madison Street
802 Madison Street
815 Madison Street
834 Madison Street
210 Main Street
227-29 Main Street (904-06 Michigan Ave.)
231-35 Main Street (901-05 Forest Ave.)
501-07 Main Street (904-08 Hinman Ave.)
1014-20 Main Street (843-49 Ridge Ave.)
1126 Main Street
1310 Main Street
1311 Main Street
1408 Main Street
930 Maple Avenue
935 Maple Avenue
1011 Maple Avenue
1014-20 Maple Avenue (843-49 Ridge Ave.)
1024 Maple Avenue
1030 Maple Avenue
1031 Maple Avenue
1045 Maple Avenue
1101-13 Maple Avenue
1115-33 Maple Avenue
1207 Maple Avenue
1209-17 Maple Avenue
1220 Maple Avenue
1232 Maple Avenue
1236 Maple Avenue
1246 Maple Avenue
1305-11 Maple Avenue (910 Dempster St.)
1316 Maple Avenue
1403 Maple Avenue
1411 Maple Avenue
1415 Maple Avenue
1425 Maple Avenue
1449-53 Maple Avenue
1916-18 Maple Avenue
1920-22 Maple Avenue
2030 Maple Avenue
2127 Maple Avenue
2521 Marcy Avenue
548-606 Michigan Avenue
633 Michigan Avenue
641 Michigan Avenue
715 Michigan Avenue
716 Michigan Avenue
720 Michigan Avenue
840 Michigan Avenue
904-06 Michigan Avenue (227-29 Main St.)
915 Michigan Avenue
923-25 Michigan Avenue
936-50 Michigan Avenue (218-28 Lee St.)
999 Michigan Avenue (200-12 Lee St.)
1005 (1003) Michigan Avenue
1010 Michigan Avenue  
1022 Michigan Avenue  
1026 Michigan Avenue  
1030 Michigan Avenue  
1032-34 Michigan Avenue  
1046 Michigan Avenue  
1049 Michigan Avenue  
1104 Michigan Avenue  
1107 Michigan Avenue  
1119 Michigan Avenue  
1122 Michigan Avenue  
1144 Michigan Avenue  
1200 Block Michigan Avenue (Greensward)  
1201-13 Michigan Avenue (205-07 Hamilton St.)  
1210 Michigan Avenue  
1217 Michigan Avenue  
714 Miburn Street  
720 Miburn Street  
826 Miburn Street  
815-17 Monroe Street  
903 Monroe Street  
913 Monroe Street  
715 Monticello Place  
714-34 Noyes Street  
927 Noyes Street  
1015 Noyes Street  
1117 Noyes Street  
1204 Noyes Street  
1214 Noyes Street  
1304 Noyes Street  
2723 Noyes Street  
1100 Oak Avenue  
1106 Oak Avenue  
1115 Oak Avenue  
1118 Oak Avenue  
1306 Oak Avenue  
1401 Oak Avenue (1033 Greenwood St.)  
1404-06 Oak Avenue (1401-07 Ridge Ave.)  
1417 Oak Avenue  
1421 Oak Avenue (1032 Lake St.)  
1426-36 Oak Avenue (1100-08 Lake St.; Centennial Fountain and Merrick Rose Garden)  
1450-56 Oak Avenue (1101-11 Lake St.)  
1505-15 (1505-09) Oak Avenue  
1560 Oak Avenue  
900-10 Oakton Street (442-48 Elmwood Ave.; 439-45 Ridge Ave.)
1618-26 Orrington Avenue (1609-19 Sherman Ave.)
1633-49 Orrington Avenue (630-42 Church St.)
1856-70 Orrington Avenue (710-20 Emerson St.; 701-21 University Pl.; West Women's Quadrangle)
1871 Orrington Avenue (619-47 University Pl.; 618-40 Emerson St.; East Women's Quadrangle)
1906 Orrington Avenue
1922 Orrington Avenue
2001-03 Orrington Avenue
2032-34 Orrington Avenue
2040 Orrington Avenue
2112 Orrington Avenue
2135 Orrington Avenue
2207 Orrington Avenue
2218 Orrington Avenue
2233 Orrington Avenue
2236 Orrington Avenue
2244 Orrington Avenue
2246 Orrington Avenue
2307 Orrington Avenue
2314 Orrington Avenue
2420 Orrington Avenue
2424 Orrington Avenue
2430 Orrington Avenue
2505 Orrington Avenue
2510 Orrington Avenue
2511 Orrington Avenue
2519 Orrington Avenue
2636 Orrington Avenue
2400 Park Place
2418 Park Place
2502 Park Place
2608 Park Place
2726 Park Place
2726 Payne Avenue
2320 Pioneer Road
2341 Pioneer Road
2444 Pioneer Road
2450 Pioneer Road
2454 Pioneer Road
1450 Pitner Avenue
1460 Pitner Avenue
2417 Prairie Avenue
2675 Prairie Avenue
2708 Prairie Avenue
714 Reba Place
727 Reba Place
816-18 Reba Place
829 Reba Place
436 Ridge Avenue
439-45 Ridge Avenue (900-10 Oakton St.; 442-48 Elmwood St.)
806-16 Ridge Avenue
843-49 Ridge Avenue (1014-20 Main St.)
930 Ridge Avenue
1030 Ridge Avenue
1041 Ridge Avenue
1100 Ridge Avenue
1101 Ridge Avenue
1123 Ridge Avenue
1128 Ridge Avenue
1217 Ridge Avenue
1220 Ridge Avenue
1225 Ridge Avenue
1232 Ridge Avenue
1300-14 Ridge Avenue
1307-13 Ridge Avenue
1333 Ridge Avenue
1401-07 Ridge Avenue (1404-06 Oak Ave.)
1426-36 Ridge Avenue (fence, steps and planter only; 1425-35 Asbury Ave.; 1200 Block Lake St.)
1453 Ridge Avenue
1456 Ridge Avenue
1461 Ridge Avenue
1462 Ridge Avenue
1509-15 Ridge Avenue
1601-11 Ridge Avenue (1125 Davis St.)
1615-25 Ridge Avenue
1622 Ridge Avenue
1627-45 Ridge Avenue (1124-36 Church St.)
1628 Ridge Avenue
1701-13 Ridge Avenue
1740-48 Ridge Avenue
2049 Ridge Avenue
2103 Ridge Avenue
2212-16 Ridge Avenue
2236 Ridge Avenue
2404 Ridge Avenue
2505 Ridge Avenue
2637 Ridge Avenue
2705 Ridge Avenue
935 Ridge Court
1001 Ridge Court

~49~
1031 Ridge Court
833 Ridge Terrace
1317 Rosalie Avenue
825 Roslyn Place
1020 Seward Street
1104-06 Seward Street
1108-10 Seward Street
1115 Seward Street
2808 Sheridan Place
2829 Sheridan Place
2831 Sheridan Place
2837 Sheridan Place
2855 Sheridan Place
2856 Sheridan Place
2865 Sheridan Place
2870 Sheridan Place
2881 Sheridan Place
2888 Sheridan Place
470-98 Sheridan Road
707 Sheridan Road
714 Sheridan Road
715 Sheridan Road
732 Sheridan Road
741 Sheridan Road
747-49 Sheridan Road
824 Sheridan Road
850 Sheridan Road
916 Sheridan Road
936 Sheridan Road
946-50 Sheridan Road
1000 Sheridan Road
1001 Sheridan Road
1005 Sheridan Road
1023 Sheridan Road
1030 (1028) Sheridan Road
1031 Sheridan Road
1034 Sheridan Road
1038 (1040) Sheridan Road
1046 Sheridan Road
1103 Sheridan Road
1110 Sheridan Road
1117 Sheridan Road
1130 Sheridan Road
1145 Sheridan Road
1201 (1205) Sheridan Road
1218 Sheridan Road
1224 Sheridan Road (200 Burnham Pl.)
1225 Sheridan Road
1632 Sheridan Road
1800 (1806) Sheridan Road (411 Clark St.)
1845 Sheridan Road (Fiske Hall)
1856-66 Sheridan Road (Levere Memorial Temple)
1875 Sheridan Road (Harris Hall)
1876-92 Sheridan Road (600 Emerson St.; Scott Hall; Cahn Auditorium)
1897 Sheridan Road (University Hall)
1905 Sheridan Road (Laurie Mae Swift Hall)
1908 Sheridan Road
1945 Sheridan Road (Deering Library)
2033 Sheridan Road (Hurst Hall)
2037 Sheridan Road (Swift Hall)
2101 Block Sheridan Road, Shakespeare Garden
2113-21 Sheridan Road (Garrett Seminary)
2131 Sheridan Road (Dearborn Observatory)
2134-44 Sheridan Road (612 Haven St.; Seabury Western)
2253-2313 Sheridan Road (North Quad Fraternity Houses)
2405 Sheridan Road (Patten Gym)
2421 Sheridan Road (555-59 Lincoln St.; Evanston Water Works)
2437 Sheridan Road
2535 Sheridan Road (Gross Point Lighthouse)
2603 Sheridan Road (Evanston Art Center)
2609 Sheridan Road
2681 Sheridan Road
2726 Sheridan Road
2735 Sheridan Road
2750 Sheridan Road
2769 Sheridan Road
524 (522) Sheridan Square
530 Sheridan Square
554-602 Sheridan Square
618 Sheridan Square
620-38 Sheridan Square
641 Sheridan Square
642 Sheridan Square
929 Sherman Avenue
1019 Sherman Avenue
1021 Sherman Avenue
1045 Sherman Avenue
1204 Sherman Avenue
1206 Sherman Avenue
1511-21 Sherman Avenue (618-28 Grove St.)
1578 Sherman Avenue
1609-19 Sherman Avenue (1618-26 Orrington Ave.)
1700-04 Sherman Avenue (801-09 Church St.; 1703-13 Benson Ave.)
1830 Sherman Avenue
1929-31 Sherman Avenue
2000 Sherman Avenue
2036 Sherman Avenue
2212-26 Sherman Avenue
2233 Sherman Avenue
2235 Sherman Avenue
2319 Sherman Avenue
810 Simpson Street
911 Simpson Street
1232 Simpson Street
1611 Simpson Street
551 South Boulevard, South Boulevard El Station
814 South Boulevard
2524 (2522) Thayer Street
2810 Thayer Street
619-47 University Place (1871 Orrington Ave.; 618-40 Emerson St.; East Women's Quadrangle)
700 University Place
701-21 University Place (1850-70 Orrington Ave.; 710-20 Emerson St.; West Women's Quadrangle)
716-22 University Place (Old Music Hall)
810-12 Washington Street
1125 Washington Street
1303 Washington Street
324-42 Wesley Avenue
333 Wesley Avenue
1008 Wesley Avenue
1136 Wesley Avenue
1400 Wesley Avenue
1413 Wesley Avenue
1424 Wesley Avenue
1601 Wesley Avenue
1602 Wesley Avenue (1401 Davis St.)
1606 Wesley Avenue
1612 Wesley Avenue
1621 Wesley Avenue
1624 Wesley Avenue
1627 Wesley Avenue
1632 Wesley Avenue
1710 Wesley Avenue
1721 Wesley Avenue
1727 Wesley Avenue
1743 Wesley Avenue
1805 Wesley Avenue
1814 Wesley Avenue  
2107 Wesley Avenue  
2135 Wesley Avenue  
Calvary Cemetery Gate (401 Chicago Ave.)  
Centennial Fountain and Merrick Rose Garden (1100-08 Lake St.; 1426-36 Oak Ave.)  
Flagpole Monument (Patriot's Park; 1605 Forest Pl.)  
Greensward (1200 Block Michigan Ave.)  
Horse Trough (Yerkes Fountain) (Sheridan at Clark)  
Patten Fence, steps and planter (1200 Block Lake St.; 1425-35 Asbury Ave.; 1426-36 Ridge Ave.)  
Rookwood Apartments Garden (714 Noyes St.)  
2101 Block Sheridan Road (Shakespeare Garden)

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** This ordinance must be in full force and effect after its passage, approval, and publication in a manner provided by law.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced:_________________, 2018  
Approved:

Adopted:_________________, 2018  
__________________________, 2018

_______________________________  
Stephen H. Hagerty, Mayor

Attest:  
Approved as to form:

_______________________________  
Devon Reid, City Clerk  
Michelle L. Masoncup, Interim Corporation Counsel
Evanston Preservation Commission
Rules & Procedures

ARTICLE 1. PERSONNEL

1. Nominations of Commission Officers. Nominations for Chair, Vice-Chair and Secretary will be made at the November meeting. There may be additional nominations from the floor or accepted in writing up to the December meeting at which times elections will be held. Election shall be by a majority of those present and voting, provided there is a quorum.

2. Volunteers to Assist Committee Members. The commission or its individual committees may, at its discretion, ask for community volunteers to assist in various projects. These volunteers are not part of the Commission.

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 matters pertaining to conflicts of interest and the impartiality required of members of City boards and commissions. Questions about applicability of the Ethics Code to a particular situation may be directed to the Board of Ethics.

4. Attendance at Meetings. Faithful and prompt attendance at all meetings of the Commission and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the Commission. In the event that a Commission member must be absent from a meeting, the member shall contact the Commission office before the meeting to advise the Commission of the absence.

5. Qualification to Vote on Certificates of Appropriateness. No Commission member shall vote on any matter deciding an application or any a request to reconsider an application unless that member shall have attended, or have either read the minutes or watched the entire video and record of, the Commission’s previous deliberations on such application. 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 six members is required.

2. Regular Meeting Order of Business.
   - Call to order/quorum declaration
   - Old/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
   - 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.
TEXT AMENDMENTS AS OF 12.1.17

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 will be limited to a maximum of 3 members and since the topics of their meetings will be brought before the Commission at a Commission meeting. A record of volunteer working groups meetings will be maintained, documenting attendance, time, place, and the subject of the meeting. Other special events need not to be held in a public building, and detailed minutes need not to be maintained for such meetings.

4.5. Temporary Meeting Chair. In the event that neither the Commission Chair nor the Commission Vice Chair are available to preside at a regularly scheduled Commission meeting, the members of the Commission can vote to appoint the Commission Secretary as the Temporary Meeting Chair to preside at that regularly scheduled Commission meeting. A quorum of Commissioners, as defined in the City’s Historic Preservation Ordinance section 2-8-3 (E) 7, must be present to vote for the Temporary Meeting Chair to preside at that regularly scheduled Commission meeting.

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.

2. Rules & Procedures. The committee will meet as necessary to amend or propose new rules and procedures.

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, Housewalks, Newsletter and Website Information, Tradesman Referral, design related, and architectural competitions.

4. Liaison. This committee shall direct the Commission’s efforts to involve city government and interested community organizations as much as possible in its work and encourage complementary activity with other agencies and organizations. The committee shall establish and maintain close coordination with the Mayor, the City Council, the Planning and Development Committee, the City Manager, and all other bodies whose responsibilities include or effect preservation in the City of Evanston. This shall include but not be limited to the Plan Commission, the Department of Community Development, the Public-Works Agency, and the Zoning Board of Appeals, the Zoning Amendment Committee, or the Economic development Committee.

ARTICLE 4. APPLICATION HEARINGS

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.

The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

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, City 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 the City of Evanston Historic Preservation Ordinance, Title 2, Chapter 8, 2-8-9 are met;

e) Persons may speak in support of the application within a time limit established by the Commission’s Chair;

f) Persons opposed to the application may speak or present evidence in opposition to the application within a time limit established by the Commission’s Chair;

g) 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;

h) Any person may ask questions relevant to the application;

i) The applicant shall then be given the opportunity to rebut any evidence against the application. The applicant shall not re-state the initial evidence in support of the application;

j) The Chair, or such person as the Chair shall direct, may summarize the evidence that has been presented, giving all parties an opportunity to make objections or corrections;

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 findings of fact that the proposal is or is not incongruous, citing applicable sections of the appropriate standards;

m) Based upon the findings of fact, the Commission may discuss the appropriateness of imposing conditions;

n) The Commission shall then vote to do one of the following: approve, approve the application, approve the application subject to conditions, defer the application for further information or deny the application for a Certificate of Appropriateness.
TEXT AMENDMENTS AS OF 12.1.17

o) Prior to vote the Commission may allow through its discretion the withdrawal of the applications.

p) The Commission may, at its discretion, conduct additional visits to the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be appropriate under the circumstances.

q) In considering applications, witnesses may be called and factual evidence may be submitted. The Commission shall not be bound by the rules of evidence, but may hear and consider any evidence it considers to have probative value on the issues before it.

2. Reconsideration of Applications Approved Subject to Conditions or Denied.

The order of business for reconsideration of applications for Certificates of Appropriateness which have been previously approved subject to conditions or denied shall be as follows:

a) The applicant is allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the Commission to determine whether or not there has been a substantial change in the facts, evidence or conditions relating to the application; provided, however, that the applicant shall be given the opportunity to present any other additional supporting evidence, if the Commission decides to reconsider the application.

b) After receiving the evidence, the Commission shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence or conditions relating to the application, which would warrant reconsideration. If the Commission finds that there has been such a change, it shall thereupon treat the request as a new application received at that time.

3. Modifications to Certificates of Appropriateness.

An approved Certificate of Appropriateness may be modified by a written request from the applicant to the Commission. Such a request shall include a description of the proposed change and shall be accompanied by elevations, plans or sketches, where necessary. If the modification is minor, it may be approved according to the Minor Works procedure as outlined in Article 5. If the modification constitutes a substantial change, the applicant must treat it as a new application and appear before the Commission according to these Rules and Procedures.


A certificate of appropriateness is valid for one hundred eighty (180) days from the date of issuance. Requests by the original applicant to re-issue an expired certificate of appropriateness after the one hundred eighty (180) days have expired and when the original application as approved has not changed shall be granted upon review and approval by the city manager or his/her designee if the request is made within one (1) year from the date of expiration of the original certificate of appropriateness.

ARTICLE 5 – CERTIFICATE OF APPROPRIATENESS LIST
Historic districts reflect pride in the character of a community and a desire on the part of the community and the city to preserve their assets. Historic districts are an important planning tool for the city, a way to improve the quality of life, sustain neighborhoods and at the same time, a way to encourage new development that enhances the historic character and scale of an area.

Historic district status recognizes change as an important indicator of healthy, vital communities. The City Code establishes a special design review process to assist in shaping change that enhances the uniqueness of a historic district’s assets. Certificates of Appropriateness are issued to show that projects have been reviewed.

The following list is provided as a general outline of the level of review that may be expected of various types of projects that are often undertaken. It is not intended to be comprehensive, and it cannot cover every circumstance that will be encountered in a project.

A Certificate of Appropriateness is not necessary for routine maintenance, which includes repair or replacement where there is no change in the design, materials or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness. The Commission only has purview over those alterations that can be seen by the public way (City street, alley, or public sidewalk).

Minor Work projects are reviewed by the City of Evanston’s Community Development Department staff. Staff will refer Minor Work projects to the Commission for review, if in staff’s judgment, the change involves alterations, additions, or removals that are substantial, do not meet the standards, or are of a precedent-setting nature.

Major Work projects, of the types listed below are reviewed by the Commission. In general, Major Work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects. Such changes include new construction, expansion of a building footprint or significant changes in landscape features.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction or Additions to primary contributing/significant buildings or landmarks</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>Demolition of any primary structures in a district; landmarks, or contributing structures</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>Demolition of any part of a primary structure</td>
<td></td>
<td>X</td>
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<tr>
<td>4</td>
<td>Demolition of a non-contributing structure in a district</td>
<td></td>
<td>X</td>
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<tr>
<td>5</td>
<td>Relocation of landmark, or contributing buildings including accessory structures</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6</td>
<td>Alteration/Removal of Contributing Historical Architectural or Archeological structures or objects</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>7</td>
<td>Repair in kind of existing Accessory</td>
<td></td>
<td></td>
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</tbody>
</table>
### TEXT AMENDMENTS AS OF 12.1.17

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structures or Buildings when there is no change in design, materials, or general appearance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alteration of existing Accessory Structures or Buildings and Garages/Coach Houses</td>
<td></td>
<td>X or X</td>
<td></td>
</tr>
<tr>
<td>Additions to existing Accessory Structures or Buildings affecting landmarks or contributing structures</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Construction of new Accessory Structures or Buildings</td>
<td></td>
<td>X or X</td>
<td></td>
</tr>
<tr>
<td>Demolition of existing Accessory Structures or Buildings</td>
<td></td>
<td>X or X</td>
<td></td>
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<tr>
<td>Repair or Replacement of Architectural Details when there is no change in design, materials, or general appearance</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Alteration/Addition/Removal of Architectural Features and Details</td>
<td></td>
<td>X or X</td>
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</tr>
<tr>
<td>Construction/Alteration/Removal of Chimneys</td>
<td></td>
<td>X or X</td>
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<tr>
<td>Repair/Replacement of uncovered rear Decks and stairs when there is no change in design, materials or general appearance</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Alteration/Addition/Removal of uncovered rear Decks and stairs</td>
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<td></td>
<td>X</td>
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<tr>
<td>Repair/Replacement of existing covered Porches</td>
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<td>X</td>
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<tr>
<td>Alteration/Addition of Porches</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Repair of existing Fences or Walls when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Construction of new, or replacement of existing Fences or Walls which meets ordinance standards</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Removal of existing Fences or Walls</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Repair/Replacement of Gutters and Downspouts when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Installation of House Numbers and Mailboxes</td>
<td></td>
<td></td>
<td>X</td>
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<td></td>
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<td>X</td>
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<tr>
<td>Type of Work</td>
<td>Routine Maintenance</td>
<td>Minor Work (Staff)</td>
<td>Major Work (Commission)</td>
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<td>26</td>
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<tr>
<td>27 Installation/Replacement/Alteration/Removal of Exterior Light Fixtures</td>
<td></td>
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</tr>
<tr>
<td>28 Repairs/Replacement, including repointing, to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>29 Construction/Alteration/Removal of Masonry</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>30 Installation/Removal of Mechanical Equipment, such as air conditioning units, Vents and Ventilators</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>31 Repair/Replacement of existing Parking Lots and parking areas when there is not change in design, materials, or general appearance</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>32 Alteration/Removal of existing Parking Lots and Parking Areas</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>33 New Construction of/Addition to Parking Lots</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>34 Repair/Replacement of existing covered Porches</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>35 Alteration/Addition/Removal of Porches</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>36 Repair of Roofing Materials when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>37 Replacement/Alteration of Roofing Materials</td>
<td>X or X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 Repair/Replacement of exterior Stairs and Steps when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>39 Alteration/Addition/Removal/new Construction of exterior Stairs and Steps</td>
<td></td>
<td></td>
<td>X</td>
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<td>40</td>
<td></td>
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<tr>
<td>41 Repair/Replacement of Exterior Building Materials when there is no change in design, materials or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>42 Alteration/Addition/Removal of Exterior Building Materials</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>43 New Construction/Alteration</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Type of Work</td>
<td>Routine Maintenance</td>
<td>Minor Work (Staff)</td>
<td>Major Work (Commission)</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td><strong>Addition of Swimming Pools</strong></td>
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<tr>
<td>44 Installation/Alteration/Removal of Temporary Features that are</td>
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<tr>
<td>necessary to ease difficulties associated with a medical condition</td>
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<tr>
<td>45 Repair/Replacement of existing Walks and at grade Patios when there is</td>
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<td>X</td>
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<tr>
<td>no change in design. Materials or general appearance</td>
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<tr>
<td>46 Alteration/Addition/Removal of existing Walks and at grade Patios</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>47 Construction of new Walks and at grade Patios</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>48 Repair of Windows and Doors when there is no change in design, materials,</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>or general appearance</td>
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<tr>
<td>49 Replacement of existing Windows and Doors when there is no change in</td>
<td></td>
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<td>X</td>
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<tr>
<td>design, materials, or general appearance</td>
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<tr>
<td>50 Alteration/Removal/Replacement of existing Windows in non Contributing</td>
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<td>X</td>
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<tr>
<td>Structures when there is no change in design, materials, or general</td>
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<tr>
<td>appearance</td>
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<tr>
<td>51 Alteration/Removal/Replacement of existing Windows and Doors or addition</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>of new windows or doors when there is a change in design, materials or</td>
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<tr>
<td>general appearance</td>
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<tr>
<td>52 Installation of new Windows in non contributing structures</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>53 Installation/Alteration/Removal of Storm Windows and Storm Doors</td>
<td>X or X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54 Repair/Replacement of existing Skylights and roof windows when there is</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>a change in design, materials or general appearance</td>
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<tr>
<td>55 Addition/Alteration/Removal of Skylights and roof windows when there is</td>
<td></td>
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<td>X</td>
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<tr>
<td>a change in design, materials or general appearance</td>
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</tr>
<tr>
<td>56 Changes to previous Certificates of Appropriateness</td>
<td>Most changes</td>
<td></td>
<td>Changes deemed by staff to be substantial in nature and previously</td>
</tr>
</tbody>
</table>
### TEXT AMENDMENTS AS OF 12.1.17

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>58 Emergency installation of Temporary Features to protect a historic resource (that does not permanently alter the resource); six-month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness (i.e. temporary ramps for accessibility)</td>
<td></td>
<td>X</td>
<td>reviewed by Commission</td>
</tr>
<tr>
<td>58 Solar Panels, Green Roofs, Wind Power Generators, and other technologies</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>59 Fountains and landscape features</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

#### ARTICLE 6 – NOMINATION OF HISTORIC DISTRICT

Since the rules in Ordinance 2-9-5 best support nominations for individual landmarks, the following additional rules apply to nominations for historic districts.

1. In the case of the Criteria for notable architects, it is understood that a district may have structures that are designed by many notable architects. The word architect in the nomination may be *multiple architects*.

2. In the case of the criteria for architectural styles, it is understood that a district may have multiple house styles. The word style in the nomination may be *styles*.

#### ARTICLE 7 – REMOVAL OF A PROPERTY FROM LANDMARK STATUS

The Commission will follow section 2-8-5 (E) to determine whether or not property no longer meets Criteria for Designation in section 2-8-4. It is the applicant’s responsibilities to complete the application for rescission and establish that the property no longer meets the criteria for designation.

The applicant must show that the landmark no longer meets a majority of the applicable criteria for designation. (For example – Many of the criteria refer to archeological sites. The applicant cannot use this as justification, if it doesn’t apply).

#### ARTICLE 8: REVIEW OF CITY OF EVANSTON PROJECTS OR PROPERTIES

Projects on properties, structures or buildings owned by the City of Evanston and designated as local, state or federal landmarks, or located within areas designated as historic districts (whether a contributing or non-contributing structure), are subject to review for appropriateness dependent on their potential impact to the area. City projects or activities may affect the City’s locally designated landmarks, local historic districts, and those areas, properties, structures, sites or objects eligible for designation as a landmark or district. This review includes properties, buildings, and structures owned by the City of Evanston. For the purposes of this Article, the review of these projects or activities are either conducted by the City.
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of Evanston’s Community Development Department staff or the Preservation Commission as described below (routine maintenance for City infrastructure not listed below is considered exempt from review):

City projects or activities reviewed by City of Evanston’s Community Development Department staff:

- Street resurfacing and reconstruction, excluding any of the City’s brick streets.
- Curb and sidewalk repair, replacement, or installation.
- Removal of healthy trees.
- Exterior alterations of City-owned properties, conforming to the definition of Alteration in the Historic Preservation ordinance section 2-8-2. These alterations represent either no change in appearance to the historic, cultural, architectural or archaeological features and/or the in-kind replacement of materials on these same properties.
- Speed hump installation.
- Installation and replacement of fire hydrants.
- Alley paving and grading.
- All subterranean projects, and all water and sewer projects.
- Installation of traffic and parking signage or pavement markings. These installations include the in-kind replacement of any traffic signals or street light poles and fixtures.
- Installation of any new above-ground infrastructure and signage in City parks.

City projects or activities reviewed by the Commission:

- Reconstructing the City’s brick streets.
- Street widening to greater than 24 feet in width, including adding or improving bike paths, modifying lane configurations, and constructing traffic circles.
- Installation of new street light poles and fixtures or traffic signals. Replacement of existing street light poles and fixtures or traffic signals with those of a different design or configuration. This work includes the installation of new traffic signals as part of the City’s planned project or activity.
- Installation of new signage, specifically historic district signs, wayfinding signs, and monument signs and parking and non-traffic signal.
- Installation of new playground equipment in City parks.
- Construction, as defined in the Historic Preservation ordinance section 2-8-2, of new City-owned buildings or structures.
- Exterior alteration of City-owned buildings or structures, conforming to the definition of Alteration in the Historic Preservation ordinance section 2-8-2. Alterations requiring Commission review are those City projects or activities proposing a change to the appearance of that property, building or structure’s historic, cultural, architectural or archaeological features.

ARTICLE 98 – AMENDMENT OF RULES

The rules may be amended by an affirmative vote of a simple majority of the members of the Commission.
Any proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken. Copies of such proposed amendments shall be forwarded to any absent member.

**ARTICLE 9 – PUBLIC COMMENT**

Opportunity for public comment for items not on the agenda shall be provided at all meetings of the Commission, in a manner determined to be appropriate by the Chair.