Zoning Board of Appeals  
Tuesday, August 28, 2018  
7:00 P.M.  
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES of the August 8, 2018 Joint Meeting of the Plan Commission & ZBA, and the August 8, 2018 ZBA Meeting.

3. OLD BUSINESS

A. 3318 Grant St.  18ZMJV-0054
    Phil & Marcia Vickman, property owners, apply for major zoning relief to enlarge a one-car attached garage into a two-car attached garage in the R1 Single Family Residential District. The applicants request 32.1% building lot coverage where 30% is allowed and 30.7% currently exists (Zoning Code Section 6-8-2-7), a 0.82’ west interior side yard setback where 5’ is required and 0.82’ currently exists (Zoning Code Section 6-8-2-8-A-3), and a 26.5’ rear yard setback where 30’ is required and 28.7’ currently exists (Zoning Code Section 6-8-2-8-A-4). The Zoning Board of Appeals is the determining body for this case.

B. 2004 Central St.  18ZMJV-0065
    John Kim, property owner, applies for a special use permit to expand a Type 2 Restaurant, Backlot Coffee, from 2006 Central St. to include 2004 Central St. in the B1a Business District and oCSC Central Street Overlay District (Zoning Code Section 6-9-5-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

4. NEW BUSINESS

A. 1724 Sherman Ave.  18ZMJV-0072
    James Shepherd, lessee, applies for a special use permit for a Type 2 Restaurant, Kilwins Chocolates, in the D2 Downtown Retail Core District (Zoning Code Section

Order & Agenda Items are subject to change. Information about the ZBA is available at: http://www.cityofevanston.org/government/agendas-minutes/agendas-minutes---zoning-board-of-appeals/index.php  
Questions can be directed to Melissa Klotz at mklottz@cityofevanston.org or 847-448-4311. 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 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made.

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).
B. 2200 Main St. 18ZMJV-0067
DonnaLee Floeter, architect, applies for a special use permit and major zoning relief to expand a Daycare Center – Child, Infant Welfare Society of Evanston, in the R2 Single Family Residential District (Zoning Code Section 6-8-3-3), and a west interior side yard setback of 6.1’ where 15’ is required for non-residential structures (Zoning Code Section 6-8-3-7-B-3). The Zoning Board of Appeals is the recommending body, and the City Council is the determining body for this case.

C. 348 Custer Ave. 18ZMJV-0060
Graciela Lopez, property owner, applies for major zoning relief to convert an existing 2-flat to a 3-dwelling unit, multi-family dwelling in the R5 General Residential District. The applicant requests a lot area of 3,993 sf (existing) where 4,500 sf is required (Zoning Code Section 6-8-7-4-D), a lot width of 33’ (existing) where 50’ is required (Zoning Code Section 6-8-7-5-D), and to provide 3 off-street parking spaces (existing) where 4 are required (Zoning Code Section 6-16-3-5, Table 16-B) for a 3-dwelling unit, multifamily dwelling. The Zoning Board of Appeals is the recommending body, and the City Council is the determining body for this case.

D. 1943 Sherman Ave. 18ZMJV-0073
Angie Radman, property owner, applies for major zoning relief to convert a single family residence to a 3-unit multiple family residence in the R5 General Residential District. The applicant requests a 22’ rear yard setback for a three-story stair (yard obstruction) where 22.5’ is required (Zoning Code Section 6-4-1-9), and an increase of zero additional parking spaces where 3 additional parking spaces are required, for a total of 1 parking space on-site where 5 parking spaces are required for a 3-unit multiple family residence (Zoning Code Section 6-16-3-5 Table 16-B). The Zoning Board of Appeals is the recommending body, and the City Council is the determining body for this case.

5. DISCUSSION

6. ADJOURNMENT
The next Zoning Board of Appeals meeting is scheduled for Tuesday, September 4, 2018 at 7:00pm in James C. Lytle City Council Chambers of the Lorraine H. Morton Civic Center.
MEETING MINUTES
Joint Meeting of the PLAN COMMISSION and
ZONING BOARD OF APPEALS
Wednesday, August 8, 2018
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Plan Commission Members Present: Colby Lewis, Carol Goddard, George Halik, Jennifer Draper, Peter Isaac

Plan Commission Members Absent:

ZBA Members Present: Lisa Dziekan, Mary McAuley, Violetta Cullen, Kiril Mirintchev, Mary Beth Berns, Myrna Arevalo

ZBA Members Absent: Scott Gingold

Staff Present: Michael Griffith, Scott Mangum, Johanna Leonard

Presiding Member: Colby Lewis

Declaration of Quorum
With a quorum of both the Plan Commission and the Zoning Board of Appeals present, Chair Berns called the meeting to order at 7:05 p.m.

Election of Joint Meeting Chair
Ms. Berns motioned for Mr. Lewis to serve as Chair of the joint meeting, which was seconded by Ms. Goddard and approved 11-0 with one abstention.

New Business
A. 2119-2125 Ashland Street 18PLND-0064

Mike Chookaszian, operator, requests a text amendment to permit brewpubs as a Permitted or Special Use in the MXE Mixed-Use Employment District (Zoning Code Sections 6-13-4 & 6-18-3, Title 6 of the City Code). The City may propose additional modifications to alcohol producing uses within the Business, Commercial, Downtown, Transitional Manufacturing, and Industrial Zoning Districts (various Zoning Code Sections 6-9 through 6-15) and within Definitions (Section 6-18-3). The applicant also requests a special use permit for a brewpub and a banquet hall in the MXE Mixed-Use Employment District (Zoning Code Section 6-13-4-3), and zoning relief to reduce the required front yard setback from 10’ to 0’, to reduce the required north interior side yard setback from 5’ to 0’ and to reduce the required rear yard setback from 5’ to 0’ (Zoning Code Section 6-13-4-6), and to eliminate 1 required short loading dock (Zoning Code Section 6-16-4-5) in order to construct additions at the first floor to an existing building. The Plan Commission and Zoning Board of

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Joint Meeting of Plan Commision and Zoning Board of Appeals
Appeals make recommendations to the City Council, the determining body for this case.

Mr. Griffith presented an overview of the requested text amendment, special use, and major zoning relief.

Mike Chookaszian, operator, explained the proposal:
- Group operates 3 existing successful restaurants: 2 in Chicago, 1 in Wilmette, with an additional restaurant in Wilmette under construction
- Employee over 100 people over $500K sales tax;
- Concept proposed as a destination location with the brewery and cars to attract customers
- Restaurant open 7 days per week
- Event space can operate at same time and could move display cars out depending on event
- Brew Pub similar to Smylie Brothers
- 15 barrel system with brewing in back and tanks visible in front
- Interested in sustainable components including solar energy, providing bike racks, and recycling spent grain
- Neighbors have been supportive

Questions from audience:
Kelli-Ann Alcott, 1519 Simpson Street inquired about:
- Noise
- Availability and location of valet parking
- Impact on condition of unpaved alley
- Local Hiring

Nicholas Hynes, petitioner representative responded:
- 29 on-site parking spaces are sufficient for brew pub operations
- Have spoken to Pastor Dillard for use of adjacent church parking lot
- Will try not to be open during church in exchange for parking during special events
- Have worked with valet in past using church parking
- There will no outdoor dining or operations;
- The alley will only be used for deliveries once per day;
- Spoke with Ald. and are interested in employing and training local residents

In response to concern from Commissioner Isaac about the hand capped container language in the proposed brew pub definition, Mr. Hynes and Scott Frank answered that the language refers to growlers which have been in use for about 10 years, but some brewers are now moving to aluminium cans.

In response to a question from Commissioner Goddard, Mr. Mangum described the proposed changes to the uses in different zoning districts and referred to a map that displays the location of existing M Districts within the City.
In response to Chair Lewis’s inquiry about the proposed different treatment of Brew Pubs and Type 1 Restaurants within the M District, Mr. Mangum agreed that the uses could be treated similarly as permitted or special uses.

In response to questions from Board Member Cullen, operations were further described:

- Seating for 70-80 at restaurant, with up to 300 in event space.
- Hours proposed as 11am-midnight, fri-sat 11am -1am.
- Restaurant typically closed earlier.
- Wine and beer for sale for consumption on site, only beer packaged to go, typically as growlers. A patron could purchase a growler to go, but most would be purchased by patrons who are eating on site. Only 10-15% of business would be to go only.
- 500 barrels brewed per year first year target, 800 barrels per year the goal; Smylie Brothers will hit 1000 barrels this year.

In response to Board Members Dziekan, Arevalo, Mirintchev, Mr. Hynes provided additional operational details:

- Are open to formal parking agreements with other parties and are open to offering parking during 10am Sunday.
- Have spoken to architect regarding baffles on walls to reduce sound.
- Deliveries are 2 per day at Napoli, 3 per week anticipated for food which usually 9am-2pm; 6-10/week;
- Will use a preferred catering company which would cook food off-site and would use onsite kitchen facility; sustainability practices?
- Sustainability practices include using farmers to recycle byproducts, including a number of bike racks.
- Valet can stage in parking lot instead of cars queuing on Ashland, and will work with others for larger events.
- Refuse will be picked up behind the building via the alley.

In response to Chair Berns, Mr. Hynes provided additional operational details:

- Could do alley grading on annual basis if needed.
- Deliveries take no longer than 5 minutes, can make room behind building for 7-8 feet.
- Staff could monitor an outdoor smoking area.
- Have experience at Montrose Beach with crowds up to 500.
- Rule for kitchen staff to leave area for break and not smoke in vicinity.
- Employee parking in lot during normal business hours, could find spots in area for staff; ashland/noyes lot and walgreens possible.
- Reasons for additions at property line include: existing building at property lines, better to have enclosed seating that outdoor, wouldn’t be able to fit all operations without addition, and the bow truss ceiling wouldn’t allow for second floor addition.
- Approximately 30% of revenue would come from banquet hall and business would not otherwise be viable

Board Member McAuley noted that a small addition with a conforming setback would be inconsistent with other buildings in neighborhood
Public Statements
Kelli-Ann Alcott, 1519 Simpson Street expressed concerns that:

- Alley always has potholes
- Traffic
- Alley use, Feast and Imbibe is a similar use nearby
- Outdoor smoking
- Agrees the building will look better

John Lineweber, property owner in the area, has developed 6 properties on Ashland and Simpson. Previously only 5 businesses existed in the area, now there are over 75 businesses including live/work. The area has been waiting for this type of facility for workers/businesses

In closing, Mr. Chookaszian stated that they have worked to be good neighbors and would have little alley usage.

Chair Lewis closed the record and the body entered Deliberation:

Commissioner Goddard stated that combining the Craft Brewery and Craft or Micro Distillery definitions and creating a Brew Pub definition are logical extensions and a legitimate addition.

Commissioner Isaac expressed concern with allowing restaurants in manufacturing areas, although it is a good idea in this location. Also believes that it makes sense to combine the definitions as there is not the need to include specific names of liquor classes, however, is concerned about the Brew Pub definition.

Following discussion, Chair Lewis suggested substituting “hand-capped” with “in premises sealed containers” would be an improvement.

The Plan Commission reviewed the standards for Amendments and found that the amendments meet the standards.

Commissioner Goddard motioned to recommend approval of Text Amendment to add a definition for Brew Pub, with amended language regarding sealing containers, to add a definition for Craft Alcohol Production Facility combining the two existing definitions, and allowing Type 1 Restaurants and Brew Pubs in the districts shown in the staff memo, with the exception that Brew Pubs and Type 1 Restaurants would be Special Uses in the M Zoning Districts, seconded by Commissioner Isaac.

The Plan Commission unanimously recommended approval, 5-0.

Chair Berns clarified that the ZBA would consider two special uses and the variances requested.
Board Member McAuley stated that she is in support. There is need for economic development in the Hill Arts District and the project is supportive of the Comprehensive Plan.

Board Member Mirintchev is in support. Parking is a concern. The project fills a gap for need of restaurant in area. The layout should be revised layout to move restrooms away from the street.

In response to Board Member Dziekan, Board Member McAuley stated that the MWRD parking lot is well used during day, overnight parking is not allowed so there is parking typically available after 5pm.

Chair Berns was in agreement with Board Member Dziekans suggestion that formal off-site parking agreement is needed before City Council.

Board Member Dziekan is in support with parking conditions.

Board Member Arevalo is supportive, but wants to consider kids and residents.

Board Member Cullen stated that the project is needed. The applicant should work closely with community.

Chair Berns noted that needed conditions include a formal agreement for parking, hours that are different for brew pub and special events, noise mitigation, employee parking, alley maintenance, and smoking area control. Also, in agreement that the restrooms should be moved away from the street.

Board Member McAuley questioned whether it is appropriate to require one business to take on maintenance of alley.

(Commissioner Halik departed)

The Standards for the Special Uses were addressed:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. NA
9. Yes

Board Member Dziekan recommended approval of special uses for a brew pub and banquet hall, seconded by Board Member Cullen, subject to the following conditions of approval:
1. Employees shall park off-site and not on-street.
2. Hours of operation shall be limited to 11am-10pm weekdays, and 11am-1am on weekends, and special events should be no later than 1am.
3. Formal agreements for off-site parking as needed.
4. Compliance with sustainability practices per City regulations.
5. Noise abatement considered in additions so noise does not carry through neighborhood.
6. Coordinate with businesses on alley to maintain alley on a yearly basis as needed.
7. Designated smoking area to be monitored by staff not to be a nuisance.

The ZBA unanimously, 6-0, recommended approval of the Special Uses, subject to conditions of approval.

The Standards for the Variations were addressed:
   1. Yes
   2. Yes
   3. Yes
   4. Yes
   5. Yes
   6. Yes
   7. Yes

Board Member McAuley motioned to recommend approval of the variations, which was seconded by Board Member Dziekan, and unanimously recommended for approval, 6-0.

B. 1108 Dodge Avenue 18PLND-0040 & 18ZMJV-0061

Steve Tuszynski, property owner, requests a text amendment to permit auto and recreational vehicle sales as a Permitted Use and auto storage lots, auto body repair, auto towing, and auto salvage as Special Uses in the C1 Commercial District (Zoning Code Section 6-10-2, Title 6 of the City Code). The applicant also requests a special use permit for auto sales with accessory auto repair and towing in the C1 Commercial District (Zoning Code Section 6-10-2-3). The Plan Commission and Zoning Board of Appeals make recommendations to City Council, the determining body for this case. This case has been withdrawn from the agenda and will reviewed at a date uncertain.

The meeting adjourned at 9:01pm.
MEETING MINUTES
ZONING BOARD OF APPEALS
Tuesday, August 8, 2018
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Members Present: Lisa Dziekan, Mary McAuley, Violetta Cullen, Kiril Mirintchev, Mary Beth Berns, Myrna Arevalo

Members Absent: Scott Gingold

Staff Present: Michael Griffith, Johanna Leonard, Scott Mangum

Presiding Member: Mary Beth Berns

Declaration of Quorum
With a quorum present, Chair Berns called the meeting to order at 9:02 p.m.

Minutes
Ms. Cullen motioned to approve the meeting minutes of July 17, 2018, which were seconded by Ms. McAuley and approved 5-0, with one abstention.

New Business
2004 Central St. 18ZMJV-0065
John Kim, property owner, applies for a special use permit to expand a Type 2 Restaurant, Backlot Coffee, from 2006 Central St. to include 2004 Central St. in the B1a Business District and oCSC Central Street Overlay District (Zoning Code Section 6-9-5-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

It was noted that the applicant was not present.

Ms. Cullen motioned to continue the item to the August 28, 2018 ZBA meeting, seconded by Ms. McAuley and unanimously, 6-0, continued.

514 Custer Ave. (continued & re-noticed for Sept. 4, 2018 ZBA) 18ZMJV-0062
William Lensky, project manager, applies for a special use permit for a Public Utility, ComEd, in the R3 Two Family Residential District (Zoning Code Section 6-8-4-3). The applicant also requests zoning relief for two concrete walls (fences) that are 14’ and 20’ in height where concrete material is not permitted for fences (Zoning Code Section 6-4-6-7-F-1) and a maximum fence height of 6’ is allowed (Zoning Code Section 6-4-6-7-F-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

The meeting adjourned at 9:05pm.
3318 Grant St.
18ZMJV-0054

ZBA Determining Body
MEMORANDUM

To: Members of the Zoning Board of Appeals

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

Subject: 3318 Grant St - ZBA 18ZMJV-0054
ZBA Determining Body

Date: August 23, 2018

Notice - Published in the June 28, 2018 Evanston Review
Phil and Marcia Vickman, property owners, apply for major zoning relief to enlarge an existing one-car garage to a two-car garage in the R1 Single-Family Residential District. The applicant requests to allow 32.1% building lot coverage where 30% is allowed (Zoning Code Section 6-8-2-7), a rear yard setback of 26.5' where a minimum of 30' is allowed (Zoning Code Section 6-8-2-8-A), and an interior side yard setback of .82' where a minimum of 5' is allowed (Zoning Code Section 6-8-2-8-A). The Zoning Board of Appeals is the determining body for this case.

On July 2, 2018, the applicant submitted revised plans that propose the same variations, but reduce the impervious surface on the property and add drainage measures as requested by DAPR.

Update
The case was heard at the July 17, 2018 ZBA hearing. With testimony closed, the case is currently tied with a 3-3 vote for approval, and is pending the tie-breaking vote.

Attachments
July 17, 2018 ZBA Packet
July 17, 2018 ZBA Meeting Minutes Excerpt
ZONING BOARD OF APPEALS EXCERPT
Tuesday, July 17, 2018
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Members Present: Lisa Dziekan, Mary McAuley, Violetta Cullen, Kiril Mirintchev, Mary Beth Berns, Scott Gingold

Members Absent: Myrna Arevalo

Staff Present: Melissa Klotz, Scott Mangum

Presiding Member: Mary Beth Berns

New Business

3318 Grant St. 18ZMJV-0054
Phil & Marcia Vickman, property owners, apply for major zoning relief to enlarge a one-car attached garage into a two-car attached garage in the R1 Single Family Residential District. The applicants request 32.1% building lot coverage where 30% is allowed and 30.7% currently exists (Zoning Code Section 6-8-2-7), a 0.82’ west interior side yard setback where 5’ is required and 0.82’ currently exists (Zoning Code Section 6-8-2-8-A-3), and a 26.5’ rear yard setback where 30’ is required and 28.7’ currently exists (Zoning Code Section 6-8-2-8-A-4). The Zoning Board of Appeals is the determining body for this case.

Ms. Klotz read the case into the record.

Bernard Citron, attorney, and Marcia Vickman, owner, explained the proposal:

- Garage was existing when the owners bought it, but the owners did obtain a variation in 1999 to construct an addition and attach the garage to the house.
- Alternative would be to tear down the garage and rebuild it elsewhere on the property, which is wasteful.
- Submitted a photograph of the property immediately to the west that has an attached garage.
- Purchased the home in 1993.
- Wanted to attach the garage in 1999 because they built an addition on the house that was 2’ from the existing garage location so it made sense to attach it.
- Other properties on the street also have attached garages - they are not out of character to the neighborhood.
- Have 3 vehicles so currently one car is in the garage, one on the driveway, and one in the street.
- Detached garage would need to be on the southwest corner of the property but that is where garbage trucks cut the corner of the alley to make the turn.
- The applicant submitted photograph of the alley intersection.
- The other corner of the rear yard has mature trees in the way of a garage.
- It would be a hardship to tear down the existing garage since there is nothing wrong with it.
- It would be a hardship to use a substantial portion of the rear yard for a detached garage, walkway to the garage, and driveway.
- The applicant submitted a letter explaining the request to 16 surrounding neighbors and received back letters of support from 10 neighbors and no opposition.

Chair Berns noted there is a detached garage on the property to the south that is located in the corner of the alley intersection and the garbage trucks maneuver around that building.

- The applicant stated they were told about 10 years ago that the City would have the garbage trucks rerouted so they would not cut through the corner of their property, but they never were.
- The applicant currently shuffles cars around to get the one out of the garage, which is inconvenient.

Nancy Schlossberg, architect, explained:
- They will retain as much of the existing garage as possible.
- The garage addition makes the proposed garage 19’ deep which is the minimum needed to fit a car.
- The addition is approximately 80 square feet.
- The property is legally nonconforming due to lot size. If the lot was a standard lot size the building lot coverage would be compliant.
- Construction will include new foundations/footings under the existing garage - will underpin to 42” below grade.

Chair Berns asked if it is cost prohibitive to underpin the current garage and explained it would be cheaper to tear down the existing garage. Ms. Schlossberg agreed.

- As DAPR requested, the roof plan was modified to include a continuous gutter with underground drainage into the front yard and rear yard on the private property so that stormwater is all contained within the property.
- The side yard setback variation will match the existing garage setback at .82’.
- The requested variations will not impact any neighbors because the garage abuts the alley.
- The existing driveway and walkway will be removed to aid in drainage. The new garage will feature access directly off the alley.
- Different options were proposed to the homeowners, but all options were an attached garage since that is what the homeowners wanted. All options required variations. A garage in a compliant location was never considered.

Chair Berns noted a detached garage would have a smaller footprint, which would help the building lot coverage.

The applicant explained:
- A detached garage is a hardship because you have to walk outside in the elements to get to the detached garage, and would have to walk down the alley since there is not a door off the rear of the house besides the sliding door that cannot be locked from the outside.
• Owner was told it would cost $4,000 more to demolish the current garage and build a new one.

Mr. Mirintchev asked if the option to add on to the garage along the side of the house instead of towards the rear yard was considered. The architect responded no because that would block significant windows and light from the house.

Mr. Mirintchev noted safety measures will be needed for when vehicles exit out of the garage into the alley since the garage is so close to the alley and you cannot see if anyone is coming down the alley while backing out. The architect responded mirrors can be installed on the garage to address that.

Mr. Citron summarized that the condition was not created by the current homeowners since the garage was in that location when the property was purchased. It was connected to the house in 1999, but the location was already there. Mr. Citron also noted it is unfair to tell someone to tear down their existing structure to build it elsewhere on the property. The request is the minimal garage enlargement needed to fit two vehicles. With parking for two vehicles, the property is brought into compliance for the number of parking spaces required.

Deliberation:
Ms. McAuley stated Grant St. is very narrow and heavily traveled, so there is a benefit to getting vehicles off of the street. Tearing down a structure to follow the strict letter of the zoning requirements is not ideal. There is good sense in approving these variations.

Mr. Mirintchev stated he lives in that area. He explained there is a mixture of a self-created hardship in this case, but on the other hand it would be beneficial to add a parking space to get a vehicle off of the street. Given that benefit, the variation should be approved. However, expanding the current garage will be more costly than simply tearing it down. Alternative plans should have been explored.

Ms. Dziekan stated she appreciates that the owners want to invest into the property.

Mr. Mirintchev explained the building lot coverage variation was self-created when the current owners constructed the addition on the house.

Ms. Dziekan stated there are Standards that are not met, such as the stated hardship of walking outside to get to a garage. There is no financial hardship. Some of the issues are self-created due to the addition to the house and attaching the garage in 1999. While it is understandable the homeowners would not foresee the future, not all Standards are met.

Mr. Gingold explained the hardship was self-created. The building lot coverage variation was self-created when the house addition was constructed in 1999. The side yard setback of the garage itself was not self-created. However, the property is substandard in lot size, and if it were a compliant lot size there would not be a building lot coverage issue.
Ms. Cullen stated the most important point is that a vehicle will be removed from parking on the street, so she supports the proposal. Ms. McAuley agreed, noting that is a substantial public benefit.

Ms. Dziekan noted the public benefit standard is not an issue because the proposed garage is not intended to extract additional income from the property.

Chair Berns stated the degree of nonconformity was increased when the garage was attached to the house. Functionally, it will be nearly impossible to park in the garage since the alley is 16’ wide and the setback is less than 1’. A multiple-point turn will be required to park within the garage as it is proposed. The hardship was self-created. Chair Berns suggested if the variation is approved, it should be conditioned that if the existing garage cannot be underpinned and needs an entirely new foundation where the existing garage will essentially be torn down, then the variation should not be valid.

The Standards were addressed:
1. Yes
2. Yes
3. No (Berns); Yes (Gingold) - because the property is substandard in size.
4. No (Berns); Yes (McAuley) - having to tear down a structure on the property is a hardship.
5. Yes
6. No (Berns, Gingold, McAuley)
7. No (Berns); Yes (McAuley) - it is the least deviation necessary without tearing down the existing garage.

Ms. McAuley motioned to approve the variations, which was seconded by Ms. Cullen, with the condition that if the entire existing garage cannot be underpinned and must be torn down and reconstructed, the variation is no longer granted. With a vote of 3-3, the case continues to August 28th ZBA for the final ZBA member to cast a vote. Testimony is closed so no additional information may be provided.
2004 Central St.
18ZMJV-0065

ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals

From: Johanna Leonard, Community Development Director
Scott Mangum, Planning and Zoning Administrator
Cindy Plante, Economic Development Coordinator

Subject: 2004 Central St. – ZBA 18ZMJV-0065
ZBA Recommending Body
City Council Determining Body

Date: August 3, 2017

Notice – Published in the July 19 Evanston Review:
John Kim, property owner, applies for a special use permit to expand a Type 2 Restaurant, Backlot Coffee, from 2006 Central St. to include 2004 Central St. in the B1a Business District and oCSC Central Street Overlay District (Zoning Code Section 6-9-5-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City Staff and DAPR recommend approval for a special use permit for a Type 2 Restaurant, Backlot Coffee in the B1a District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Site Background
2004 Central Street is located on the south side of Central Street, between Prairie Avenue and Hartrey Avenue in the B1a Business District. It is immediately surrounded by the following zoning districts:

North: OS Open Space
South: R3 Residential District
East: B1a Business District
West: B1a Business District

The 2004 Central Street storefront was most recently occupied by a cabinetry design studio.

Proposal
The applicant proposes to expand an existing Type 2 restaurant, Backlot Coffee from its
current space at 2006 Central Street to include the 2004 Central Street space. The Zoning Ordinance defines a Type 2 restaurant as:

An establishment in which the principal use is the service of prepared food and/or beverages for consumption on and/or off the premises and that is not a "restaurant, type 1" as defined herein. This definition shall not include establishments where incidental prepared food and beverage service is accessory to a bakery, food establishment, convenience store, food store establishment, meat market, or similar principal use nor shall it include cafeterias that are accessory to hospitals, colleges, universities, schools or other similar principal uses. (Ord. 9-0-10)

The proposed menu consists of coffee and other beverages as well as food items and gelato. The planned expansion will not alter operating hours; Backlot is currently open 7 days a week, from 6:30am to 8pm on weekdays, and from 6:30am-10pm on weekends.

Proposed Floor Plan:

Staffing currently consists of 2-3 employees in the shop at any given time; 3-4 additional employees will be needed after expansion. Employees will be encouraged to walk, bike
or use transit. Deliveries will continue to be made at the rear of the building.

**Ordinances Identified for Requested Relief:**
The following uses may be allowed in the B1a Business District, subject to the provisions set forth in Section 6-9-5-3, "Special Uses," of this Title:

- **Type 2 Restaurant** (among other listed uses)

**Comprehensive Plan:**
The Evanston Comprehensive General Plan encourages the utilization of vacant storefronts along existing commercial corridors that can add sales tax revenue and encourage economic vitality. The Comprehensive Plan specifically includes:

1. **Objective:** Promote the growth and redevelopment of business, commercial, and industrial areas.
2. **Objective:** Retain and attract businesses in order to strengthen Evanston’s economic base.

By expanding into the adjacent storefront, Backlot Coffee will use a currently vacant commercial space to expand a locally owned and operated business that will draw additional foot traffic to Central Street.

**Design and Project Review (DAPR) Discussion and Recommendation:**
On July 25, 2018 the Design and Project Review Committee voted unanimously to recommend approval to the Zoning Board of Appeals provided that the applicant submit an updated floor plan for the space showing both 2004 and 2006 Central.

**Special Use Standards:**
For the ZBA to recommend that City Council grant a special use, the ZBA must find that the proposed special use:

a) Is one of the listed special uses for the zoning district in which the property lies;
   - Type 2 restaurants are permitted under the special use section for the B1a district.

b) Complies with the with the purposes and the policies of the Comprehensive General Plan and the Zoning ordinance;
   - The use is compliant with the Zoning ordinance and the Comprehensive General Plan because the project promotes growth and redevelopment of business and a commercial area, in addition to attracting business in order to strengthen Evanston’s economic base.

c) Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
   - Staff has not received any comments opposing the project, and it is complementary to nearby commercial and residential uses.

d) Does not interfere with or diminish the value of property in the neighborhood;
The proposed business would occupy a vacant space, which would add to the value of the property and the neighborhood and draw additional foot traffic to neighboring businesses.

e) Is adequately served by public facilities and services;
   The building is served by adequate sidewalks and streets, as well as metered on-street and surface parking, and close proximity to both CTA and Metra stations.

f) Does not cause undue traffic congestion;
   The business location is in close proximity to a metered surface parking lot as well as Metra and several CTA bus stops, making it reasonable to expect minimal impact to traffic in the area.

g) Preserves significant historical and architectural resources;
   The site itself is not a landmark or otherwise historically or architecturally significant building, and alterations to the exterior are expected to be minimal.

h) Preserves significant natural and environmental resources; and
   No significant natural or environmental resources exist on site. The sustainability practices sheet submitted provided for garbage, recycling, reusable flat and dishware, availability of tap water, and the elimination of plastic straws.

i) Complies with all other applicable regulations.
   The project complies with all other applicable regulations to move forward with the next steps in the special use process.

Attachments
Special Use Application – submitted July 9, 2018
Business Summary
Plat of Survey
Sustainability Practices Worksheet
Letter of Support
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Meeting Minutes Excerpt – July 25, 2018
1. PROPERTY

Address: 2004 CENTRAL ST. EVANSTON, IL 60201 2006 CENTRAL ST
Permanent Identification Number(s): 2
PIN 1: 10-12-103-050-0000 PIN 2: 10-12-103-031-0000
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: John Kim
Organization: BACKLOT COMMERCIAL, LLC
Address: 2615 PARK PL
City, State, Zip: EVANSTON, IL 60201
Phone: Work: 847-226-9912 Home: Cell/Other: 
Fax: Work: Home: 
E-mail: john@backlotcoffee.com

Please circle the primary means of contact.

What is the relationship of the applicant to the property owner?

- [x] Same
- [ ] Architect
- [ ] Lawyer
- [ ] Officer of board of directors
- [ ] Other:
- [ ] Builder/contractor
- [ ] Contract purchaser
- [ ] Potential lessee
- [ ] Real estate agent

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: 2004 CENTRAL, LLC
Address: 2004 CENTRAL ST
City, State, Zip: EVANSTON, IL 60201
Phone: Work: 847-738-0303 Home: Cell/Other: 
Fax: Work: Home: 
E-mail: 

Please circle the primary means of contact.

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

Property Owner(s) Signature(s) -- REQUIRED Date

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature -- REQUIRED Date
The following are required to be submitted with this application:

☐ (This) Completed and Signed Application Form
☐ Plat of Survey Date of Survey: ____________________________
☐ Project Site Plan Date of Drawings: ____________________________
☐ Plan or Graphic Drawings of Proposal (If needed, see notes)
☐ Non-Compliant Zoning Analysis
☐ Proof of Ownership Document Submitted: ____________________________
☐ Application Fee Amount $__________ Transcript Deposit Fee $150

Notes: Incomplete applications will **not** be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

**Plat of Survey**
(1) One copy of plat of survey, **drawn to scale**, that accurately reflects current conditions.

**Site Plan**
(1) One copy of site plan or floor plans, **drawn to scale**, showing all dimensions.

**Plan or Graphic Drawings of Proposal**
A Special Use application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do **not** need graphic drawings; their proposed locations on the submitted site plan will suffice.

**Proof of Ownership**
Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).
- Tax bill will not be accepted as Proof of Ownership.

**Non-Compliant Zoning Analysis**
This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

**Application Fee & Transcript Deposit**
The application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card. The $150 transcript deposit is applied to the cost of a court reporter. The City hires a court reporter to transcribe the Zoning Board of Appeals hearing- as specified in the Zoning Board of Appeals' Rules of Procedures. Applicants are responsible for the cost of the hearing transcript at a rate of $7.50 per page. (The $150 deposit is applied to that fee; final fees may result in a refund or additional charges). The final fee directly covers the cost of the court reporter.
6. PROPOSED PROJECT

A. Briefly describe the proposed Special Use:

**BACKLIT COFFEE IS READY TO EXPAND SEATING AND ADD A KITCHEN FOR LIGHT FOOD PREPARATION. WE WILL CREATE A SPACE THAT ALLOW OUR GUESTS TO ENJOY THE SPACE.**

---

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

**YES. WE WILL BE ROASTING ON SITE IN LIGHT FOOD PREP**

b) Will the requested special use interfere with or diminish the value of property in the neighborhood? Will it cause a negative cumulative effect on the neighborhood?

**I believe our special use will add value to the already thriving central street community.**

c) Will the requested special use be adequately served by public facilities and services?

**Yes. The use will be a cafe w/ access to the public**
d) Will the requested special use cause undue traffic congestion?
   We will not affect anymore congestion to traffic that is already present on a residual street.

e) Will the requested special use preserve significant historical and architectural resources?
   We will honor the historical and arch. aspects of the building.

f) Will the requested special use preserve significant natural and environmental features?
   We will not alter any of the natural or env. features present in the building.

g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?
   Yes. We will operate as a cafe open to the community.
The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number 1 above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number ___ above, or indicated below.

DANA KIM 2615 PARK PL. EVANSTON, IL 60201

4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number ___ above, or indicated below.
If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

   JOHN KIM  2615 PARK PL  EVANSTON  IL  60201

   DANA KIM

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

   

   

   

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.

   

   

   

   

   

   

   

Page 6 of 6
Backlot Coffee
Business Plan

Summary

The mission of Backlot Coffee is to build community by providing extraordinary experiences around coffee. We are a coffeehouse committed to serving up unexpected acts of joy. This begins by hiring, training, compensating and retaining a team that shares our passion for community and for excellence. We believe that coffee comes with a story, and we are committed to sharing this story in our community. We believe that neighborhoods crave open spaces where community can spontaneously happen. Our space is simple, clean, modern, and welcoming. Perfect for group meetings, solitude in a crowd, or a place to take a breath and relax.

Concept

Backlot Coffee is a vibrant community coffeehouse roasting and serving coffee and tea with passion and joy. We desire our space to be used by our community and we will use every opportunity to serve the various needs of our guests.

Space and Location

Backlot Coffee presently rents space at 2012 Central Street next to an established community bakery (Tag’s Bakery). In June of 2016, we took over a lease and spent 2 weeks building a coffeehouse with a simple, clean, modern and welcoming aesthetic. We opened our doors in July and have been welcomed by the neighborhood. We would like to purchase 2006 Central Street space to build a roasting operation as well as gain additional square footage for seating as well as move the café from 2012 to 2006 Central Street. 2006 Central Street also comes with a parking lot in the back that will be used for outdoor patio space during the spring, summer and fall months.

Team

John Kim has lived in Evanston since 2000, and purchased the beloved Café Express on Main Street and in 2005 he and his brother Brian changed the name to Brothers K Coffeehouse. The Brothers K Coffeehouse has become an anchor on the Main Street shopping district. In 2011, John Kim decided to open a second coffeehouse (The Other Brother Coffeehouse) in downtown Evanston at 1649 Sherman Ave. This coffeehouse primarily served the surrounding office buildings as well as people shopping downtown. In 2015 John sold this café and partnered with a local chef to open a fine dining restaurant (Boltwood). In the fall of 2016 John decided to go back to coffee and left the restaurant in the capable hands of his business partner and opened Backlot Coffee.
Hours of Operation

Winter hours
M – F 630AM – 7PM
Sunday 7AM – 6PM

Summer hours
M – R 630AM – 8PM
F – S 630AM – 10PM
SUN 7AM – 6PM

We are a coffeehouse that serves coffee beverages, light café snacks, and locally made Frio Gelato.

During normal hours there are two team members working, during busy hours there will be 3-4 team members working. Employees are instructed to not park on the street but to find alternate public parking space.

Backlot has plans to build an outdoor café in the back of the shop that would be open during sidewalk café season. There will be tables, chairs, benches and umbrellas that are to be used by guests looking for outdoor café seating.

70 percent of our business is to-go/carry out with 30% staying in the café. Our vendors make all deliveries through the back door.

Menu

Coffee
Espresso
Latte
Cappuccino
Mocha
Americano
Caramel Cider
Hot Chocolate
Iced Tea

Prairie Grass Café Tomato Soup
Spinach Pie
Blind Faith Burrito
Breakfast Taco

Frio Gelato
EXTERIOR SITE PLAN

CENTRAL STREET

outdoor seating, tables and benches

meter parking on Central Street

---

19.68' (concrete)

1 STORY BRICK BUILD, W/STONE FACADE

19.68'

2 PARKING METERS

---

N 11: 90'0"00" E

my's Commitment for Title insurance. Ordered documents effecting the described

STATE OF ILLINOIS
COUNTY OF COOK

CERTIFIED TO: Yvonne Theobald

does not guarantee ownership, and should be checked, check your Deed, Abstract, Title
Attention for Title Insurance. Order officials affecting the described

property ownership, and should be

checked with the Deed, Abstract, Title

STATE OF ILLINOIS
COUNTY OF COOK

74159
Sustainability Practices
for
Type 2 Restaurants

The City of Evanston prides itself on its commitment to environmental excellence through outstanding and innovative sustainability practices that promote a positive example throughout the community.

Environmental sustainability may be promoted in a variety of ways. In an effort to ensure Type 2 Restaurants do not negatively impact the environment, the following sustainable practices are suggested:

Litter Collection Plan:
The applicant shall implement and adhere to a Litter Collection Plan requiring the policing of an area located within a two hundred fifty-foot (250') radius of the space in which the use is located. This area shall be patrolled once every three (3) hours during the hours the use is in operation, and shall be kept free of all litter of any type emanating from any source. For the purpose of this requirement, “litter” shall include, but is not limited to: putrescible animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food; other putrescible waste, including animal waste, dead animals, yard clippings and leaves; nonputrescible solid waste, including rubbish, ashes, abandoned automobiles, solid waste, paper, polystyrene, wrappings, cigarettes, cardboard, tin cans, glass, bedding, and similar materials; and all other waste material which, if thrown or deposited as herein prohibited, may create a danger to public health, safety, or welfare.

Litter Pick-Up Plan:
The applicant shall provide and maintain exterior litter receptacles such as dumpsters, in sufficient number and type to adequately contain all litter collected pursuant to the Litter Collection Plan. Collections shall be a minimum of three (3) times a week, including collections on Sundays to the extent necessary to comply with this condition. All litter receptacles shall be maintained in clean condition with tight-fitting lids, and shall be placed on Code-compliant surfaces at the rear of the property or in an otherwise City-approved location. Within seven (7) days of written notice from the City, the number of litter receptacles and/or the number of collections from each shall be modified or increased as necessary.

Customer Recycling:
The applicant shall provide recycling receptacles within the space in which the use is located and shall be available for customer use. The recycling receptacles shall be maintained and emptied as necessary to ensure adequate recycling receptacles are available for use during the hours the use is in operation. Recycling containers shall be co-located with garbage containers and labeled for recycling.
**Business Recycling:**
The applicant shall provide recycling receptacles within the kitchen area and shall recycle restaurant waste including, but not limited to, cardboard and paper products.

**Tap Water:**
The applicant shall make tap water available to all customers and provide appropriate signage indicating the availability of tap water.

**Reusable Flatware and Dishware:**
The applicant shall provide reusable flatware and dishware to customers who opt to eat on premises.

**100% Recyclable Carry-Out Packaging:**
The applicant shall utilize 100% recyclable packaging for all carry-out/delivery orders. Note: Evanston’s solid waste hauler Groot Industries recycles rigid plastic numbers 1-5 and 7. Plastic number 6 (rigid or foam) is not recyclable in Evanston’s program even though it has the recycling symbol. See attached recycling flyer for details.

**Delivery Method:**
When possible, the applicant shall utilize environmentally friendly modes of transportation, such as bicycle delivery, when transporting delivery orders to customers.

**Other Environmentally-Friendly/Sustainable Practices**
Elimination of all plastic single use straws as of 4/22/18

I certify that I have checked the appropriate boxes that best describe the sustainability practices that will be adhered to at the Type 2 Restaurant in question.

[Signature]
Applicant Signature

[Date]
Date
Danielle Cohen <daniellefscohen@gmail.com>  
To: cplante@cityofevanston.org  

Mon, Jul 23, 2018 at 3:12 PM  

Dear Ms. Plante,

As property owners within 500 feet of 2004-2006 Central Street, Evanston we are writing to express our enthusiastic support for the special use permit sought by John Kim to expand his Type 2 Restaurant from 2006 Central to include 2004 Central St. Backlot is an asset to the neighborhood and we are happy to see them expand.

Best wishes,
Danielle Cohen and Daniel Broaddus  
2636 Prairie Ave. #D  
Evanston, IL 60201
2004 Central Street Zoning

User drawn points
Zoning Boundaries & Labels
Tax Parcels

July 18, 2018

This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.

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Staff Present: J. Velan, P. Zalmezak, C. Plant, P. Martinez, E. Golden


Presiding Member: S. Mangum

A quorum being present, Mr. Mangum called the meeting to order at 2:33 pm.

Approval of Minutes

July 18th, 2018 DAPR committee meeting minutes.

G. Gerdes makes a motion to approve the minutes from July 18th, 2018, seconded by J. Nelson.

The Committee voted, 9-0, to approve the minutes of July 18th, 2018 with 1 abstention.

New Business

2. 2004 Central St Recommendation to ZBA
John Kim, applicant, Backlot Coffee, submits for special use permit to expand an existing type-2 restaurant into the adjacent space, in the B1a Business District and Central Street Overlay District.

APPLICATION PRESENTED BY: John Kim, applicant

DISCUSSION:
- G. Gerdes cited a need for a plumbing review. Also, layout of a combined floor plan before ZBA meeting. Applicant agreed.
- S. Mangum asked where coffee will be roasted. Applicant stated it will be towards rear of building and not visible to street.
- S. Mangum asked about where outdoor seating will be located. Applicant said it would be at previously approved location behind the existing location at 2006 Central St.
- G. Gerdes asked about if they will need a sidewalk cafe permit. Applicant said they are currently not using sidewalk for cafe purposes.
- S. Mangum asked about hours of operation and additional employees. Applicant stated hours will stay same with additional 3-4 more employees.
- K. Jensen asked about what kind of byproducts come from the roasting.
- S. Mangum asked if they went away from plastic straws. Applicant stated yes.
- J. Nelson asked about the plumbing. Recommends a proper backflow preventer on water service and restaurant equipment.
• S. Mangum asked about any changes to facade. Applicant currently says no.

L. Biggs made a motion for a positive recommendation of approval of the project to ZBA with a condition that applicant comes with a revised site plan, seconded by K. Jensen.

The Committee voted, 10-0, for positive recommendation of approval of the project to ZBA with a condition that applicant comes with a revised site plan.
1724 Sherman Ave
18ZMJV-0058
ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals
From: Johanna Leonard, Community Development Director
       Scott Mangum, Planning and Zoning Administrator
       Cindy Plante, Economic Development Coordinator
Subject: 1724 Sherman Ave. – ZBA 18ZMJV-0058
         ZBA Recommending Body
         City Council Determining Body
Date: August 24, 2018

Notice – Published in the August 2 Evanston Review:
James Shepherd, lessee, applies for a special use permit for a Type 2 Restaurant, Kilwins Chocolates, in the D2 District (Zoning Code Section 6-11-3-4). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City Staff and DAPR recommend approval for a special use permit for a Type 2 Restaurant, Kilwins Chocolates in the D2 District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Site Background
1724 Sherman Avenue is located on the west side of Sherman, between Church and Clark Streets in the D2 Business District. It is immediately surrounded by the following zoning districts:

<table>
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<th>Type</th>
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<tbody>
<tr>
<td>North</td>
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<td>Downtown District</td>
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</tr>
<tr>
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<td>D2</td>
<td>Downtown District</td>
</tr>
<tr>
<td>West</td>
<td>D2</td>
<td>Downtown District</td>
</tr>
</tbody>
</table>

Proposal
The applicant proposes to operate Kilwins Chocolates, a Type 2 restaurant, at 1724 Sherman Ave. The Zoning Ordinance defines a Type 2 restaurant as:

An establishment in which the principal use is the service of prepared food and/or beverages for consumption on and/or off the premises and that is not a "restaurant, type 1" as defined herein. This definition shall not include establishments where incidental prepared food and beverage
service is accessory to a bakery, food establishment, convenience store, food store establishment, meat market, or similar principal use nor shall it include cafeterias that are accessory to hospitals, colleges, universities, schools or other similar principal uses. (Ord. 9-0-10)

The proposed menu consists of ice cream as well as handcrafted candy and fudge produced on site. The applicant is proposing to operate seven days a week, from 10am to 11pm.

Proposed Floor Plan:

The proposed floor plan includes indoor seating for up to five customers and a production area near the front of the store that will be visible through the exterior windows. Employees will be encouraged to walk, bike or use transit. Deliveries are expected to take place during the early morning hours, with no front door deliveries after 7am.

Ordinances Identified for Requested Relief:
The following uses may be allowed in the D2 Business District, subject to the provisions set forth in Section 6-11-3-4, “Special Uses,” of this Title:
Type 2 Restaurant (among other listed uses)

Comprehensive Plan:
The Evanston Comprehensive General Plan encourages the utilization of vacant storefronts along existing commercial corridors that can add sales tax revenue and encourage economic vitality. The Comprehensive Plan specifically includes:

Objective: Promote the growth and redevelopment of business, commercial, and industrial areas.
Objective: Retain and attract businesses in order to strengthen Evanston’s economic base.

Kilwins Chocolates will use a currently vacant commercial space to open a locally owned and operated business that will draw additional foot traffic to the Downtown.

Design and Project Review (DAPR) Discussion and Recommendation:
On August 15, 2018 the Design and Project Review Committee voted unanimously to recommend approval to the Zoning Board of Appeals on the condition that the applicants provide for recycling service and restrict delivery hours.

Special Use Standards:
For the ZBA to recommend that City Council grant a special use, the ZBA must find that the proposed special use:

a) Is one of the listed special uses for the zoning district in which the property lies;
   Type 2 restaurants are allowed under the special use section for the D2 district.

b) Complies with the with the purposes and the policies of the Comprehensive General Plan and the Zoning ordinance;
   The use is compliant with the Zoning ordinance and the Comprehensive General Plan because the project promotes growth and redevelopment of business and a commercial area, in addition to attracting business in order to strengthen Evanston’s economic base.

c) Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
   Staff has not received any comments opposing the project, and it is complementary to nearby commercial and residential uses.

d) Does not interfere with or diminish the value of property in the neighborhood;
   The proposed business would occupy a vacant space, which would add to the value of the property and the neighborhood and draw additional foot traffic to neighboring businesses.

e) Is adequately served by public facilities and services;
   The building is served by adequate sidewalks, streets, and close proximity to parking garages as well as both CTA and Metra stations.

f) Does not cause undue traffic congestion;
   The business location adjacent to CTA and Metra facilities as well as on and off-street parking make it reasonable to expect minimal impact to traffic in the area.

g) Preserves significant historical and architectural resources;
   The site itself is not a landmark or otherwise historically or architecturally significant building, and alterations to the exterior are expected to be minimal.

h) Preserves significant natural and environmental resources; and
   No significant natural or environmental resources exist on site. The
sustainability practices sheet submitted provided for regular garbage and litter collection.
i) Complies with all other applicable regulations.
The project complies with all other applicable regulations to move forward with the next steps in the special use process.

Attachments
Special Use Application – submitted July 6, 2018
Business Summary
Sustainability Practices Worksheet
Plat of Survey
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Meeting Minutes Excerpt – August 15, 2018
## Formstack Submission For: Zoning Special Use
Submitted at 07/06/18 12:41 PM

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<tr>
<td>Permanent Identification Number (PIN) 2:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>James Shepherd</td>
</tr>
<tr>
<td>Organization:</td>
<td>Kilwins Chocolates Franchise</td>
</tr>
<tr>
<td>Address:</td>
<td>1050 Bay View Rd Petoskey, MI 49770</td>
</tr>
<tr>
<td>Home or Office Phone Number:</td>
<td>(231) 758-3930</td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td>(231) 675-7514</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jshepherd@kilwinsfranchise.com">jshepherd@kilwinsfranchise.com</a></td>
</tr>
<tr>
<td>Please choose primary means of contact:</td>
<td>Home or Office Phone</td>
</tr>
<tr>
<td>Is applicant also the property owner?:</td>
<td>No</td>
</tr>
<tr>
<td>Name:</td>
<td>Alfred Klairmont</td>
</tr>
<tr>
<td>Organization:</td>
<td>Imperial Reality Company</td>
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https://mail.google.com/mail/u/0/?ui=2&ik=4762073d7a&jsver=H8yF-b09hWE.en.&cbl=gmail_fe_180626.14_p5&view=pt&search=inbox&th=16470af0... 1/4
Address: 4747 W Peterson Ave
     Chicago, IL 60646

Home or Office Phone Number: (773) 733-4100

Cell Phone Number:

Email: aklairmont@imperialrealityco.com

What is the relationship of the applicant to the property owner?:
Lessee
Other: Franchise Project Manager

Briefly describe the proposed Special Use:
The planned Kilwins Chocolates Store located at 1724 Sherman Ave, with a current planned use of a food store establishment, proposes a special use request of a type 2 restaurant for the site to accommodate interior seating for five (5) patrons.

Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies?:
Yes, as stated in section 6-11-3.4. - SPECIAL USES, Type 2 restaurant uses are allowed in zoning district D2. However, Type 2 restaurant uses require special use permit approval.

Will the requested special use interfere with or diminish the value of property in the neighborhood? Will it cause a negative cumulative effect on the neighborhood?:
No, the proposed special use provides patrons interior seating for use during inclement weather periods to also encourage a thriving retail business establishment in the Evanston retail market.

Will the requested special use be adequately served by public facilities and services?:
Yes, there is a public ADA restroom included in the plans

Will the requested special use cause undue traffic congestion?:
No, the requested special use includes only five (5) patron seating locations to provide casual seating while partaking in a confectionary treat.

Will the requested special use preserve significant historical and architectural resources?:
Yes, there are impacts planned with this special use that would affect the historic or architectural resources of the site.

Will the requested special use preserve significant natural and environmental features?:
Yes, there are impacts planned with this special use that would affect the natural or environmental features of the site.

Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?:
Yes, the core business of the Kilwins Chocolates establishment is retail with the added feature of minimal interior seating for the benefit of patrons during periods of inclement weather.
Is applicant acting as an agent or designee for the proposed user of the land for which this application for zoning relief is made?: Yes

List the name, address, phone, fax, and any other contact information of the proposed user of the land.: JRS Ventures, LLC, Jeffrey Schneider, 3521 N, Hoyne St. Chicago, IL 60618 773-578-3611, DBA Kilwins Chocolates

Does the proposed land user own or control the land for which this application for zoning relief is made?: No

List the name, address, phone, fax, and any other contact information of the person or entity that has constructive control of the proposed land user.: Imperial Realty Company 4717 W Peterson Ave Chicago IL 60646 773-736-4100

Does the proposed land user hold the title to the subject property?: No

Is the person or entity that holds the title the same as the one listed in the previous question?: Yes

List the name, address, phone, fax, and other contact information of the person or entity holding the title to the subject property.: 

Is the Applicant or Proposed Land User a Corporation?: No

A. Names and addresses of all officers and directors.: 

B. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.: 

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for zoning relief.: 

Plat of Survey - One copy of plat of survey, drawn to scale, that accurately reflects current conditions.: View File

Date of Survey: Jan 01, 1918

Site Plan/Graphic Drawings - One copy of site plan or floor plans, drawn to scale, showing all dimensions or graphic representations for View File
any elevated proposal—garages, home
additions, roofed porches, etc.:

Date of Drawings: Jun 05, 2018

Proof of Ownership - Accepted documents for
Proof of Ownership include: a deed,
mortgage, contract to purchase, closing
documents, etc.:

Document Submitted: Lease Agreement

Quantity: 1

Price: 660

Credit Card: **********3004

Card Verification Code: ***

Expiration Date: Jul 2020

I certify that all of the above information and
all statements, information, and exhibits that I
am submitting in conjunction with this
application are true and accurate to the best
of my knowledge.:

[Signature]

Direct Link to Image
Sustainability Practices for Type 2 Restaurants

The City of Evanston prides itself on its commitment to environmental excellence through outstanding and innovative sustainability practices that promote a positive example throughout the community.

Environmental sustainability may be promoted in a variety of ways. In an effort to ensure Type 2 Restaurants do not negatively impact the environment, the following sustainable practices are suggested:

- **Litter Collection Plan:**
  The applicant shall implement and adhere to a Litter Collection Plan requiring the policing of an area located within a two hundred fifty-foot (250') radius of the space in which the use is located. This area shall be patrolled once every three (3) hours during the hours the use is in operation, and shall be kept free of all litter of any type emanating from any source. For the purpose of this requirement, “litter” shall include, but is not limited to: putrescible animal and vegetable waste resulting from the handling, preparation, cooking, and consumption of food; other putrescible waste, including animal waste, dead animals, yard clippings and leaves; nonputrescible solid waste, including rubbish, ashes, abandoned automobiles, solid waste, paper, polystyrene, wrappings, cigarettes, cardboard, tin cans, glass, bedding, and similar materials; and all other waste material which, if thrown or deposited as herein prohibited, may create a danger to public health, safety, or welfare.

- **Litter Pick-Up Plan:**
  The applicant shall provide and maintain exterior litter receptacles such as dumpsters, in sufficient number and type to adequately contain all litter collected pursuant to the Litter Collection Plan. Collections shall be a minimum of three (3) times a week, including collections on Sundays to the extent necessary to comply with this condition. All litter receptacles shall be maintained in clean condition with tight-fitting lids, and shall be placed on Code-compliant surfaces at the rear of the property or in an otherwise City-approved location. Within seven (7) days of written notice from the City, the number of litter receptacles and/or the number of collections from each shall be modified or increased as necessary.

- **Customer Recycling:**
  The applicant shall provide recycling receptacles within the space in which the use is located and shall be available for customer use. The recycling receptacles shall be maintained and emptied as necessary to ensure adequate recycling receptacles are available for use during the hours the use is in operation. Recycling containers shall be co-located with garbage containers and labeled for recycling.
Business Recycling:
The applicant shall provide recycling receptacles within the kitchen area and shall recycle restaurant waste including, but not limited to, cardboard and paper products.

Tap Water:
The applicant shall make tap water available to all customers and provide appropriate signage indicating the availability of tap water.

Reusable Flatware and Dishware:
The applicant shall provide reusable flatware and dishware to customers who opt to eat on premises.

100% Recyclable Carry-Out Packaging:
The applicant shall utilize 100% recyclable packaging for all carry-out/delivery orders. Note: Evanston's solid waste hauler Groot Industries recycles rigid plastic numbers 1-5 and 7. Plastic number 6 (rigid or foam) is not recyclable in Evanston's program even though it has the recycling symbol. See attached recycling flyer for details.

Delivery Method:
When possible, the applicant shall utilize environmentally friendly modes of transportation, such as bicycle delivery, when transporting delivery orders to customers.

Other Environmentally-Friendly/Sustainable Practices


I certify that I have checked the appropriate boxes that best describe the sustainability practices that will be adhered to at the Type 2 Restaurant in question.

Applicant Signature: 

Date: 7/26/18
1724 Sherman zoning map

This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.

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DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES  
August 15, 2018  


Staff Present:  S. Flax, E. Golden, C. Plante  

Others Present:  

Presiding Member:  J. Leonard  

A quorum being present, Ms. Leonard called the meeting to order at 2:32 pm.  

Approval of Minutes  

August 1, 2018 DAPR committee meeting minutes.  

L. Biggs made a motion to approve the minutes from August 1, 2018, seconded by J. Hyink.  

The Committee voted, 8-0, to approve the minutes of August 1, 2018, with 2 abstentions.  

New Business  

3.  1724 Sherman Ave  

James Shepherd, applicant, submits for a special use permit for a Type-2 Restaurant, Kilwins Chocolates, in the D2 Downtown Retail Core District.  

APPLICATION PRESENTED BY:  Jim Shepard, applicant  

DISCUSSION:  

- Largely carry-out operation, requesting additional seating for 5 seats.  
- G. Gerdes asked about if they are just getting interior work done. Applicant said yes.  
- G. Gerdes reminded them any new signage placement will have to be sent for approval for design compliant purposes.  
- J. Nelson cited proper backflow preventers on water service and restaurant equipment should be utilized.  
- K. Jensen said waste diversion plan is necessary for approval. Strongly recommended adding recycling or composting to waste management options.  
- K. Jensen and J. Leonard asked if tap water will be provided or bottled water.  
- Applicant replied that bottled water will be sold. K. Jensen recommended that tap water be utilized.  
- J. Leonard asked when and where deliveries will be happening.  
- Applicant said it will be in the mornings in the front or the alley.  
- J. Leonard recommends restricting vehicular delivery access hours through front from 7am to 9am.
G. Gerdes made a motion for a positive recommendation to ZBA with conditions of restrictions on delivery hours and a revisit of sustainability practices, seconded by M. Tristan.

The Committee voted, 10-0, for a positive recommendation to ZBA with conditions of restrictions on delivery hours and a revisit of sustainability practices.

Adjournment

L. Biggs moved to adjourn, seconded by K. Jensen. The Committee voted unanimously, 10-0, to adjourn. Meeting adjourned at 3:34 pm.

The next DAPR meeting is scheduled for Wednesday, August 22nd, 2018, at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Torrence Gardner
2200 Main St.
18ZMJV-0067

ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals

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

Subject: 2200 Main St. – ZBA 18ZMJV-0109
ZBA Recommending Body
City Council Determining Body

Date: August 24, 2018

Notice – Published in the Evanston Review on August 2, 2018
DonnaLee Floeter, architect, applies for a special use permit and major zoning relief to expand a Daycare Center – Child, Infant Welfare Society of Evanston, in the R2 Single Family Residential District (Zoning Code Section 6-8-3-3), and a west interior side yard setback of 6.1’ where 15’ is required for non-residential structures (Zoning Code Section 6-8-3-7-B-3). The Zoning Board of Appeals is the recommending body, and the City Council is the determining body for this case.

Recommendation
City Staff recommend approval for a special use permit to expand an existing Daycare Center – Child, and major zoning relief for a 6.1’ west interior side yard setback for a one-story addition in the R2 Single Family Residential Zoning District, in order to create an indoor open play space over an existing outdoor deck area. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Site Background
2200 Main St. is located on the south side of Main St. between Hartrey Ave. and Pitner Alley. The property is located within the R2 Zoning District, and is surrounded by the following zoning districts:

North: I2 General Industrial District
South: R2 Single-Family Residential District
East: R2 Single-Family Residential District
West: I1 Industrial/Office District

The property is surrounded by a mixture of single family residences, commercial, and industrial uses.
Community Development Block Grant
The Infant Welfare Society of Evanston (IWSE) was recently awarded $75,250 in Community Development Block Grant funding to convert existing outdoor play area into an indoor gross motor play space at the Baby Toddler Nursery (BTN) at 2200 Main Street. BTN is located in the City’s Neighborhood Revitalization Strategy Area, which is prioritized for CDBG investment, and serves 70 children, age 6 weeks to 5 years old, annually; 80% of the children and families enrolled in BTN’s program are low and moderate income. IWSE provides full-day childcare, early education and family support services and receives funding for low income and special needs children including Early Head Start and Preschool for All.

Proposal
2200 Main St. has operated as a Daycare Center – Child, for over 40 years and is currently legally-nonconforming with zoning as it does not have a special use permit. The applicant proposes to enclose an outdoor play area with a one-story addition, which is considered an increase in intensity, so a new special use permit for a Daycare Center – Child is required. A Daycare Center – Child is defined by the Zoning Ordinance as:

Any place other than a family home in which children 9 years of age and under receive child daycare services during any part of a day not exceeding 12 hours in a 24 hour period licensed pursuant to this Code.

The applicant proposes to construct a one story, 650 square foot addition to the existing day care facility to create indoor open play space in place of an outdoor deck play area. In addition to the special use permit, zoning relief is needed for a 6.1’ west interior side yard setback where 15’ is required for non-residential structures.

The required 15’ interior side yard setback for non-residential structures is intended to provide a buffer between incompatible non-residential uses that are surrounded by
residences. The requested zoning relief for a 6.1’ setback is adjacent to Pitner Alley, followed by commercial and industrial uses to the west of the alley, therefore there is no additional impact to neighboring properties.

The proposed addition will not change the use, nor will it cause any increase in number of children or employees. The addition increases the building lot coverage to a compliant 39.3% in the R2 District, and does not increase the legally-nonconforming 71.8% impervious surface coverage since it is proposed in place of the current impervious deck. Since the addition does not increase the number of children, there is no additional parking requirement.

The addition is necessary to provide an indoor open play space for gross motor skills while maintaining the size of adjacent classrooms so that the number of children does not need to be reduced. Since the number of children and staff will not be impacted by this proposal, there is no additional impact on the surrounding neighborhood. Staff is not aware of any objections to this proposal.

Ordinances Identified for Requested Relief:
6-8-3-3 The following uses may be allowed in the R2 Single-Family Residential, subject to the provisions set forth in Section 6-4-2, “Special Uses,” of this Title:
   Daycare Center- Child (among other listed uses)
6-8-3-7-B-3 Yard Requirements: The minimum yard requirements for the R2 district are as follows:
   Non-Residential Structures: Side yard – 15’

Comprehensive Plan:
The Evanston Comprehensive General Plan recognizes the importance of retaining and enhancing a diversity of business, commercial, and industrial areas that will best serve an array of needs for residents. The Comprehensive Plan specifically includes:

   Objective: Support and encourage efforts at employment assistance and linkages.

   Policy: Support programs that provide affordable daycare options for working parents and guardians.

The proposed one story addition to the existing Daycare Center – Child will allow the facility to continue to provide child care services to residents in need.

Design and Project Review (DAPR) Discussion and Recommendation:
The DAPR Committee found the proposed addition would not cause a negative impact on adjacent properties. The Committee questioned use of the area west of the building and adjacent to Pitner Alley where vehicles appear to park (based on aerial photos). The applicant since confirmed that area is not legal parking, and is not needed for employee parking or customer drop-off.

Special Use Standards:
For the ZBA to recommend that City Council grant a special use, the ZBA must find that
the proposed special use:

   a) Is one of the listed special uses for the zoning district in which the property lies; Per Zoning Code Section 6-8-3-3, Daycare Center - Child is a Special Use in the R2 Single-Family Residential District.

   b) Complies with the purposes and the policies of the Comprehensive General Plan and the Zoning ordinance; The Comprehensive General Plan encourages efforts at employment assistance and linkages by including programs that provide affordable daycare options for working parents and guardians. The Zoning Ordinance requires a 15’ setback for non-residential uses in residential districts to provide a buffer to incompatible uses. Since the setback variation requested is adjacent to an alley, the request keeps with the intent of the Zoning Ordinance.

   c) Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use; There is not a proliferation of daycares or other special uses in the immediate area.

   d) Does not interfere with or diminish the value of property in the neighborhood; The addition will not increase the number of children, employees, or vehicles at the daycare, therefore there will be no new impact that would interfere with or diminish the value of property in the neighborhood.

   e) Does not cause undue traffic congestion; The existing facility features 13 existing on-site parking spaces for employees and drop-off and pick-up, with vehicles entering from Pitner Alley and exiting to Main St., which minimizes traffic congestion to the residential area on Hartrey Ave.

   f) Preserves significant natural and environmental resources; There are no significant natural or environmental resources at this site.

   g) Complies with all other applicable regulations. The use and proposed addition comply with other applicable regulations.

Attachments
Special Use Application, submitted July 18, 2018
Plat of Survey
Site Plans & Elevations
Rendering
Zoning Map of Property
Aerial View of Property
Image of Property
DAPR Draft Meeting Minutes Excerpt – August 15, 2018
1. PROPERTY

Address: 2200 MAIN ST.

Permanent Identification Number(s):

PIN 1: 10-24-301-019-0000 PIN 2: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.

2. APPLICANT

Name: DONNALEE FLOETER, ARCHITECT

Organization: 

Address: 826 GREY AVE.

City, State, Zip: EVANSTON IL 60202

Phone: Work: 847-322-7484 Home: Cell/Other: 

Fax: Work: Home: 

E-mail: DONNALEE.FLOETER2@GMAIL.COM

What is the relationship of the applicant to the property owner?

☐ same  ☐ builder/contractor  ☐ potential purchaser  ☐ potential lessee

☐ architect  ☐ attorney  ☐ lessee  ☐ real estate agent

☐ officer of board of directors  ☐ other:

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: INFANT WELFARE SOCIETY OF EVANSTON

Address: 2200 MAIN STREET

City, State, Zip: EVANSTON IL 60202

Phone: Work: 847-491-9650 Home: Cell/Other: 

Fax: Work: Home: 

E-mail: STEPHENVICK@IWSF.ORG

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

[Signature]  7/18/18

Property Owner(s) Signature(s) – REQUIRED  Date

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

[Signature]  7/18/2018

Applicant Signature – REQUIRED  Date
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- ✔ (This) Completed and Signed Application Form
- ✔ Plat of Survey Date of Survey: 12/18/1998
- ✔ Project Site Plan Date of Drawings: 3/19/2018
- ✔ Plan or Graphic Drawings of Proposal (If needed, see notes)
- ✔ Non-Compliant Zoning Analysis
- □ Proof of Ownership Document Submitted: ______________________
- ✔ Application Fee Amount $600.00

Notes: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plan of Survey
(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

Site Plan
(1) One copy of site plan or floor plans, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal
A Special Use application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership
Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).
- Tax bill will not be accepted as Proof of Ownership.

Non-Compliant Zoning Analysis
This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

Application Fee
The application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card.
6. PROPOSED PROJECT

A. Briefly describe the proposed Special Use:

TO CONSTRUCT A ONE STORY ADDITION TO EXISTING DAY CARE CENTER OF APPROX 650 SQUARE FEET, TO CREATE INDOOR OPEN PLAY SPACE OVER EXISTING WOOD & PLASTIC DECK AREA. SPECIAL USE VARIANCE IS NEEDED AS THE EXISTING USE OF THE BUILDING IS A DAY CARE CENTER AND THE PROPERTY IS ZONED R-2.

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

YES. "DAY CARE CENTER - CHILD" IS A LISTED SPECIAL USE IN SECTION 6-B-3-3 FOR THE R-2 DISTRICT

b) Will the requested special use interfere with or diminish the value of property in the neighborhood? Will it cause a negative cumulative effect on the neighborhood?

THIS BUILDING HAS BEEN SERVING AS A CHILD DAY CARE CENTER FOR OVER 40 YEARS. THE PROPOSED ADDITION WILL NOT CHANGE THE USE, NOR WILL IT CAUSE ANY INCREASE IN NUMBER OF STUDENTS OR EMPLOYEES. THE TOTAL SQUARE FOOTAGE COVERED BY IMPERVIOUS SURFACES WILL NOT CHANGE.

c) Will the requested special use be adequately served by public facilities and services?

THE PROPOSED ADDITION WILL NOT INCREASE USE OF WATER/SEWER, AS NOTED, THERE IS NO INCREASE IN NUMBER OF STUDENTS OR EMPLOYEES.
d) Will the requested special use cause undue traffic congestion?

AGAIN AS NOTED, THERE WILL BE NO INCREASE IN NUMBER OF STUDENTS OR EMPLOYEES. THE LOCATION OF THE ADDITION ON THE WEST SIDE OVER AN EXISTING IMPERVIOUS AREA WILL NOT IMPACT ABILITY OF CARS ENTERING OR LEAVING THE EXISTING PARKING LOT, OR RESTRICT ANY ACCESS TO ADJACENT PUBLIC ALLEY.

e) Will the requested special use preserve significant historical and architectural resources?

THERE ARE NO SIGNIFICANT HISTORICAL OR ARCHITECTURAL RESOURCES PRESENT

f) Will the requested special use preserve significant natural and environmental features?

THERE ARE NO SIGNIFICANT NATURAL AND ENVIRONMENTAL FEATURES PRESENT

g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?

THE PROPOSED ADDITION WILL COMPLY WITH LOT COVERAGE AND IMPERVIOUS SURFACES LIMITS, AND WILL COMPLY WITH REQUIRED SETBACKS EXCEPT ON THE WEST SIDE WHERE WE ARE REQUESTING A VARIANCE.
The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWSE - Stephen Vick, Exec. Director</td>
<td>2200 Main Street</td>
<td>Evanston, IL 60202</td>
<td>847-491-9650</td>
<td></td>
</tr>
</tbody>
</table>

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number 1 above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number 1 above, or indicated below.

4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number 1 above, or indicated below.
If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.
   Stephen V. C. 847-491-9650
   Exec. Director 847-101-2204 cell
   Stephenvick@IWSE.org

and See Attached

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.
   IWSE is a 501(c)(3) non profit with no shareholders

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.


Page 6 of 6
MAJOR VARIATION
APPLICATION

CASE #

1. PROPERTY

Address: 2200 MAIN ST.
Permanent Identification Number(s):
PIN 1: 10-24-301-019-000-00
PIN 2: [Blank]
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.

2. APPLICANT

Name: DONNALEE FLOETER, ARCHITECT
Organization:
Address: 826 GREY AVE
City, State, Zip: EVANSTON IL 60202
Phone: Work: 847-322-7484 Home: Cell/Other:
Fax: Work: Home:
E-mail: DONNALEE.FLOETER@GMAIL.COM

Please circle the primary means of contact.

What is the relationship of the applicant to the property owner?

☐ same ☐ builder/contractor ☐ potential purchaser ☐ potential lessee
 ☑ architect ☐ attorney ☐ lessee ☐ real estate agent
☐ officer of board of directors ☐ other:

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: INFANT WELFARE SOCIETY OF EVANSTON
Address: 2200 MAIN ST
City, State, Zip: EVANSTON IL 60202
Phone: Work: 847-491-9617 Home: Cell/Other: 773-901-2764
Fax: Work: Home:
E-mail: STEPHANIE@WSOE.ORG

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

Property Owner(s) Signature(s) — REQUIRED

Date

7/18/18

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature — REQUIRED

Date

7/18/2018
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

☑ (This) Completed and Signed Application Form
☑ Plat of Survey Date of Survey: 12/18/1998
☑ Project Site Plan Date of Drawings: 3/19/2018
☑ Plan or Graphic Drawings of Proposal (if needed, see notes)
☑ Non-Compliant Zoning Analysis
☐ Proof of Ownership Document Submitted: ________________
☑ Application Fee (see zoning fees) Amount $660.00 plus Deposit Fee $150

Note: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plat of Survey

(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

Site Plan

(1) One copy of site plan, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal

A Major Variance application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership

Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).

- Tax bill will not be accepted as Proof of Ownership.

Non-Compliant Zoning Analysis

This document informed you that the proposed project is non-compliant with the Zoning Code and is eligible to apply for a major variance.

Application Fee

* IMPORTANT NOTE: Except for owner-occupied residents in districts R1, R2 & R3, a separate application fee will be assessed for each variation requested.

The fee application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card.
6. PROPOSED PROJECT

A. Briefly describe the proposed project:
CONSTRUCT A 1-STORY ADDITION TO EXISTING DAY CARE CENTER OF APPROX. 650 SQUARE FEET, TO CREATE INDOOR OPEN PLAY SPACE OVER EXISTING WOOD & PLASTIC DECK AREA

B. Have you applied for a Building Permit for this project? ☒ NO ☐ YES
(Date Applied: _________________ Building Permit Application #: _______________)

REQUESTED VARIATIONS

What specific variations are you requesting? For each variation, indicate (A) the specific section of the Zoning Ordinance that identifies the requirement, (B) the requirement (minimum or maximum) from which you seek relief, and (C) the amount of the exception to this requirement you request the City to grant.
(See the Zoning Analysis Summary Sheet for your project’s Information)

<table>
<thead>
<tr>
<th>(A) Section</th>
<th>(B) Requirement to be Varied</th>
<th>(C) Requested Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.8.3.7</td>
<td>SIDE YARD FOR NON-RESIDENTIAL STRUCTURES IN R-2 IS MIN. 15 FEET</td>
<td>PROPOSED WEST SIDE (ALLEY) SETBACK OF 60.17 FEET</td>
</tr>
</tbody>
</table>

* For multiple variations, see “IMPORTANT NOTE” under “Application Fee & Transcript Deposit” on Page 2.
B. A variation's purpose is to provide relief from specified provisions of the zoning ordinance that may unduly impact property due to the property's particular peculiarity and special characteristics. What characteristics of your property prevent compliance with the Zoning Ordinance requirements?

The existing building was sited on the lot with setbacks as shown, not in compliance with current zoning code. This was the situation when the building was purchased by INSE in the early 1970's.

1. The requested variation will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining (touching or joining at any point, line, or boundary) properties.

The proposed addition is on the west side of the property, adjacent to the alley. Across the alley is a manufacturing use (ward manufacturing). The addition is only one story, and will not reduce any supply of light & air to surrounding properties.

2. The property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.

The goal of the addition is to provide indoor open play space while maintaining the size of adjacent classrooms - size of rooms dictates the maximum number of children served. It would be a great hardship for INSE and for their client families to reduce the number of students.

3. Either...

(a) the purpose of the variation is not based exclusively upon a desire to extract income from the property, or

(b) while the granting of the variation will result in additional income to the applicant and while the applicant for the variation may not have demonstrated that the application is not based exclusively upon a desire to extract additional income from the property, the Zoning Board of Appeals or the City Council, depending upon final jurisdiction under §6-3-6-2, has found that public benefits to the surrounding neighborhood and the City as a whole will be derived from approval of the variation, that include, but are not limited to any of the standards of §6-3-6-3.

INSE is a non-profit child care center. There is no wish or ability to derive or extract income due to the City's approval of the variance request.

4. The alleged difficulty or hardship has not been self-created, if so, please explain.

As stated above, the building was sited as shown, prior to purchase by INSE in the early 1970's.
5. Have other alternatives been considered, and if so, why would they not work?

A SMALLER ADDITION COMPLIANT WITH SETBACK WILL NOT PROVIDE THE NEEDED SQUARE FOOTAGE FOR THE OPEN PLAY SPACE AND WOULD NOT ALLOW NEEDED MODIFICATIONS TO AN ADJACENT CLASSROOM TO MAKE IT COMPLIANT WITH BUILDING & SAFETY CODES.

City of Evanston
DISCLOSURE STATEMENT FOR ZONING HEARINGS

(This form is required for all Major Variances and Special Use Applications)

The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made:

   Does not apply.

   JWSE-Study Unit, Graphic Office
   2000 Main Street
   Evanston, IL 60202
   (847) 491-8650

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number X above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number X above, or indicated below.
4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number _____ above, or indicated below.

Stephanie V. Mc
Phone: 547.491-9070
Cell: 773.901.2204
Email: Stephanie@IUSE.org

If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

See Attached

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

Just a 501(c)3 non-profit
With no shareholders

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.
APPLICATION STATUS: June 21, 2018

RESULTS OF ANALYSIS: Non-Compliant

Z.A. Number: 18ZONA-0103
Address: 2200 MAIN ST
Applicant: Donnalee Floeter

District: R2
Overlay: Preservation
Review: Torrence Gardner

Analysis

This application proposes (select all that apply):

- New Principal Structure
- New Accessory Structure
- Addition to Structure
- Alteration to Structure
- Retention of Structure
- Change of Use
- Retention of Use
- Plat of Resubdiv./Consol.
- Business License
- Home Occupation
- Sidewalk Cafe
- Other

Proposal Description:

Addition is triggering a special use

Zoning Analysis

Residential District Calculations

The following three sections apply to building lot coverage and impervious surface calculations in Residential Districts.

Front Porch Exception (Subtract 50%)

Pavers/Pervious Paver Exception (Subtract 20%)

Open Parking Debit (Add 200sqft/open space)

Front Porch Exception
Paver Regulatory Area

Total Eligible
Total Paver Area
# Open Required Spaces
Addtn. to Bldg Lot Cov.

Principal Use and Structure

<table>
<thead>
<tr>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE: Day Care Ctr-Child</td>
<td>Day Care Ctr-Child</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum Lot Width (LF)

| USE: Other |
| 35 | 165.97 | 165.95 |

Minimum Lot Area (SF)

| USE: Nonresidential |
| 5,000 sqft | 16597 | 16597 |

Building Lot Coverage (SF)

| (defined, including subtractions& additions): |
| 9128.35 | 5874 | 6524 |

Comments:

LF: Linear Feet    SF: Square Feet    FT: Feet

Page 1
### Impervious Surface Coverage (%)

<table>
<thead>
<tr>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>71.8202084714105%</td>
<td>11920</td>
<td>11920</td>
<td>71.8202084714105%</td>
</tr>
</tbody>
</table>

**Comments:**

**Accessory Structure**

*Rear Yard Coverage:*

- 40% of rear yard

**Gross Floor Area (SF)**

**Use:**

**Comments:**

**Height (FT)**

**Comments:**

**Front Yard(1) (FT)**

*Direction:*

**Street:**

**Comments:**

**Front Yard(2) (FT)**

*Direction:*

**Street:**

**Comments:**

**Street Side Yard (FT)**

*Direction:*

**Street:**

**Comments:**

**Interior Side Yard(1) (FT)**

*Direction:*

**Comments:**

**Interior Side Yard(2) (FT)**

*Direction:*

**Comments:**

**Rear Yard (FT)**

*Direction:*

**Comments:**

---

### ACCESSORY USE AND STRUCTURE

<table>
<thead>
<tr>
<th>Use (1)</th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
</table>

**Permitted Districts:**

**Comments:**

**Permitted Required Yard:**

**Comments:**

**Additional Standards:**

**Comments:**

**Height (FT)**

- Flat or mansard roof 14.5', ot

**Comments:**
<table>
<thead>
<tr>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance from Principal Building:</td>
<td>10.00'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Front Yard(1A) (FT)**
- Direction: 
- Street: 
- Comments: 

<table>
<thead>
<tr>
<th>Front Yard(1B) (FT)</th>
<th>Direction:</th>
<th>Street:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Street Side Yard (FT)</th>
<th>Direction:</th>
<th>Street:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>W</td>
<td>Pitner Alley</td>
<td></td>
</tr>
</tbody>
</table>

**Interior Side Yard(1A) (FT)**
- Direction: 
- Comments: 

**Interior Side Yard(1B) (FT)**
- Direction: 
- Comments: 

**Rear Yard (FT)**
- Direction: 
- Comments: 

### ACCESSORY USE AND STRUCTURE 2

<table>
<thead>
<tr>
<th>Use(2):</th>
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<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
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</thead>
<tbody>
<tr>
<td>Permitted Districts:</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Permitted Required Yard:</td>
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<td>Comments:</td>
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<td>Additional Standards:</td>
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<tr>
<td>Comments:</td>
<td></td>
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</tr>
<tr>
<td>Height (FT)</td>
<td>Flat or mansard roof 14.5', ot</td>
<td></td>
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</tr>
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<td>Distance from Principal Building:</td>
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<tr>
<td>Comments:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Front Yard(2A) (FT)**
- Direction: 
- Street: 
- Comments: 

LF: Linear Feet  SF: Square Feet  FT: Feet
<table>
<thead>
<tr>
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<tr>
<td>Comments:</td>
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<tr>
<td>Street Side Yard (FT)</td>
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<td>Street:</td>
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<td>Comments:</td>
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<tr>
<td>Interior Side Yard(2A) (FT)</td>
<td></td>
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<td>Direction:</td>
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<td>Comments:</td>
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<tr>
<td>Interior Side Yard(2B) (FT)</td>
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<td>Direction:</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Rear Yard (FT)</td>
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<td></td>
<td></td>
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<td>Direction:</td>
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<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Analysis Comments

RESULTS OF ANALYSIS

Results of Analysis: This Application is **Non-Compliant**

Site Plan & Appearance Review Committee approval is: **Not Required**

See attached comments and/or notes.

**Torrence Gardner**  7/18/2018

SIGNATURE  DATE
Lot 1 and 2 in Block 2 (except the West 50 feet of said Lots) in Traver's Subdivision of the North 1/2 of the Middle 1/2 of the North 1/2 of the Southwest 1/4 of Section 24, Township 41 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as:

2200 MAIN STREET, EVANSTON, ILLINOIS

The description on this plat was provided to us by the client, and does not guarantee accuracy, and should be compared to your Deed. Abstract or Certificate of Title. All building restrictions, building lines and measurements may or may not be shown, check your deed, abstract, or certificate of title. This plat does not contain all legal description information. This plat has been made for the use in conjunction with a mortgage loan transaction or real estate transfer and is not to be used for any improvements unless shown on plat, please consult your building inspector before making any improvements. Any discrepancy as noted is to be adjusted by deed.

All rights reserved
SITE PLAN

DonnaLee M. Floeter AIA
Architect
826 Gray Avenue
Evanston, Illinois 60202
P 847.322.7484  DonnaLeeFloeter@gmail.com

Addition for New Gross Motor Play Area
Infant Welfare Society of Evanston
2200 Main Street
Evanston, Illinois 60202
PROPOSED WEST ELEVATION

MAR 19, 2018

DonnaLee M. Floeter AIA
Architect
826 Grey Avenue
Evanston, Illinois 60202

P 847.322.7064 DonnaLeeFloeter@gmail.com

Addition for New Gross Motor Play Area
Infant Welfare Society of Evanston
2200 Main Street
Evanston, Illinois 60202
DonnaLee M. Floeter AIA
Architect
826 Grey Avenue
Evanston, Illinois 60202
P 847.322.7444  DonnaLeeFloeter@gmail.com

Addition for New Gross Motor Play Area
Infant Welfare Society of Evanston
2200 Main Street
Evanston, Illinois 60202

GESSION: THE NEW PLAY AREA

MARCH 19, 2016
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES EXCERPT
August 15, 2018


Staff Present: S. Flax, E. Golden, C. Plante

Others Present:

Presiding Member: J. Leonard

A quorum being present, Ms. Leonard called the meeting to order at 2:32 pm.

4. 2200 Main St. Recommendation to ZBA
DonnaLee Floeter, architect, submits for a special use permit to expand a Daycare Center - Child, the Infant Welfare Society of Evanston, and major zoning relief for a 6.1’ interior side yard setback where 15’ is required for a one-story addition, in the R2 Single Family Residential District.

APPLICATION PRESENTED BY: DonnaLee Floeter, architect
Steven Veck, applicant

DISCUSSION:
- S. Flax shared that the proposed project was partially funded through the City with CDBG funds.
- Space is an existing open space with a deck which will be enclosed. No change to impervious surface coverage.
- Indoor classroom space to be expanded to include required emergency egress.
- No additional children or staff members proposed.
- G. Gerdes requested to make condition to ensure signage is compliant.
- J. Leonard asked if this building would still need additional parking.
- Applicant replied no. Staff confirmed that no additional parking needed due to no increase in staff or children.
- L. Biggs asked if they are worried about losing two parking spaces off of the adjacent alley due to possible traffic flow issues in and out of the lot.
- Applicant replied no, due to most staff currently using on-street parking in the area.
- J. Leonard request info on how they will handle future parking due to the loss of two parking spaces off of the adjacent alley.
- Applicant stated they encourage staff not to park in the lot at drop off and pick-up times.
- Applicant cited they are directly addressing the needs of education equity for the better interest of Evanston and this addition allows that for them.

L. Biggs made a motion for a positive recommendation to ZBA on the condition of off-street parking plan and signage needing to be compliant, seconded by G. Gerdes.

The Committee voted, 10-0 for a positive recommendation to ZBA on the condition of off-street parking plan and signage needing to be compliant.
348 Custer Avenue
18ZMJV-0060

ZBA Recommending Body
MEMORANDUM

To: Members of the Zoning Board of Appeals

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

Subject: 348 Custer Avenue - ZBA CASE 18ZMJV-0060
ZBA is Recommending Body, City Council is Determining Body

Date: August 23, 2018

Notice - Published in the August 2, 2018, Evanston Review
Graciela Lopez, property owner, applies for major zoning relief to convert an existing 2-flat to a 3-dwelling unit, multi-family dwelling in the R5 General Residential District. The applicant requests a lot area of 3,993 sf (existing) where 4,500 sf is required (Zoning Code Section 6-8-7-4-D), a lot width of 33’ (existing) where 50’ is required (Zoning Code Section 6-8-7-5-D), and to provide 3 off-street parking spaces (existing) where 4 are required (Zoning Code Section 6-16-3-5, Table 16-B) for a 3-dwelling unit, multifamily dwelling.

Recommendation
City staff and DAPR recommend approval.

Site Background
348 Custer Avenue is located on the west side of Custer Avenue at Hull Terrace. The property features a 2-flat residential structure with a 2-car detached garage and an open parking pad next to the garage. The garage and open parking are adjacent to and accessible from the alley.

Zoning: R5 General Residential District

Surrounding zoning and land uses:

North: R5 General Residential District - 2-flat
East: R5 General Residential District - multi-family residential dwellings, 3+ units
South: R5 General Residential District - 2-flat
West: R5 General Residential District - multi-family residential dwellings, 3-4 units

Property size: 3,993 square feet
33’ wide
Proposal
The applicant proposes to remodel the basement to include a 1-bedroom dwelling unit, converting the existing 2-flat to a 3-unit, multiple family residential structure. A new window well is required and is shown on the building plan to provide egress from the new bedroom. The plan does not include any changes to the footprint or bulk of the principal structure, nor does the plan include other changes to the existing improvements on the property.

The existing 2 dwelling units each have 2 bedrooms, the additional dwelling will have one bedroom, for a total of 5 bedrooms proposed.

The remaining basement area will include storage and mechanical rooms.

The zoning ordinance does not regulate the location or setbacks for window wells, however, a 1’ setback is typically requested on plans per the Fire Department, and a 1’ setback is provided from the north property line.

In the R5 zoning district, multiple family dwellings are permitted. The zoning ordinance defines multiple family dwellings as a detached residential building containing 3 or more dwelling units.

Minimum required lot size and lot widths differ depending on the use.

The additional dwelling unit requires an additional off-street parking space. Currently, there are 3 off-street parking spaces, 2 located within the detached garage and a third space is an open parking pad. The property is in close proximity to the South Boulevard CTA Purple Line Stop and CTA bus routes along Chicago Avenue, Ridge Avenue and Howard Street, so that trips by vehicle are not necessary.

The table below notes the minimum requirements and what is proposed (existing conditions).

<table>
<thead>
<tr>
<th>R5 General Residential District</th>
<th>Standard</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two-family attached</td>
<td>Multi-family - 3 units</td>
</tr>
<tr>
<td>Lot Size</td>
<td>5,000 sf (2,500 per dwelling)</td>
<td>4,500 sf (1,500 sf per dwelling for first 4 dwelling units)</td>
</tr>
<tr>
<td>Lot Width</td>
<td>35’</td>
<td>50’</td>
</tr>
<tr>
<td>Parking</td>
<td>3</td>
<td>4 1-bedroom units = 1.25 per dwelling 2-bedroom units = 1.5 per dwelling (2-BR: 1.5)*2 + (1BR: 1.25) = 4.3</td>
</tr>
</tbody>
</table>
While surrounding properties to the north, south and west all have similar lot sizes and lot widths, structures along Custer Avenue are 2-flats, structures along Sherman Avenue to the west contain between 2-4 dwelling units.

**Ordinances Identified for Requested Relief**

<table>
<thead>
<tr>
<th>Ordinance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8-7-4-D</td>
<td>R5 General Residential District - Lot size</td>
</tr>
<tr>
<td>6-8-7-5-D</td>
<td>R5 General Residential District - Lot width</td>
</tr>
<tr>
<td>6-16-3-5 &amp; Table 16-B</td>
<td>Off-Street Parking Requirements - Number of off-street parking spaces required</td>
</tr>
</tbody>
</table>

**Design and Project Review Committee (DAPR) Discussion and Recommendation**

At the August 15, 2018, DAPR meeting, DAPR recommended approval of the requested variations. Draft meeting minutes excerpt attached.

**Variation Standards**

For a variation to be recommended for approval, the ZBA must find that the proposed variation:

1. Will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties:
   The surrounding area is a mix of 2-4 unit residential structures, an additional 1-bedroom dwelling will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties. Furthermore, an additional off-street or on-street parking space is not necessary since the area is in close proximity to public transit.

2. Is in keeping with the intent of the zoning ordinance:
   The additional dwelling provides additional income which helps to conserve and enhance the taxable value of land and buildings throughout the City.

3. Has a hardship or practical difficulty that is peculiar to the property:
   The lot size and width are existing and cannot be altered without impacting adjacent properties. Providing an additional off-street parking space would further intensify the use of the property by requiring the garage to be enlarged or enlarging the open parking pad, likely triggering other zoning issues.

4. Property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience:
   The lot size and width are existing and cannot be altered without impacting adjacent properties. Providing an additional off-street parking space would further intensify the use of the property by requiring the garage to be enlarged or enlarging the open parking pad, likely triggering other zoning issues.

5. Is not based exclusively upon a desire to extract additional income from the property or public benefit to the whole will be derived:
   The additional dwelling unit is intended to provide additional income to assist in caring for an adult son who needs assistance and housing affordability for the applicant.

6. Does not have a hardship or practical difficulty that was created by any person having an interest in the property:
   The property was platted at its size and width prior to the current ownership.

7. Is limited to the minimum change necessary to alleviate the particular hardship or practical difficulty:
The property owner proposes to utilize an existing basement space within the existing building, which is the minimum change necessary.

Attachments
Variation Application – submitted June 25, 2018
Zoning Analysis
Plat of Survey
Plan – Received June 25, 2018
Street View of Property
Aerial View of Property
Zoning Map of Property
DAPR Meeting Minutes Excerpt – August 15, 2018
MAJOR VARIATION
APPLICATION
CASE #: 18 ZMV - 0060

1. PROPERTY

Address: 348 Custer Ave.  EVANSTON, IL 60202
Permanent Identification Number(s):
PIN 1: 111-30-110-02-2-0000 PIN 2: 
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: Graciela Lopez
Organization:
Address: 348 Custer Ave.
City, State, Zip: EVANSTON, IL 60202
Phone: Work: Home: Cell/Other: (847) 644 - 1393
Fax: Work: Home:
E-mail: GracielaLopez@SBCglobal.net

What is the relationship of the applicant to the property owner?

- [ ] same
- [ ] architect
- [ ] builder/contractor
- [ ] potential purchaser
- [ ] real estate agent
- [ ] attorney
- [ ] lessee
- [ ] officer of board of directors
- [ ] other:

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: SAME
Address:
City, State, Zip: 
Phone: Work: Home: Cell/Other:
Fax: Work: Home:
E-mail: 

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

[Signature] 5/29/18

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

[Signature] 5/29/18
6. PROPOSED PROJECT

A. Briefly describe the proposed project:

CONVERT EXISTING BASEMENT TO A DWELLING UNIT (ONE BEDROOM) FOR A TOTAL OF 3 DWELLING UNITS (MULTI-FAMILY BUILDING)

B. Have you applied for a Building Permit for this project? □ NO □ YES

(Date Applied: 2/10/2018 Building Permit Application #: 19INTC-0044)

REQUESTED VARIATIONS

What specific variations are you requesting? For each variation, indicate (A) the specific section of the Zoning Ordinance that identifies the requirement, (B) the requirement (minimum or maximum) from which you seek relief, and (C) the amount of the exception to this requirement you request the City to grant.
(See the Zoning Analysis Summary Sheet for your project’s information)

<table>
<thead>
<tr>
<th>(A) Section</th>
<th>(B) Requirement to be Varied</th>
<th>(C) Requested Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ex. “6-8-3-4”)</td>
<td>(ex. “requires a minimum front yard setback of 27 feet”)</td>
<td></td>
</tr>
</tbody>
</table>

1. 6.8.7.4.d

In the R-5 zoning district the min. req. lot size for a dwelling multi-family is 1,500 sf per dwelling

\[
\frac{1,500 \text{ sf}}{3} = 500 \text{ sf}
\]

Proposed Existing Approximate 4,000 sqft

* For multiple variations, see “IMPORTANT NOTE” under “Application Fee & Transcript Deposit” on Page 2.

2. 6.8.7.5.d

Min. req. lot width for a multi-family dwelling is 50’

3. 6.16.3.5

Table 16.8

400 sq. ft. parking spaces req.

3 exist, proposed

Page 3 of 6
B. A variation's purpose is to provide relief from specified provisions of the zoning ordinance that may unduly impact property due to the property's particular peculiarity and special characteristics. What characteristics of your property prevent compliance with the Zoning Ordinance requirements?

1. The requested variation will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining (touching or joining at any point, line, or boundary) properties.

2. The property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.

3. Either...
   
   (a) the purpose of the variation is not based exclusively upon a desire to extract income from the property, or
   
   (b) while the granting of the variation will result in additional income to the applicant and while the applicant for the variation may not have demonstrated that the application is not based exclusively upon a desire to extract additional income from the property, the Zoning Board of Appeals or the City Council, depending upon final jurisdiction under §6-3-8-2, has found that public benefits to the surrounding neighborhood and the City as a whole will be derived from approval of the variation, that include, but are not limited to any of the standards of §6-3-6-3.

4. The alleged difficulty or hardship has not been self-created, if so, please explain.

   \( \square \)
5. Have other alternatives been considered, and if so, why would they not work?

No. Existing lot site

---

City of Evanston

DISCLOSURE STATEMENT FOR ZONING HEARINGS

(This form is required for all Major Variances and Special Use Applications)

The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made:

   **Does not apply.**

   N/A

---

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number 1 above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

   **Owner:** None in BLP

   N/A

---

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number 1 above, or indicated below.

   N/A
4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number ___ above, or indicated below.

| N/A |

---

**If Applicant or Proposed Land User is a Corporation**

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

| N/A |

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3\% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

| N.A |

---

**If Applicant or Proposed Land User is not a Corporation**

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.

| N.A |
June 25th, 2018

To whom it may concern:

I am 64 years old and have lived in Evanston for 30 years. I really enjoy being part of an active community.

Evanston is a community that tries to help its population through organizations. I admire the foundations with so many volunteers to help others just out of their goodness of their hearts.

I had the opportunity to be a member of the XV Evanston Foundation and the president of the Two way Immersion Program when my son was in grammar school.

My son was diagnosed with a mental illness and is not fully functional. So, at his 21 years old he is still dependent on me.

I am already a senior citizen and will be retiring in a couple years I am afraid not been able to help him much longer and not able to afford to live in Evanston.

On Nov.5h, 2017 there was a fire in the basement of the two apartment building where I live.

There was damaged to the electrical system and the walls.

I had the place cleaned and when the city inspectors came to check, they suggested to get it remodeled and apply for a legal apartment license. They pointed out that there was a big space, had the right ceiling height, right windows, and two exit doors. Since, I had to spend money to get apartment repair anyways.

There is a need for apartments in this area and I think that by having a small apartment in the basement we can provide a service and at the same time my son and I could remain as being part of this great community.

Thank you for considering my petition to a varance.

Graciela Lopez

348 Custer Ave.

Evanston, IL. 60202

847 644 1393
Zoning Analysis
Summary

Case Number: 18ZONA-0023  Case Status/Determination: Non-Compliant

Proposal:
CONVERT BASEMENT INTO DWELLING UNIT, FOR A TOTAL OF A 3-UNIT MULTI-FAMILY BUILDING
EXISTING STRUCTURE IS 2-FLAT

Site Information:

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Zoning District</th>
<th>Overlay District</th>
<th>Preservation District</th>
</tr>
</thead>
<tbody>
<tr>
<td>348 CUSTER AVE</td>
<td>R5</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Applicant: Graciela Lopez  Signature  7-19-18
Phone Number:  Date

Zoning Section

Comments

SEE FOLLOWING PAGE FOR SUMMARY COMMENTS.

Recommendation(s):

Click on the link(s) below to access online application(s)
### Zoning Analysis

#### Summary

**Case Number:** 18ZONA-0023 – 348 Custer Avenue  
**Case Status/Determination:** NON-COMPLIANT

---

#### Proposal:

CONVERT BASEMENT INTO DWELLING UNIT, FOR A TOTAL OF 3-UNIT MULTI-FAMILY BUILDING  
(EXISTING STRUCTURE IS 2-FLAT)

---

#### Zoning Section:  

<table>
<thead>
<tr>
<th>Zoning Section</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 6-8-7-4-D      | Non-compliant:  
The minimum required lot size for a multi-family dwelling is 1,500 sf per dwelling, 4,500 sf required; 3993 sf proposed.  
1500 * 3 = 4500 |
| 6-8-7-5-D      | Non-compliant:  
The minimum required lot width for a multi-family dwelling is 50'; 33' proposed. |
| 6-16-3-5, Table 16-B | Non-compliant:  
At least 4 off-street parking spaces are required, 3 proposed.  
Standard:  
1-bedroom units = 1.25 spaces per dwelling  
2-bedroom units = 1.5 spaces per dwelling  
1 1-bedroom unit * 1.25 + 2 2-bedroom units * 1.5 = 4  
While multi-family dwellings are permitted in the R5 zoning district, minimum lot size, lot width and parking requirements apply. |
| 6-3-8-2-C      | Approval of a major variation is required, with the City Council making the final decision due to the parking variation.  
Requesting variations to reduce the required lot size, lot width and number of off-street parking spaces for a 3-unit building would be a challenge, the hardship must be identified.  
Variations may or may not be approved. |
City of Evanston
ZONING ANALYSIS REVIEW SHEET

APPLICATION STATUS: February 20, 2018

Z.A. Number: 18ZONA-0023
Address: 348 CUSTER AVE
Applicant: Graciela Lopez

Purpose: Zoning Analysis with Bld Permit App
District: R5
Overlay: None
Preservation District:
Reviewer: Michael Griffith

THIS APPLICATION PROPOSES (select all that apply):
- New Principal Structure
- New Accessory Structure
- Addition to Structure
- Alteration to Structure
- Sidewalk Cafe
- Retention of Use
- Plat of Resubdiv./Consol.
- Business License
- Home Occupation

ANALYSIS BASED ON:
- Plans Dated: RECEIVED: 02-06-18
- Prepared By: NOT INDICATED
- Survey Dated: 06-19-18
- Existing Improvements: 2-FLAT, DET-GARAGE & OPEN PARKING PAD

Proposal Description:
CONVERT BASEMENT INTO DWELLING UNIT, FOR A TOTAL OF A 3-UNIT MULTI-FAMILY BUILDING
EXISTING STRUCTURE IS 2-FLAT

ZONING ANALYSIS

FRONT YARDS

Section 6-4-1-R(A)3 - For R, T, or U District proposals, does 50% or more of the block frontage have a setback of more than 27 feet?
Section 6-4-1-R(A)4a - Does an abutting lot have less than the required front yard setback of the zoning district?
Section 6-4-1-R(A)4b - Is the subject property located between an improved lot and a vacant lot? Or is the subject property a corner lot?

RESIDENTIAL DISTRICT CALCULATIONS

The following three sections apply to building lot coverage and impervious surface calculations in Residential Districts.

Front Porch Exception (Subtract 50%)
Total Eligible
Front
Front Porch
Regulatory Area

Pavers/PerVIOUS Paver Exception (Subtract 20%)
Total Paver Area
Paver Regulatory Area

Open Parking Debit (Add 200sq/Top Open space)
# Open Required Spaces
Addtn. to Bldg Lot Cov.

PRINCIPAL USE AND STRUCTURE

USE: Dwelling - 2F
Existing 2F
Proposed Dwelling - MF
Determination Compliant

Minimum Lot Width (LF)
50
33.0
13.0

Comments: Non-Compliant

Minimum Lot Area (SF)
4500
3993.0
3993.0

USE: Multi Family

Comments: Non-Compliant

MIN REQ LOT AREA: 1500 SQ FT PER DWELLING UNIT: 3 * 1500 = 4500

Dwelling Units:
2
3

Comments:

Roaming Units:

Comments:
<table>
<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
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<td>Building Lot Coverage</td>
<td>1706.9</td>
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<td>(SF) (defined, including subtractions &amp; additions)</td>
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<tr>
<td>Comments: INCLUES 1 OPEN PARKING SPACE, REQ SPACE</td>
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<tr>
<td>Accessory Structure Rear Yard Coverage:</td>
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<td>25.0</td>
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### ACCESSORY USE AND STRUCTURE

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**Notes:**
- SF: Square Feet
- FT: Feet
- LF: Linear Feet
### Additional Standards:

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**Front Yard (1A) (FT)**
- **Direction:** E
- **Street:**
- **Comments:**

**Front Yard (1B) (FT)**
- **Direction:**
- **Street:**
- **Comments:**

**Street Side Yard (FT)**
- **Direction:**
- **Street:**
- **Comments:**

**Interior Side Yard (1A) (FT)**
- **Direction:** N
- **Comments:**

**Interior Side Yard (1B) (FT)**
- **Direction:** S
- **Comments:**

**Rear Yard (FT)**
- **Direction:** W
- **Comments:**

### PARKING REQUIREMENTS

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<tr>
<th>Use(1): Multi-family (Res District)</th>
<th>Standard</th>
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<th>Determination</th>
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<tr>
<td>1-BR = 1.25, 2-BR = 1.5</td>
<td>3</td>
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**Comments:** 2 2-BR UNITS + 1 1-BR UNIT = 4 SPACES REQUIRED

**Use(2):**

**Comments:**

**Use(3):**

**Comments:**

**TOTAL REQUIRED:**
- **Comments:** 2'1.5 + 1'1.25 = 4.3.4

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<th>LF Linear Feet</th>
<th>SF Square Feet</th>
<th>FT Feet</th>
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<tr>
<td>Handicap Parking Spaces:</td>
<td>Standard</td>
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<th>Vertical Clearance (LF)</th>
<th>7&quot;</th>
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<td>Depth(D) (FT)</td>
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<td>Aisle(A) (FT)</td>
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<td>Module (FT)</td>
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**COMMENTS AND/OR NOTES**

**Analysis Comments**

**RESULTS OF ANALYSIS**

Results of Analysis: This Application is Non-Compliant

Site Plan & Appearance Review Committee approval is:

See attached comments and/or notes.

Signature: [Signature] Date: 7-14-18
A BASEMENT REMODEL FOR THE
LOPEZ RESIDENCE
(INTERIOR WORK ONLY)

OWNER:
GRACIELA LOPEZ
348 CUSTER AVE.
Evanston, IL
60202

CELL: (847)644-1393
gracielalopez@sbcglobal.net

<table>
<thead>
<tr>
<th>ZONING AND BUILDING CODE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING CODE: 2012 INTERNATIONAL BUILDING CODE</td>
</tr>
<tr>
<td>MECHANICAL CODE: 2012 INTERNATIONAL MECHANICAL CODE</td>
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<tr>
<td>PLUMBING CODE: 2012 INTERNATIONAL PLUMBING CODE</td>
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<td>ELECTRICAL CODE: 2011 NATIONAL ELECTRICAL CODE</td>
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<tr>
<td>ENERGY CODE: 2015 INTERNATIONAL ENERGY CONSERVATION CODE</td>
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<td>MOST RESTRICTIVE OF:</td>
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<td>ACCESSIBILITY CODE: ILLINOIS ACCESSIBILITY, ICC/ANSI A117.1-04, AND ADAAG</td>
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<td>PLUMBING CODE: ILLINOIS PLUMBING CODE</td>
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<tr>
<td>SAFETY CODE: NFPA 101-LIFE</td>
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<td>REFERENCE STANDARDS &amp; LOCAL CODE AMENDMENTS</td>
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<table>
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<tr>
<th>VENTILATION SCHEDULE</th>
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<tbody>
<tr>
<td>ROOM NAME</td>
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<tr>
<td></td>
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<tr>
<td>NEW LIVING ROOM, DINING ROOM &amp; KITCHEN</td>
</tr>
<tr>
<td>NEW BEDROOM</td>
</tr>
</tbody>
</table>
NEW EGRESS WINDOW CLEAR OPENING TO BE 5.1 SQ. FT. OR MORE & MOUNTED NO GREATER THAN 44" A.F.P.

- WINDOW WELL TO BE 3'-0" BY 3'-0" + WINDOW WELL COVER
  - LADDER IS REQUIRED WHEN DEPTH IS GREATER THAN 44"
  - WELL DRAIN SYSTEM REQUIRED OR VILLAGE APPROVED ALTERNATE SYSTEM (CONTRACTOR TO DISCUSS OPTIONS W/VILLAGE INSPECTOR)

NEW DINING RM
NEW FLOOR TILE
EX. STL. COLUMN  DRYWALL WRAPPED
EX. SOFFITS NO WORK
NEW MICROHOOD
NEW GAS RANGE
NEW KITCHEN
NEW FLOOR TILE
RELOCATE PLUMBING SINK
EX. FLOOR DRAIN
NEW CLOSET
NEW HALLWAYS
NEW FLOOR TILE
EX. BATH 1
CERAMIC FLOOR TILE - NO WORK -
EX. VENTED FLOOR DRAIN TO REMAIN AS REQUIRED FOR MECHANICAL ROOM
EX. ENLARGED MECH. RM
CONCRETE FLOOR
EX. POWDER RM
NEW 3'-0" X 6'-8"
LOUVER DOOR AT MECHANICAL ROOM
NEW BASEMENT FLOOR PLAN
1/4"=1'-0"
NEW THERMOSTAT FOR SINGLE ZONE DUCTLESS HEATING COOLING SYSTEM

NEW MICRO/OFFICE & RANGE NOTES:
- New hood exhaust vent through back wall to exterior termination cap
- Install gas range & follow manufacturer instructions for combustible clearances

KITCHEN OUTLETS SPACING:
At kitchen countertops, receptacle outlets shall be installed so that no point along the wall line is more than 24" measured horizontally from a receptacle outlet in that space. Countertop spaces separated by range tops, sinks or refrigerators are separate spaces.

NEW ELECTRICAL NOTES:
- All new 120V, 15 and 20 amp branch circuits to have arc-fault protection except bathrooms and unfinished basement
- All receptacles to be tamper resistant
- Replacement receptacles shall meet the requirements for arc-fault, gfi, and tamper resistant protection
- Ground wires required for receptacles
- Non-metallic-sheathed cable (e.g., NM, NMC, NMS or ROMEX) is not permitted in the city of Evanston

NEW OUTDOOR INVERTER COMPRESSOR & DISCONNECT (USE WALL MOUNT BRACKETS)

NEW CEILING ELEC. FIXTURES:
At all new ceiling electrical boxes, provide & install NH fire barrier moldable putty pads or better for firestopping at penetration purposes (see attached cut-sheets)
SANITARY LINE DIAGRAM

SOLUTION LINE DIAGRAM

NOTES:
- The water distribution of hot and cold piping shall be sized according to the route of the pipe. The load of each fixture relative to those fixtures adjacent to each other on the system and the requirements of the code.
- All valves for kitchen or for bathroom/showers combinations shall be listed and approved for use in the area.
- Automatic temperature or pressure relief valves shall be located in the system. Each valve shall be set for a maximum temperature not to exceed one hundred fifty degrees Fahrenheit (150°F) at the time of installation. A base temperature of 120°F or higher shall be permitted from the water heater to provide a differential to confirm the mixing valve has been properly adjusted to the lower temperature.

<table>
<thead>
<tr>
<th>Fixture Type</th>
<th>Existing Pipe</th>
<th>Proposed Pipe</th>
<th>Total # of Fixtures</th>
<th>Water Supply Fixtures Units</th>
<th>Total</th>
<th>Max Pipe Size (in)</th>
<th>Min. Size of Pipe (in)</th>
<th>Muni. May Require an Upgrade Based on Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishwasher</td>
<td>2</td>
<td>O</td>
<td>2</td>
<td>4</td>
<td>1/2</td>
<td>2</td>
<td>2</td>
<td>WFSE</td>
</tr>
<tr>
<td>Shower</td>
<td>2</td>
<td>O</td>
<td>2</td>
<td>4</td>
<td>1/2</td>
<td>2</td>
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<td>WFSE</td>
</tr>
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<td>Laundry</td>
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<td>O</td>
<td>2</td>
<td>4</td>
<td>1/2</td>
<td>2</td>
<td>2</td>
<td>WFSE</td>
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<td>O</td>
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<td>4</td>
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<td>Water Closet</td>
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<td>4</td>
<td>4</td>
<td>3/4</td>
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<tr>
<td>Total # of Flow</td>
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<td>50</td>
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<td>WFSE</td>
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Notes:
1. WFSE is based on American Plumbing Code Section IOP-Appendix A
2. Minimum Size of traps is listed in American Plumbing Code Section IOP-Appendix A
3. Each shower with a 1/2" drain will have a 1/2" size pipe.
4. Each water closet will be served by a trap. The diameter of the trap is equal to the diameter of the pipe.
This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES EXCERPT
August 15, 2018


Staff Present: S. Flax, E. Golden, C. Plante

Others Present:

Presiding Member: J. Leonard

A quorum being present, Ms. Leonard called the meeting to order at 2:32 pm.

348 Custer Ave. Recommendation to ZBA
Graciela Lopez, property owner, submits for major zoning relief for a lot area of 3,993 sf (existing) where 4,500 sf is required, a lot width of 33’ (existing) where 50’ is required, and to provide 3 off-street parking spaces (existing) where 4 are required, in order to convert an existing 2-flat to a 3-unit multi-family dwelling in the R5 General Residential District.

APPLICATION PRESENTED BY: Graciela Lopez, applicant

DISCUSSION:

- Previous fire in basement lead to needed renovation of the space; decided to create new dwelling unit.
- 3 parking spaces in the rear of the property.
- G. Gerdes cited still not having any responses from some previous building plan reviews. Applicant said those comments have been addressed.
- J. Nelson cited a 1” water service going to the building but only with a ⅝” tap thus a modification needed. A 30 WSFU Count should have a 1” tap. J. Nelson would like to see a final fixture count.

K. Jensen made a motion for a positive recommendation to ZBA, seconded by G. Gerdes.

The Committee voted, 10-0, to make a positive recommendation to ZBA.
1943 Sherman Ave.
18ZMJV-0073

ZBA Recommending Body
MEMORANDUM

To: Members of the Zoning Board of Appeals

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

Subject: 1943 Sherman Ave. - ZBA 18ZMJV-0073
          ZBA Recommending Body
          City Council Determining Body

Date: August 23, 2018

Notice - Published in the August 2, 2018 Evanston Review

Angie Radman, property owner, applies for major zoning relief to convert a single family residence to a 3-unit multiple family residence in the R5 General Residential District. The applicant requests a 22’ rear yard setback for a three-story stair (yard obstruction) where 22.5’ is required (Zoning Code Section 6-4-1-9), and an increase of zero additional parking spaces where 3 additional parking spaces are required, for a total of 1 parking space on-site where 5 parking spaces are required for a 3-unit multiple family residence (Zoning Code Section 6-16-3-5 Table 16-B). The Zoning Board of Appeals is the recommending body, and the City Council is the determining body for this case.

Recommendation
City staff and DAPR recommend approval of major zoning relief to convert a single family residence to a 3-unit multiple family residence in the R5 General Residential District, subject to the submittal of a written list of exterior improvements that will be made to the property. The applicant has complied with all other zoning requirements and meets all of the standards for major variations for this district.

Site Background
1943 Sherman Ave. is located on the east side of Sherman Ave. between Foster St. and Emerson St. The property is located in the R5 General Residential District, and is surrounded by the following:

North: R5 General Residential District
East:  R4a General Residential District
South: R5 General Residential District
West:  R5 General Residential District
The property features a single family residence and is surrounded by a mixture of single family, two-family, and multiple-family residences.

**Property History**
The property has been cited for zoning violations in the past for more than 3 unrelated occupants, as well as property standards violations for the exterior condition of the building. The property owner stated a financial hardship in repairing the building with only 3 occupants allowed, and therefore proceeded with a request to convert the building into a 3-unit multiple family residence.

The applicant then applied for major zoning relief for the rear stair setback, and for drive-aisle width for parking. The proposal included paving the majority of the rear yard to add three parking spaces. The case proceeded to the DAPR Committee, where multiple neighbors voiced concerns about the amount of pavement proposed in the rear yard that abuts adjacent properties (no alley access), and instead encouraged the property owner to revise the plan and variations with no new parking added.

**Proposal**
The applicant proposes to convert a single-family residence to a 3-unit multiple family residence with two 2-bedroom units and one 3-bedroom unit in the R5 General Residential District with no additional parking, and with a 3-story rear egress stair with a 22’ rear yard setback where 22.5’ is required. The property currently features a 29’ long driveway in the front yard that features one legally nonconforming parking space, which will remain (noted
as 2 parking spaces on the site plan, but without the required parking stall size to fit 2 vehicles without extending into the right-of-way). There is some street parking available in the area, and there is a bus stop on the block.

Neighbors and staff feel the overwhelming concern with the property is the exterior condition and its impact on surrounding properties. Although the applicant’s request will extract additional income from the property, it will allow the property owner to reinvest in the property and repair the structure, which will have a positive impact on surrounding properties. The DAPR Committee requested a list of proposed exterior modifications that will be made to the property if the zoning relief is approved.

The applicant also requests a rear yard setback variation for a 3-story egress stair, which is a required exit for multiple family residences. The stair is the minimum size necessary to meet building codes, but extends 6 inches into the required rear setback.

The applicant revised the proposal from the initial application based on feedback provided by the DAPR Committee and concerned neighbors, and started the variation process over with a new application for zoning relief. City staff is aware of multiple objections to the original proposal that is no longer under consideration, as well as concern over the dilapidated condition of the structure. However, staff is not aware of any objections to the current proposal that maintains a landscaped rear yard.

Ordinances Identified for Requested Relief

6-4-1-9 Yards

6-4-1-9-B: Permitted Obstructions in Required Yards: 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...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...

6-16-3-5 Table 16B Schedule of Minimum Off Street Parking Requirements
Multiple Family Dwellings – TOD Parking: .55 spaces per bedroom

Comprehensive Plan:
The Evanston Comprehensive General Plan recognizes the importance of improving and preserving neighborhood quality of life and character through assistance to individual owners and corrective action toward properties. The Comprehensive Plan specifically includes:

Objective: Recognize the effect of housing on the quality of neighborhoods.

Policy: Target corrective action toward properties that are negatively affecting surrounding neighborhoods.

Objective: Address poor housing conditions which detract from neighborhood quality of life.

Policy: Maintain high property standards and assist in rehabilitation when possible.

Policy: Support individual owners and neighborhood-based organizations engaged in efforts aimed at improving Evanston's housing stock.

Design and Project Review Committee (DAPR) Discussion and Recommendation
August 15, 2018 – The DAPR Committee found the proposed zoning relief an acceptable means to rectify the occupancy and property standards violations. Members noted as a multiple family residence, the building will need an upgraded water service and sprinklers throughout the structure. Neighbors in attendance confirmed they are comfortable with the request for zero additional parking spaces, but are concerned with the condition of the property.

Recommendation: Unanimous recommendation for approval with the condition that written details of the exterior improvements that will be made to the structure be provided.

Variation Standards
For a variation to be recommended for approval, the ZBA must find that the proposed variation:

1. Will not have a substantial adverse impact on the use, enjoyment or property values of adjoining properties: The property is located in a multiple family residential area that features a variety of housing stock and density. The additional income created by the increased density will allow the property owner to reinvest in the maintenance and upkeep of the building’s exterior, which will positively affect adjoining properties.

2. Is in keeping with the intent of the zoning ordinance: The property features a lot size and width adequate for a 3-family residence and the additionally required parking. However, the impact of the additional parking is not preferable to the neighborhood and is therefore a reasonable request for zoning relief.
3. Has a hardship or practical difficulty that is peculiar to the property: The property does not feature alley access, which makes it impossible to establish all required parking and adequate drive-aisles/ turnaround areas while also maintaining a reasonable amount of lawn or landscaping in the rear yard to buffer neighboring properties.

4. Property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience: Without the requested zoning relief, the property does not feature cash flow effective enough to rectify the existing violations and maintenance issues.

5. Is not based exclusively upon a desire to extract additional income from the property or public benefit to the whole will be derived: Additional income will be extracted from the property, but a public benefit will be derived when the exterior of the building is repaired and no longer an eyesore to neighbors.

6. Does not have a hardship or practical difficulty that was created by any person having an interest in the property: The property was initially established as a large single family residence 118 years ago, and features more bedrooms than 3 unrelated occupants are able to use.

7. Is limited to the minimum change necessary to alleviate the particular hardship or practical difficulty: The applicant revised the proposal based on staff and neighbor comments to apply for zoning relief that has the least impact on adjacent properties while still addressing the economic hardship of the property that has led to its current dilapidated state.

Attachments
Variation Application – submitted April 18, 2018
Zoning Analysis
Plat of Survey
Site Plans & Elevations
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Draft Meeting Minutes Excerpt – August 15, 2018
DAPR Meeting Minutes Excerpt – May 9, 2018 (previous proposal; withdrawn)
MAJOR VARIATION
APPLICATION
CASE # 17ZON - 0219

1. PROPERTY

Address
Permanent Identification Number(s):
PIN 1: 111-18-112-02-0000 PIN 2: ____________
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: Angie Radman by Attorney C. Shawn Jones
Organization: Law offices of C. Shawn Jones
Address: 708 Church St., Ste 235
City, State, Zip: Evanston, IL 60201
Phone: Work: 347-475-1070 Home: Cell/Other: 773-290-3368
Fax: Work: 347-739-7248 Home:
E-mail: jones@lawevanston.com

What is the relationship of the applicant to the property owner?

☐ same ☐ builder/contractor ☐ potential purchaser ☐ potential lessee
☐ architect ☐ attorney ☐ lessee ☐ real estate agent
☐ officer of board of directors ☐ other:

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: Angie Radman
Address: 803 S. New England Ave.
City, State, Zip: Burbank, IL 60459
Phone: Work: Home: 708-518-4751 Cell/Other:
Fax: Work: Home:
E-mail:

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

Property Owner(s) Signature(s) -- REQUIRED Date

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

[Signature] REQUIRED Date 7/13/18

Page 1 of 6
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application: Alreday Submitted.

☐ (This) Completed and Signed Application Form
☐ Plat of Survey Date of Survey: ______________________
☐ Project Site Plan Date of Drawings: ______________________
☐ Plan or Graphic Drawings of Proposal (if needed, see notes)
☐ Non-Compliant Zoning Analysis
☐ Proof of Ownership Document Submitted: _________________
☐ Application Fee (see zoning fees) Amount $__________ plus Deposit Fee $150

Note: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plat of Survey

(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

Site Plan

(1) One copy of site plan, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal

A Major Variance application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership

Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).

- Tax bill will not be accepted as Proof of Ownership.

Non-Compliant Zoning Analysis

This document informed you that the proposed project is non-compliant with the Zoning Code and is eligible to apply for a major variance.

Application Fee

* IMPORTANT NOTE: Except for owner-occupied residents in districts R1, R2 & R3, a separate application fee will be assessed for each variation requested.

The fee application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card.
6. PROPOSED PROJECT

A. Briefly describe the proposed project:

AMENDED: Parking behind the building removed. Existing parking pad up front to remain.

B. Have you applied for a Building Permit for this project?  □ NO □ YES

(Date Applied: _____________________ Building Permit Application #: _____________________)

REQUESTED VARIATIONS

What specific variations are you requesting? For each variation, indicate (A) the specific section of the Zoning Ordinance that identifies the requirement, (B) the requirement (minimum or maximum) from which you seek relief, and (C) the amount of the exception to this requirement you request the City to grant. (See the Zoning Analysis Summary Sheet for your project’s information)

<table>
<thead>
<tr>
<th>(A) Section (ex. “6-8-3-4”)</th>
<th>(B) Requirement to be Varied (ex. “requires a minimum front yard setback of 27 feet”)</th>
<th>(C) Requested Variation (ex. “a front yard setback of 25.25 feet”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-3-8.2</td>
<td>Parking - 5 spaces required but only two are present</td>
<td>Existing parking only to remain. Two spaces only per neighbor request.</td>
</tr>
</tbody>
</table>

* For multiple variations, see “IMPORTANT NOTE” under “Application Fee & Transcript Deposit” on Page 2.

2

6-4-1-9

Row yard setback for deck stairs - Minimum setback from the rear property line of 27.5’ required; 22’ provided!

A rear yard setback of 22’ rather than 27.5!

3

<p>| | | |</p>
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<thead>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>
B. A variation’s purpose is to provide relief from specified provisions of the zoning ordinance that may unduly impact property due to the property’s particular peculiarity and special characteristics. What characteristics of your property prevent compliance with the Zoning Ordinance requirements?

1. The requested variation will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining (touching or joining at any point, line, or boundary) properties.

2. The property owner would suffer a particular hardship or practical difficulty as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.

3. Either...
   (a) the purpose of the variation is not based exclusively upon a desire to extract income from the property, or
   (b) while the granting of the variation will result in additional income to the applicant and while the applicant for the variation may not have demonstrated that the application is not based exclusively upon a desire to extract additional income from the property, the Zoning Board of Appeals or the City Council, depending upon final jurisdiction under §6-3-8-2, has found that public benefits to the surrounding neighborhood and the City as a whole will be derived from approval of the variation, that include, but are not limited to any of the standards of §6-3-6-3.

4. The alleged difficulty or hardship has not been self-created, if so, please explain.
5. Have other alternatives been considered, and if so, why would they not work?

City of Evanston
DISCLOSURE STATEMENT FOR ZONING HEARINGS

(This form is required for all Major Variances and Special Use Applications)

The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

2. If a person or organization owns or controls the proposed land use, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number _____ above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number _______ above, or indicated below.

Page 5 of 6
4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number _____ above, or indicated below.

If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.
Zoning Analysis

Summary

Case Number: 17ZONA-0219
Case Status/Determination: Non-Compliant

Proposal:
CONVERT EXISTING SFR TO 3-UNIT MULTI-FAMILY DWELLING, ADDITION ON 3RD FLOOR, NEW REAR OPEN DECK/PORCH, NEW DRIVEWAY, NEW OPEN PARKING IN REAR YARD

Site Information:

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>1943 SHERMAN AVE</th>
<th>Zoning District:</th>
<th>R5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overlay District:</td>
<td>None</td>
<td>Preservation District:</td>
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</table>

Applicant: Marko Radman

Phone Number:

Signature Date

Zoning Section Comments
6-16-3-5-Table 16B
1 existing parking space where 2 were required (as SFR)
Conversion to 3-flat requires 3 additional parking spaces (TOD parking)
Propose add zero parking spaces where 1 exists and 5 are now required.

Recommendation(s): Click on the link(s) below to access online application(s)
City of Evanston
ZONING ANALYSIS REVIEW SHEET

APPLICATION STATUS: August 11, 2017

RESULTS OF ANALYSIS: Non-Compliant

Z.A. Number: 17ZONA-0219
Purpose: Zoning Analysis with Bld Permit App

Address: 1943 SHERMAN AVE
District: R5

Applicant: Marko Radman
Overlay: None
Reviewer: Michael Griffith

Preservation

District:

THIS APPLICATION PROPOSES (select all that apply):

New Principal Structure
New Accessory Structure
Addition to Structure
Alteration to Structure
Retention of Structure
Change of Use
Retention of Use
Plat of Resubdiv./Consol.
Business License
Home Occupation
Sidewalk Cafe

ANALYSIS BASED ON:

Plans Dated: 09-08-17
Prepared By: ERROL JAY KIRSCH ARCHITECTS
Survey Dated: 07-24-17
Existing Improvements: SFR

Proposal Description:
CONVERT EXISTING SFR TO 3-UNIT MULTI-FAMILY DWELLING, ADDITION ON 3RD FLOOR, NEW REAR OPEN DECK/PORCH, NEW DRIVEWAY, NEW OPEN PARKING IN REAR YARD

ZONING ANALYSIS

PRINCIPAL USE AND STRUCTURE

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<tr>
<th>Standard</th>
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<th>Determination</th>
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</thead>
<tbody>
<tr>
<td>USE:</td>
<td>Dwelling - SF Detached</td>
<td>Dwelling - MF</td>
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Minimum Lot Width (LF)

Minimum Lot Area (SF)

Dwelling Units:

Rooming Units:

Building Lot Coverage (SF) (defined, including subtractions & additions):

Impervious Surface Coverage (SF, %)

Comments:

Accessory Structure Rear Yard Coverage:

Comments:

LF: Linear Feet  SF: Square Feet  FT: Feet
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<td><strong>Comments:</strong></td>
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<tr>
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<td>3.0+</td>
<td>3.0+</td>
<td>Compliant</td>
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<td>30.9</td>
<td>REAR DECK (COVERED) = 25.1</td>
<td>Compliant</td>
</tr>
<tr>
<td><strong>Direction:</strong></td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
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</tbody>
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**ACCESSORY USE AND STRUCTURE**

<table>
<thead>
<tr>
<th><strong>Use (1)</strong></th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permitted Districts:</strong></td>
<td></td>
<td></td>
<td></td>
<td>Steps (Open)</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>EXTERIOR DECK STAIRS, INCLUDING STAIRS THAT WRAP AROUND THE DECK</td>
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<tr>
<td><strong>Permitted Required Yard:</strong></td>
<td>Rear Yard</td>
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<td>Compliant</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
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<tr>
<td><strong>Additional Standards:</strong></td>
<td></td>
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<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Height (FT)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Distance from Principal Building:</strong></td>
<td></td>
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<tr>
<td><strong>Comments:</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Front Yard(1A) (FT)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Direction:</strong></td>
<td>W</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street:</strong></td>
<td></td>
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<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Standard Existing Proposed Determination

#### Front Yard (1B) (FT)
- **Direction:**
- **Street:**
- **Comments:**

#### Street Side Yard (FT)
- **Direction:**
- **Street:**
- **Comments:**

#### Interior Side Yard (1A) (FT)
- **Direction:** N
- **Street:**
- **Comments:**

#### Interior Side Yard (1B) (FT)
- **Direction:** S
- **Street:**
- **Comments:**

#### Rear Yard (FT)
- **Direction:** E
- **Street:**
- **Comments:** STAIRS OVER 4’ ABOVE GRADE ARE A YARD OBSTRUCTION, 10% OBSTRUCTION INTO REQ. 25’ REAR YARD SETBACK PERMITTED

### PARKING REQUIREMENTS

<table>
<thead>
<tr>
<th>Use(1): Multi-family (Res District)</th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 (3 required due to expansion)</td>
<td>1</td>
<td>1</td>
<td>Compliant</td>
</tr>
</tbody>
</table>

**Comments:** 1.1 SPACES/2-BR D.U.; 1.65 SPACES/3-BR D.U.

#### Use(2):
1.1*1 + 1.65*1 = 2.75 = 3
- **Spaces Req**

**Comments:**

#### Use(3):

**Comments:**

#### TOTAL REQUIRED:
- **Standard:** 5
- **Existing:** 1
- **Proposed:** 1
- **Determination:** Non-Compliant

**Comments:**

#### Handicap Parking Spaces:
- **Sec. 6-16-2-6**

**Comments:**

#### Access:
- **Sec. 6-16-2-2**

**Comments:**

#### Vertical Clearance (LF)
- **7’**

**Comments:** Compliant

#### Surfacing:
- **Sec. 6-16-2-8 (E)**

**Comments:**

#### Location:
- **Sec. 6-4-6-2**

**Comments:** LOCATED WITHIN 30' OF REAR PROPERTY LINE
<table>
<thead>
<tr>
<th>Angle(1): 0 Degree</th>
<th>Standard</th>
<th>Existing</th>
<th>Proposed</th>
<th>Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width(W) (FT)</td>
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<td>8.0</td>
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<tr>
<td>Comments:</td>
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</tr>
<tr>
<td>Depth(D) (FT)</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Aisle(A) (FT)</td>
<td>12.0/24.0</td>
<td>9.0</td>
<td></td>
<td>Non-Compliant</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Module (FT)</td>
<td>SL 20.0/32.0, DL 28.0/40.0</td>
<td>17.0</td>
<td>Non-Compliant</td>
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<td>Comments:</td>
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</table>

<table>
<thead>
<tr>
<th>Angle(2):</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width(W) (FT)</td>
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<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Depth(D) (FT)</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Aisle(A) (FT)</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
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<tr>
<td>Module (FT)</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

Garage Setback from Alley Access (FT) Comments:

**COMMENTS AND/OR NOTES**

**Analysis Comments**

**RESULTS OF ANALYSIS**

Results of Analysis: This Application is **Non-Compliant**

Site Plan & Appearance Review Committee approval is:

See attached comments and/or notes.
STRUCTURAL GENERAL NOTES:

EXISTING CONDITIONS:
- Contractor shall be responsible for verifying all sizes, dimensions, and conditions as shown on the drawings.
- All existing sizes are to be considered as assumption and are not necessarily a representation of the type of construction which may be encountered in the course of the work. Not necessarily all sizes or conditions. If conditions in the field are different from what is shown on the drawings, notify the architect immediately.

DESTRUCTION AND SHINGLING:
- Contractor shall bear full responsibility for the design and installation of all temporary shingling which is to be used.

ALLOWABLE SOIL BEARING PRESSURE:
- All foundations and column footings have been designed for an allowable soil bearing pressure of 2000 PSF. If for any reason the indicated bearing allowable is not attainable at elevations shown on the drawings, the architect shall be notified immediately.

STRUCTURAL WOOD:
- Unless otherwise noted, minimum lumber stress grade shall be as follows:
  - Douglas Fir Larch Number 2 or Southern Pine #2
  - Fb single = 1250 PSI, Fb replete = 1450 PSI

ALLOWABLE MOISTURE CONTENT SHALL BE 15%.
- Provide 14" wood on metal cross bridging not over 5 feet O.C. for all wood joists.

- Provide 2x6 blocking of the same dimension as the joists between the joists at all supports.
- Micro-lam beams & 2(14"x20") joists are as manufactured by Trus Joist Corporation, or approved equal.
- Provide all necessary rough hardware, anchor bolts, screws and nails for connections in accordance with the applicable building code and National Design Specifications for Wood Construction (latest edition).
- Plywood: exterior grade plywood for roof decks; tongue and groove (1 & 6) plywood for floor deck; 1/2" CDX plywood for sheathing boards; 1/4" underlayment plywood on floor deck where required.

- If approved by the architect, plywood sheathing board may be substituted by other sheathing materials: provide 1/4" wood let-in lateral bridging at all corners except at locations interfered with corner windows.
- Unless otherwise noted, secure each joist to order w/ galvanized 5/8" hanger, install top mounted type joist hangers to connect joists to I-joist that has 2x wood on top flange.
- Provide wood post at each end of wood beams and headers; post to be 4x4 (interior) or 2x4 (interior) 2x4 stud space and 6x6 (interior) 2x4x6 in 2x6 stud space, unless otherwise noted on plans.
- For connecting rafter to beams, beam to beam, beam to column, column to footing or diaphragm, use galvanized pre-fabricated 5/8" connections as manufactured by Simpson Strong-Tie Company.

COORDINATION:
- All dimensions shown on the structural drawings shall be checked by the general contractor, and any discrepancies are to be reported immediately to the architect.
- The information contained on the structural drawings is in itself, incomplete and void unless used in conjunction with all of the construct documents and all specifications, trade practices, or applicable codes, etc., incorporated therein by reference.
- The architect maintains no responsibility for the general or sub-contractors, or for those working in such capacities, in the methods used in the execution of the work, and safety precautions or lack thereof, taken at the project site.

DESIGN LOADS:
- Live load for cable roof=11.25 psf
- Live load for flat roof=30 psf
- Live load for attic space=20 psf
- Dead load for roof=12 psf
- Live load for floor=40 psf
- Dead load for new floor=15 psf
- Dead load for existing floor=10 psf
- Ground snow load=30 psf
- Live load for balcony/decks=100 psf

CORNER COLUMN TO BEAM & J OIST CONNECTION

COLUMN CONNECTION DETAIL
1943 Sherman Ave.
1943 Sherman Ave.

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Staff Present: S. Flax, E. Golden, C. Plante

Others Present:

Presiding Member: J. Leonard

A quorum being present, Ms. Leonard called the meeting to order at 2:32 pm.

6. 1943 Sherman Ave

Recommendation to ZBA

Angie Radman, property owner, submits for major zoning relief to convert a single family residence to a 3-unit multiple family residence with a 22’ rear yard setback for a three-story stair where 22.5’ is required, and an increase of zero parking spaces where 3 additional parking spaces are required, in the R5 General Residential District.

APPLICATION PRESENTED BY: Shawn Jones, attorney

DISCUSSION:

● Will be leaving parking area as is.
● Neighbors have expressed support of proposed changes.
● G. Gerdes still had concerns regarding the roof and siding conditions.
● Applicant said they will keep the cedar style and expect to follow-thru with exterior improvement.
● Public comment from J. Karver said neighbors are comfortable with the plan in regards to parking and modifications to building usage but they are very concerned with the condition of the property.
● M. Tristan stated sprinkler system is required due to change from single- to multi-family residence.
● Applicant said it will be looked in to if needed based on any renovation.
● J. Nelson explained that applicant will need a water service increase due to sprinkler requirement and will need a W.S.N.S. permit for the new water service.

L. Biggs made a motion for positive recommendation to ZBA with a condition of providing written detail of exterior improvements that will be made, seconded by G. Gerdes.

The Committee voted, 10-0, to make a positive recommendation to ZBA with a condition of providing written detail of exterior improvements that will be made.

Adjournment

L. Biggs moved to adjourn, seconded by K. Jensen. The Committee voted unanimously, 10-0, to adjourn. Meeting adjourned at 3:34 pm.
The next DAPR meeting is scheduled for Wednesday, August 22, 2018, at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Torrence Gardner

Staff Present: J. Velan, P. Martinez

Others Present:

Presiding Member: E. Storlie

A quorum being present, Ms. Storlie called the meeting to order at 2:30 pm.

Approval of minutes

May 2, 2018, DAPR Committee meeting minutes.

Ms. Biggs made a motion to approve the minutes from May 2, 2018, seconded by Mr. Nelson.

The Committee voted, 10-0, to approve the minutes of May 2, 2018.

New Business

1. 1943 Sherman Ave. Recommendation to ZBA

Shawn Jones, attorney, submits for major zoning relief to convert a single-family residence to a 3-unit multiple family residence in the R5 General Residential District. The applicant requests a 22’ rear yard setback where 22.5’ is required for a three-story stair (yard obstruction) and a 9’ two-way drive-aisle width where 24’ is required.

APPLICATION PRESENTED BY: Shawn Jones, Attorney

DISCUSSION:

- Property is located between a rooming house and multi-family residences.
- Currently, college housing.
- Property zoned R5, variation needed for driveway width and stairway location.
- Existing driveway to be removed and replaced with a driveway on north side of property.
- Ms. Hyink stated a bus stop is proposed to be relocated, may block the proposed driveway. Three on-street parking spaces to be removed for the bus stop.
- Mr. Mangum was concerned with the ability to maneuver vehicles out of parking spaces in the rear, a turning diagram would be helpful.
- Ms. Klotz stated the revised site plan showing a different parking plan triggers additional variations.
- Mr. Gerdes stated the permit needs to be revised to reflect all of the work being done.
- Mr. Nelson asked if water service will be increased, additional fixtures may require it.
- Mr. Tristan stated fire sprinklers are required.
- Water and sewer work require a separate permit.
- Members of the 1939 Sherman Condo Association stated they are excited about the renovations. They have complained about conditions. Provided a letter to be shared with
the Committee and Zoning Board of Appeals raising concerns with parking in the rear where greenspace currently exists, positioning of vehicles, vehicle lights shining onto adjacent properties and drainage.

- Proposed driveway width a concern.
- Mr. Stafford stated visual concerns, no alley access for garbage pick-up. Is a dumpster required?
- Ms. Storlie stated 3-unit buildings have similar requirements for trash pickup as the existing house.
- Mr. Jones stated less parking is preferred, would consider no on-site parking.
- Mr. Mangum stated additional information needed, neighbors prefer on-street parking and no parking in the rear. If the rear yard is paved, drainage concerns need to be addressed.
- Mr. Gerdes stated this item should be held in Committee in order to review updated information from the applicant.

Ms. Biggs made a motion to hold item in Committee in order to review updated plans, seconded by Mr. Mangum.

The Committee voted, 10-0, to hold item in Committee.

2. 1919 Dempster St. Concept Review

Joe Coconato, construction manager, submits for a 91 sq. ft. addition, facade and site improvements, including a dual drive-through, front yard pass-through lane and ADA improvements at McDonald’s Restaurant in the C2 Commercial District.

APPLICATION PRESENTED BY: Joe Coconato, construction manager

DISCUSSION:

- Double driveway with double drive-through and bypass lane between the building and Dempster Street proposed, a new cash booth proposed.
- Updating exterior, including new roof.
- Bypass lane to accommodate safety and traffic concerns.
- Previous surface to increase by 1,300 sf with landscaped islands in parking lot.
- Traffic report from 2016 noted drivers going onto Dempster St. to re-enter the property, vehicles back up onto Dempster St. at busy times. Proposed plan adds 4 vehicle stacking spaces, cash booth increases efficiency.
- Regarding bypass lane, Ms. Biggs concerned with increase in possible conflicts between vehicles and pedestrians, plan creates more lanes of traffic, increases conflicts.
- Mr. Gerdes concerned with possible conflict between customers leaving the site and customers crossing in front to get to bypass lane.
- Mr. Mangum concerned with two points of ingress with only one leading to the drive-through. Asked if other options were considered to handle busier times. He suggested reconfiguring the dual drive-through to allow for both Dempster St. and Dodge Ave. access.
- Ms. Biggs concerned with how loading will be handled. Would like to see turning radii diagrams.
- Landscaping not proposed along north end of the property.
- Construction to happen when restaurant is open and operating, lobby occasionally closed for interior work with drive-through remaining open.
- Signage has not been reviewed, separate permit required.
• Loitering has been a concern at the existing outdoor seating area. Ms. Storlie to discuss with the Alderman.
• Ms. Biggs suggested bicycle parking to be included.
• Ms. Martinez stated this is an important business; Economic Development has wanted to see the site improved for some time.
• General consensus that facade improvement and double-drive through lane were positive improvements, but that bypass lane was not supported.
• Mr. Mangum stated that because this is a Concept Review no formal action is taken, but the applicant should review the comments and concerns. Following submittal for a Special Use, revised plans would be reviewed again by DAPR with a recommendation to the ZBA.

**Adjournment**

Ms. Biggs moved to adjourn, seconded by Mr. Mangum. The Committee voted unanimously, 10-0, to adjourn. Meeting adjourned at 3:38 pm.

The next DAPR meeting is scheduled for Wednesday, May 16, 2018, at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Michael Griffith