DESIGN AND PROJECT REVIEW COMMITTEE (DAPR)
Wednesday, September 12, 2018
2:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2404

AGENDA

I. CALL TO ORDER/DECLARATION OF QUORUM, JOHANNA LEONARD, CHAIR

II. APPROVAL OF MINUTES: August 29, 2018, DAPR Committee meetings

III. NEW BUSINESS

1. 2929 Central Street Preliminary and Final Approval
Charles Cook, architect, submits for exterior remodeling of the front façade, Normandy Remodeling, in the B1a Business District and the oCSC Central Street Overlay District.

2. 1919 Dempster Street Recommendation to ZBA
James Olguin, attorney, submits for a special use permit for the expansion of a Type 2 Restaurant, McDonald’s Restaurant, and a special use permit for the expansion of a Drive-Through Facility in the C2 Commercial District.

IV. ADJOURNMENT

The next DAPR meeting is scheduled for Wednesday, September 19, 2018, at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
August 29, 2018


Staff Present: J. Velan, J. Nelson

Others Present:

Presiding Member: J. Leonard

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

Approval of Minutes

August 15, 2018, and August 29, 2018, DAPR committee meeting minutes.

Mr. Gerdes made a motion to approve both sets of minutes, seconded by Ms. Biggs.

The Committee voted, 7-0, with two abstentions, to approve the minutes of August 15, 2018, and August 29, 2018.

Old Business

1. 2415 Wade Street
Phillip Kupritz, applicant, applies for major zoning relief to construct a 1-car attached garage, a rear addition and deck to an existing single-family residence in the R2 Single-Family Residential District. The applicant requests building lot coverage of 50% where 40% is permitted, to reduce the minimum required front yard setback from 25.9’ to 19.8’, to reduce the required west interior side yard setback from 5’ to 0’ and to reduce the required east interior side yard setback from 5’ to 2.9’, to reduce the required off-street parking from 2 spaces to 1 space for a single-family residence.

APPLICATION PRESENTED BY: Matt Kupritz, applicant, architect
Nicole Pinkard, property owner

DISCUSSION:

- M. Kupritz discussed an alternative plan that removes the side porch. He stated this plan eliminates the central entry location desired by the owner, requires removing a desirable window at the first floor and takes away from living space since a bedroom would need to be relocated.
- M. Kupritz stated the proposed plan has the main living areas at the back of the home with two bedrooms at the front away from the living area. He stated the 1st floor
bedrooms are for one live-in parent and a guest room for a parent who visits. He stated the bedrooms need to be ADA accessible.

- M. Kupritz discussed a second alternative which provided an open parking pad in the west side yard instead of the attached garage. He stated this option has the entry on the west side, keeps the side porch and allows two bedrooms at the front of the home.
- N. Pinkard stated the goal is for two bedrooms on the 1st floor. She stated the parking pad works but a garage is preferred.
- M. Kupritz stated the open parking pad includes a wall to screen the parking and trash container.
- N. Pinkard stated they are working with the Park Dept. to provide a library or equipment storage at the back of the garage.
- S. Mangum asked if one of the bedrooms could be relocated away from the front.
- M. Kupritz stated the existing stairs is an obstacle, creates long narrow spaces. He stated a bedroom could be moved but it is not an ideal plan.
- S. Mangum questioned the setback at the proposed kitchen.
- M. Kupritz stated the existing garage foundation will be used, noting a variation had been granted for that setback. He stated the setback could be increased but they are trying to salvage the existing foundation.
- Discussion that locating both bedrooms next to the bathroom would help with resale.
- M. Kupritz stated that would not be practical since it would create long, narrow living space.
- S. Mangum noted the open parking pad would trigger additional variations, asked if that would reduce building lot coverage.
- M. Griffith stated even though it would still count towards building lot coverage, it may reduce it.
- M. Griffith noted the application requested building lot coverage of 50% but his review noted the plan is less than that, noting the applicant’s number includes a rear porch which is not part of the plan.
- N. Pinkard stated she is not willing to remove the side porch.
- J. Leonard stated this is a challenging case given the ADA needs. She stated she sees the benefit to the garage, stated having both bedrooms near the bathroom is a better design.
- S. Mangum asked if a chair lift would be feasible to access the 2nd floor.
- N. Pinkard stated it would be difficult to transition between a wheelchair and the lift.

L. Biggs made a motion to recommend approval to ZBA, seconded by J. Leonard.

The Committee voted, 5-4, to recommend approval to the ZBA.

New Business

1. 1427 Chicago Avenue  
   Sign Variation  
   Jim Moore, applicant, First Presbyterian Church, submits for a sign variation for (1) 4’-0” high by 5’-6” wide internally illuminated commercial variable message sign (CVSM) to replace a
manually changed outdoor reader board where CVSM signs displaying messages other than time and temperature are prohibited by sign regulations, in the R5 General Residential District.

APPLICATION PRESENTED BY: Jim Moore, applicant

DISCUSSION:
- J. Moore stated the sign has already been installed, apologized for not first obtaining a permit, stated there was confusion on their end. He stated the sign replaced an illuminated sign.
- G. Gerdes stated the applicant was informed the type of sign was not permitted, stated staff is recommending denial. He stated the Preservation Commission recommended approval. He stated this is the same type of sign and variation requested by Citgo that was denied. He stated Citgo is appealing that decision to the City Council. He stated there is not aldermanic support for these types of signs.
- J. Leonard stated the concern is that these types of signs can cause confusion with traffic lights.

L. Biggs made a motion to deny the sign variation, seconded by G. Gerdes.

The Committee voted, 9-0, to deny the sign variation.

2. 523-525 Howard Street Preliminary and Final Review
Van Pham, applicant, submits for building permit to install awnings and to renovate the existing open parking lot, Vision 20/20, in the B3 Business District.

APPLICATION PRESENTED BY: Van Pham, applicant

DISCUSSION:
- V. Pham stated they are installing new awnings that replace ones installed in 2011 that were worn. He stated the parking lot will be resurfaced.
- G. Gerdes stated signage requires a separate permit.
- S. Mangum stated there is a lot of unused pavement in the parking lot.
- J. Leonard asked if the ADA space could be located closer to the building.
- S. Mangum stated since there is not enough space for double row of parking, there is space to add landscaping.
- J. Leonard stated landscaping and a separated walk from the public sidewalk to the building entrance would be desirable.
- S. Mangum noted the awning can be approved, the applicant can return at a later date with parking lot landscaping details.

G. Gerdes made a motion to grant preliminary and final approval for the awnings, seconded by L. Biggs.

The Committee voted, 9-0, to grant preliminary and final approval for the awnings.
Parking lot plan is held in Committee in order to allow the applicant to provide landscape details.

3. 2626 Reese Avenue  Recommendation to ZBA
Bill James, property owner, submits for major zoning relief to construct a single family residence with a one-car detached garage and one open parking space, with 42.5% building lot coverage where 30% is allowed, a 3’ south interior side yard setback for the principal structure where 5’ is required, a 3.5’ street side yard (Reese) setback for the principal structure where 15’ is required, and a 10’ street side yard setback for a detached garage, 1’ street side yard setback for open parking, and an 8.5’ street side yard setback for a deck where 15’ is required for accessory structures, in the R1 Single Family Residential District.

APPLICATION PRESENTED BY: Bill James, property owner

DISCUSSION:
- B. James stated this plan incorporates comments from the ZBA, smaller house, 1-car garage.
- D. Cueva noted the 1st, 2nd and basement labels need to be corrected on the plans.
- B. James stated the basement is 90% below grade. He stated the gambrel roof pulls the mass away from the property.
- G. Gerdes asked about building height and if building lot coverage increased.
- B. James stated the proposed roof minimizes the building bulk, and confirmed building lot coverage increased.
- S. Mangum stated the open parking pad counts toward building lot coverage per the zoning code.
- G. Gerdes cautioned that a soil study should be done to verify is a basement is feasible related to the water table.
- G. Gerdes asked about shoring between the existing residence and proposed construction.
- B. James stated steel will be used, that required shoring will be done.
- I. Eckersberg stated shoring will also be required along the street right-of-way due to the proximity.
- G. Gerdes stated it is preferred to locate the window well to the rear.
- B. James stated the proposed rear deck may conflict.
- D. Cueva asked where downspouts will be directed.
- B. James stated he will work with the City, but could consider directing downspouts to the area under the deck and establish a splash pad.
- S. Mangum asked if he had spoken with neighbors.
- B. James stated no.
- S. Mangum stated variations are needed to build on this property due to the lot size, plan is responsive to many concerns expressed at previous ZBA meeting.

S. Mangum made a motion to recommend approval to the ZBA, seconded by L. Biggs.
The Committee voted, 8-1, to recommend approval to the ZBA.

---

**Adjournment**

L. Biggs made a motion to adjourn, seconded by S. Mangum. The Committee voted, 9-0, to adjourn. Meeting adjourned at 3:47pm.

The next DAPR meeting is scheduled for Wednesday, September 5, 2018, at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Michael Griffith
Design and Project Review (DAPR)

2929 Central St.
Normandy Remodeling

Preliminary/Final Review
May 18, 2018

- User drawn points
- Tax Parcels

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.

Copyright 2018 City of Evanston
EXISTING COPING
EXISTING MASONRY FACADE TO BE PAINTED/STAINED WHITE

SIGNAGE
PAINTED WOOD SHIPLAP PROJECTION
GLASS/STEEL CANOPY OVERHANG

EXISTING SIGNAGE TO REMAIN
EXISTING STOREFRONT TO REMAIN

PREFINISHED BLACK ALUMINUM STOREFRONT FRAME
GOOSENECK LIGHTS WITH BLACK ALUMINUM FINISH

PAINTED WOOD SHIPLAP PILASTERS

PREFINISHED BLACK ALUMINUM DOOR FRAME

GLASS/STEEL CANOPY OVERHANG

1/8" = 1'-0"
Design and Project Review (DAPR)

1919 Dempster St.
McDonald’s Restaurant

Recommendation to ZBA
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.

September 23, 2015

Tax Parcels
My Map

Zoning Boundaries & Labels
Tax Parcels

September 23, 2015

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.

Copyright 2015 City of Evanston
MEMORANDUM TO: Jeffery Miller  
Watermark Engineering Resources, Ltd.

FROM: Michael K. Scavo  
Consultant

            Luay R. Aboona, PE  
Principal

DATE: April 5, 2016

SUBJECT: Traffic Count Summary  
McDonald’s Restaurant  
Evanston, Illinois

This memorandum summarizes the results of a traffic count conducted by Kenig, Lindgren, O’Hara, Aboona, Inc. (KLOA, Inc.) for the existing McDonald’s restaurant located at 1919 Dempster Street in Evanston, Illinois. The site is located on Dempster Street between the signalized intersections of Dempster Street with Dodge Avenue and the Evanston Plaza access drive (See Figure 1).

The restaurant is located on the north side of Dempster Street and provides a single drive-through lane with double drive-through windows and 60 off-street parking spaces. The site currently provides three access drives: one inbound-only access drive on Dempster Street, one outbound-only access drive on Dempster Street, and one full access drive on Dodge Avenue. On-site circulation around the building is restricted to one-way counter-clockwise travel with the auxiliary parking lot off Dodge Avenue allowing for two-way traffic.

The purpose of this memorandum was to summarize the results of the traffic counts conducted at the outbound-only access drive on Dempster Street to determine the direction of travel as well as whether any traffic re-entered the site at the inbound-only access drive.
Aerial View of Site

Figure 1
McDonald’s Site Observations

Observations were conducted from 7:00 A.M. to 6:00 P.M. on Friday, February 16, 2016 of the two access drives on Dempster Street and the drive-through operation. The results of the traffic counts are summarized in Table 1.

Table 1
EVANSTON MCDONALD’S OUTBOUND ACCESS DRIVE COUNTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Right-Turn Out</th>
<th>Left-Turn Out</th>
<th>U-Turn into Site Using Westbound Left-Turn Lane</th>
<th>U-Turn into Site Using Westbound Through Lanes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 A.M.</td>
<td>62</td>
<td>36</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8:00 A.M.</td>
<td>76</td>
<td>52</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>9:00 A.M.</td>
<td>69</td>
<td>47</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>10:00 A.M.</td>
<td>45</td>
<td>34</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11:00 A.M.</td>
<td>50</td>
<td>34</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>12:00 P.M.</td>
<td>68</td>
<td>49</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>1:00 P.M.</td>
<td>48</td>
<td>50</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2:00 P.M.</td>
<td>44</td>
<td>33</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3:00 P.M.</td>
<td>43</td>
<td>22</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>4:00 P.M.</td>
<td>46</td>
<td>24</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5:00 P.M.</td>
<td>48</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>599</td>
<td>409</td>
<td>11</td>
<td>6</td>
</tr>
</tbody>
</table>

The following is a summary of the counts and observations:

- The outbound access drive on Dempster Avenue was observed to carry 128 trips during the morning peak hour, 119 trips during the midday peak hour, and 76 trips during the evening peak hour.
- The majority of the exiting traffic utilized the drive-through lane. 78 vehicles (61%) during the morning peak hour, 82 vehicles (69%) during the midday peak hour, and 52 vehicles (68%) during the evening peak hour were observed to utilize the drive-through.
- The maximum drive-through lane queue was observed to be nine vehicles in the morning peak hour, eight vehicles during the midday peak hour, and eight vehicles during the evening peak hour. The maximum storage available from the ordering board to Dempster Street was observed to be approximately eight vehicles in length.
- The drive-through queue was observed to extend back onto Dempster Avenue on five occasions during the morning peak period, three times during the midday peak period, and twice during the evening peak period.
Vehicles were observed to cut through the McDonald’s site during all three peak hours. This cut-through maneuver involved vehicles entering on the Dodge Avenue access drive, traveling around the site, and turning right onto Dempster Street at the outbound access drive, bypassing the signalized intersection at Dempster Street and Dodge Avenue. This was observed to occur five times during the morning peak hour, three times during the midday peak hour, and two times during the evening peak hour.

Vehicles entering from Dodge Avenue were observed multiple times during all three peak hours to go the wrong way down the inbound access drive aisle in order to enter the drive-through lane.

Vehicles were observed entering the McDonald’s outbound-only access drive a total of seven times during the observations.

The site does not provide an efficient way to circulate around the site without traffic re-entering Dempster Street. Vehicles were observed exiting the site and turning left to re-enter the site 17 times during the observations. Of these, 11 vehicles entered the westbound left-turn lane for the Evanston Plaza access drive to wait to re-enter the McDonald’s site. The 6 remaining vehicles were observed driving the wrong way on Dempster Street to re-enter the McDonald’s site.

The current drive-through orientation makes it difficult for vehicles entering from Dodge Avenue to enter the drive-through queue, resulting in these vehicles circulating the site unnecessarily, going the wrong way down the inbound drive, or cutting into the drive-through queue and blocking non-drive-through traffic inbound from Dempster Street in the process.

Circulation

The results of the counts and observations clearly indicate that the current access and circulation system is not adequate in accommodating traffic that desires to recirculate on-site. In order to alleviate this condition and mitigate the unsafe conditions resulting from site traffic recirculating via Dempster Street, the proposed site plan calls for the provision of a drive aisle on the south side of the building to allow for traffic to recirculate on-site. This will make the site more efficient and safe for the customers of the restaurant as well as the traffic on Dempster Street.
August 20, 2018

Melissa Klotz  
Planning and Zoning Division  
Community Development Department  
City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201

RE:  McDonald’s – 1919 Dempster Street  
Evanston, Illinois

Dear Melissa:

Enclosed along with this letter are the plans for the major remodel and reconfiguration of the drive-thru at the existing McDonald’s located at 1919 Dempster Street. The plans show the addition of a side by side (dual) drive-thru in place of the current single lane drive-thru. This letter is meant to provide a better understanding of the benefits of the proposed drive-thru layout.

When considering the differences in drive-thru configurations (layouts) we look at the capacity of the configuration and its throughput (what we can consistently put through the drive-thru). There are multiple factors that contribute to this determination, but the location of the order point (where the customer places their order) and the number of orders (two versus one) that we can place at one time are the primary factors. We have been able to validate these numbers through a significant amount of experience and a large number of restaurants with each configuration. Consider each of these factors individually:

**Location of the order point** – Generally the further back we can place the order point the greater the capacity of the drive-thru and the better it functions. We measure this distance as the distance from the order point to the presenter’s window (where we present the food to the customer). The reason that this distance is important is that the sooner we can take the order the sooner the kitchen team can begin to make the food. Our simple goal is to have the order ready before the car gets to the presenter’s window. The sooner we can get the order taken the more likely this is to happen. The speed of the drive-thru and ultimately the throughput of the drive-thru is directly related to the speed of the kitchen. Giving the kitchen team a head start on the order helps to increase capacity as we can keep the wheels moving in the drive-thru.

**Two at a time order taking** – The single most time-consuming function in the drive-thru is taking the order. The complexity of the order (number of items/sandwiches in an order or the number of people the customer is ordering for) vary greatly and impact the time it takes to place an order. Having the ability to simultaneously take a second order reduces total order taking time and increases the capacity of the drive-thru. Consequently, the proposed plans provide for two order points to increase efficiency.
Drive-thru capacity by configuration – the table below summarizes the hourly capacity of the different configurations. The 80% number is where the majority of restaurants actually perform and is a representation of throughput.

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Capacity</th>
<th>80% Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side by Side DT (two order points two DT lanes)</td>
<td>150 – 180</td>
<td>120 – 144</td>
</tr>
<tr>
<td>Single Speaker (one lane one order point - speaker)</td>
<td>100 – 120</td>
<td>80 – 96</td>
</tr>
</tbody>
</table>

**Side by Side DT** provides us with the greatest capacity and the greatest ability to put cars through the drive-thru (throughput). Two orders are taken simultaneously in two separate drive-thru lanes. The reasons for the increased capacity are that we can take multiple orders at one time as well as this configuration allows one lane to continue to move if a customer is taking a long time to order in the other lane. This configuration also helps with overall traffic flow on the lot as cars commit to one of the two lanes earlier which reduces the back up of a single lane.

**Single Speaker** – standard drive-thru configuration based on a sequential movement of cars. This is the drive-thru from the old days and we have been moving towards the dual order point configurations to increase throughput and handle customer demand. Today approximately 70% of the restaurants in the Chicago Region have either dual order point configurations.

In conclusion a Side by Side drive-thru proposed is clearly the best configuration for throughput and lot flow. In terms of throughput and traffic flow, it is far superior to any single lane by allowing cars to move through the site in a faster and more efficient manner. Based upon prior experience, we expect approximately a 50% increase in drive-thru capacity by making the proposed drive-thru changes.

Should you have any questions or need any additional information, please do not hesitate to call.

Sincerely,

James E. Olguin
1. PROPERTY

Address ____________________________
Permanent Identification Number(s):
PIN 1: 10-13-322-043-0-0000 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: James E. Olguin
Organization: McDonald’s Corporation
Address: 15 Salt Creek Lane, Suite 103
City, State, Zip: Hinsdale, Illinois 60521
Phone: Work: 630-537-0943 Home: Cell/Other: 630-537-0943
Fax: Work: 630-214-5440 Home: 
E-mail: jim@buikemalaw.com

What is the relationship of the applicant to the property owner?
☐ same
☐ architect
☐ officer of board of directors
☐ builder/contractor
☐ attorney
☐ lessee
☐ potential purchaser
☐ real estate agent
☐ potential lessee
☐ other:

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

Name(s) or Organization: ____________________________
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.”

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.”

By: ____________________________ Date: 8-20-18
McDonald’s Corporation
Attorney and Authorized Agent

Applicant Signature -- REQUIRED

Date
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- [x] Completed and Signed Application Form
- [x] Plat of Survey
- [x] Project Site Plan
- [x] Plan or Graphic Drawings of Proposal
- [ ] Non-Compliant Zoning Analysis
- [x] Proof of Ownership
- [x] Application Fee

<table>
<thead>
<tr>
<th>Document Submitted:</th>
<th>Trustee’s Deed (Document No. 88190553)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$1,320.00</td>
</tr>
</tbody>
</table>

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**

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:

The requested special uses are requested in order to allow for the remodeling of the existing McDonald's Restaurant and associated site improvements.

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, the requested special use for a Type @ restaurant and for a drive through facility are both specifically listed in the Zoning Ordinance (See Section 6-10-4-3).

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?

There will be no negative impact on the value of the property in the neighborhood nor otherwise cause a negative cumulative effect. This is an existing McDonald's site so the use is already present and has been for many years. The requested special uses will allow the enhancement of the site which will benefit the neighborhood.

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

This is an existing McDonald's site and is already served by all necessary public facilities and services.
d) Will the requested special use cause undue traffic congestion?

This is an existing use at the site. The requested approvals will improve traffic flow.


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

There are no significant historical or architectural resources on the site.


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

There are no significant natural or environmental features on the site. However, the proposed improvements included an enhanced landscaping plan.


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, the requested special use will comply with all other regulations in the district except to the extent modified through the development process or the grant of a variation.
City of Evanston
DISCLOSURE STATEMENT

(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 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 ______ above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)
   Not Applicable.

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. In addition to the address listed on Page 1 of this Application, additional contact information is as follows:
   McDonald's Corporation
   Attn: Mary Meyer (630-926-6537)
   711 Jorie Boulevard, 3rd Floor
   Oak Brook, Illinois 60523

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.
   Not Applicable.
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.

McDonald's Corporation is a publicly Traded Company. It is required to submit substantially information to the SEC. The full 2018 FORM 10-K Annual report is viewable and downloadable at https://corporate.mcdonalds.com/corpmd/invstrs-reltions/financia-
information/sec-filings.html

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Percentage</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 6 of 6
A. GENERAL INFORMATION

1. What projects are eligible for a Special Use Permit?

Projects are eligible per zoning District. Please check the Zoning District to see if your proposed project is listed as a permitted Special Use per zoning District. The Allowed Uses by Zoning District handout is also another way to access information to see if your project is eligible to apply.

2. Who can submit an application?

The applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person. All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at their discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Zoning Office in writing. Standing (§6-3-8-4):

3. How do I submit an application?

Applications must be submitted in person to the Zoning Office, City of Evanston, Civic Center Room 3700, 2100 Ridge Avenue. Our office hours are Monday through Friday (excluding Holidays) from 8:30 am until 5:00 pm. Evanston.

Applications must be complete, including all required documentation and fee. Applications are not accepted by mail or e-mail. Application materials cannot be returned.

4. What forms of payment are accepted?

Cash, Credit Card, Check.

5. Can I withdraw my application?

Yes, an application may be withdrawn any time prior to a vote.

6. Who has access to my application materials?

The application is a public document, and as such, may be reviewed by the general public upon request.

B. INFORMATION ABOUT SPECIAL USES

What is a Special Use Permit?

For each zoning district, the Zoning Ordinance identifies permitted uses (also called "by right" uses) and special uses which may be allowed depending upon the circumstances. In order to legally operate a special use, a property owner must apply for a Special Use Permit from the Zoning Office. The application is reviewed at a public hearing by the Zoning Board of Appeals (ZBA), which makes a recommendation to the City Council. The ZBA can also recommend conditions on a granted special use. The City Council is the deciding body for all Special Uses in the City of Evanston.
The Special Use Application Process

- The City reviews the project through a Zoning Analysis (applied for separately) and determines it is eligible to apply for a special use.
- The Applicant files a Special Use Application.
- The City publishes a notice of the hearing in the Evanston Review, between 15 and 30 days prior to hearing.
- The City posts a sign describing the public hearing on the property no less than 10 working days before the hearing.
- The City must mail notification of the public hearing to all properties that are within 500 feet of any point on the subject property. (The applicant is responsible for the accuracy of the list used by the City for mailing this notice. The applicant can either rely on a list the City produces through its Geographic Information System or produce his or her own list of the names and addresses of property owners within 500 feet of the subject property. The Zoning Office will send to the applicant its generated mailing list. The applicant should inform the Zoning Office if any names and addresses are missing.
- The City encourages all applicants to discuss their proposal with their neighbors prior to the public hearing.
- The Zoning Division will schedule the applicant to meet with the Site Plan & Appearance Review Committee; (SPAARC) which provides a recommendation to the Zoning Board of Appeals.
- The ZBA recommends denial, approval, or approval with conditions of the application to City Council;
- The Planning and Development Committee of the City Council considers the ZBA recommendation and forwards it to the full City Council with or without a recommendation;
- City Council considers the ZBA recommendation and may introduce an ordinance granting the requested zoning relief;
- City Council may adopt an ordinance granting the requested zoning relief at the following or any subsequent City Council meeting.

The approximate time from when the Zoning Office receives a complete application to a decision is three to four months.

To recommend approval for a special use, the ZBA must find that the proposed special use meets all of the following criteria:

a) is one of the listed special uses for the zoning district in which the property lies;
b) complies with the purposes and policies of the Comprehensive General Plan and the Zoning Ordinance;
c) does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
d) does not interfere with or diminish the value of property in the neighborhood;
e) is adequately served by public facilities and services;
f) does not cause undue traffic congestion;
g) preserves significant historical and architectural resources;
h) preserves significant natural and environmental resources; and
i) complies with all other applicable regulations.

Expiration

Within one year of obtaining a special use permit, the recipient must either obtain a building permit and commence construction, or obtain a certificate of occupancy and commence the use. City Council may extend this one-year limitation upon request.

CONTACT INFORMATION

Community Development Department – Planning and Zoning Division
2100 Ridge Avenue, Room 3202 Evanston, Illinois 60201
P. 847-448-4311  F. 847-448-8126  E. zoning@cityofevanston.org
www.cityofevanston.org/zoning