This memo provides background and guidance about what attendees and potential speakers can expect at the Preservation Commission’s October 23 Special Meeting noted above. The Commission’s goal is to hear all perspectives addressing the contents of the City’s application for a Certificate of Appropriateness (COA) to demolish the Harley Clarke Mansion (HCM). We also want to ensure a fair, timely, and respectful meeting for all concerned and involved.

The Commission will review the City’s application for a COA according to the Standards for Review of Demolition stated in the City’s Preservation Ordinance (Ord. 29-O-18). These standards appear in Section 2-8-9, Subsection (D) Standards 1-6 and Subsection (E) of the Ordinance. The Preservation Ordinance is available at https://www.cityofevanston.org/home/showdocument?id=42701 The Commission’s review for the City’s COA application for HCM only considers the historic preservation issues set forth in these Standards. In applying these Standards, the Commission has the authority to either grant or deny the City’s COA application. Any other issues associated with HCM, either past or current, are unrelated to the Commission’s review of the City’s COA application at the October 23 special meeting. Also, as background, the full Commission process was also described in a City staff memo for the City Council’s June 18, 2018 meeting. (See Attachment 1.)

1. Article 4 of the Preservation Commission’s Rules and Procedures governs the Commission’s meetings. (See Attachment 2.) The Commission’s processes differ from those of City Council meetings, and the Commission wants attendees to be aware of our meeting process.

2. On October 23, the following meeting procedures will apply:
   a. After the call to order, this memo and the Commission process will be reviewed for all meeting attendees.
   b. The meeting will begin with the presentation by the applicant for the Certificate of Appropriateness (the City of Evanston). The City will describe how and why this application meets the Ordinance Standards noted above.
   c. All speakers, whether in support of or in opposition to the City’s application, must sign in that evening before the meeting convenes. Speakers will be called to speak in the order in which they sign in. Sign in sheets will be provided at the entrance to the City Council chambers.
   d. All speakers will be limited to two (2) minutes total. Given this time limit, no PowerPoint or any other visual presentations can be part of any speaker’s comments. The chair reserves the right to reduce the allocated two (2) minutes per speaker, depending upon how many speakers sign in. Any speaker who intends to provide accompanying materials should submit these presentation materials to either Carlos Ruiz or the chair at the October 23 meeting. Speakers may reference these materials while presenting to the Commission during the special meeting.
e. Neither yielding nor ceding of speaker time to other signed-in speakers will be permitted at this special meeting. This means any amount of time from the full two (2) minutes or any remaining time.

f. With a large number of speakers expected, we ask that speakers be succinct in their presentations and avoid repeating previous comments made by other speakers. You may affirm your agreement with a prior speaker.

g. Again, with the large number of speakers anticipated, Article 4-Item h of the Commission’s Rules and Procedures (stating “Any person may ask questions relevant to the application.”) will be inapplicable at any time during this special meeting. Speakers are encouraged to include any questions about the City’s COA application in their presentations.

h. Once the speakers have finished, the applicant (the City) will have the opportunity to rebut any evidence in opposition to the COA application. This evidence cannot restate evidence from the applicant’s presentation noted in point a. above.

3. The Commission Chair will briefly summarize what was heard from the applicants and speakers. In accordance with Article 4-Item j, the Chair will accept only corrections of factual errors. No additional objections or corrections will be accepted at this point during the special meeting.

4. Commission deliberations will then begin. Commissioner questions and observations will be specifically related to the Standards [Ord. 29-O-18, Section 2-8-9, Subsections (D) and (E)].

5. When Commission deliberations have completed, Commissioners will be asked for any final observations. The Chair will summarize the deliberations as Findings of Fact. A motion to either approve or deny the City’s COA application will then occur. This motion will be followed by a vote by the Commissioners. Any next steps will then be identified as part of the Commission’s vote.

Overall, the Commission’s goal is an effective meeting focused on reviewing the City’s COA application and on hearing various points of view about this application. We believe that the above process will assist all of us in our important deliberations that evening.
For City Council meeting of June 18, 2018

Item 3
Resolution 43-R-18, Negotiate an Agreement on the Costs Associated with Restoration of the Dunes and Demolition of the Harley Clarke Mansion
For Action

Memorandum

To: Honorable Mayor and Members of the City Council

From: Erika Storlie, Assistant City Manager
       Michelle L. Masoncup, Interim Corporation Counsel

Subject: Resolution 43-R-18, Authorizing the City Manager to Meet with the Evanston Lighthouse Dunes Organization to Negotiate on the Costs Associated with the Restoration of the Dunes and Gardens and Demolition of the Harley Clarke Mansion and Coach House

Date: June 12, 2018

Recommended Action:
Alderman Rainey requests consideration of Resolution 43-R-18 authorizing the City Manager to meet with the Evanston Lighthouse Dunes organization to negotiate an agreement on the costs associated with the restoration of the Dunes and Gardens and demolition of the Harley Clarke Mansion and Coach House.

Livability Benefit:
Built Environment: Enhance public spaces

Funding Source:
Evanston Lakehouse Dunes, potential funding source

Summary:
On May 29, 2018, the Evanston Lakehouse Dunes organization presented the City Council with a proposal to pay for the costs associated with demolition of the Harley Clarke Mansion and coach house, restore the natural dunes, beach and parkland as part of a new public space. The purpose of Resolution 43-R-18 is to provide a formal commitment to meet with the group to understand the terms and conditions for the proposed funding. Authorization of this resolution is the first step in a process to consider demolition of the City owned residential structures at 2603 Sheridan Road. The next step is that the funding agreement would return to the City Council for review and approval. At such time, if the agreement is approved, then the Council must direct the City Manager to follow the process outlined in the Preservation regulations contained in Title 2, Chapter 8 and outlined below in Section I.
Alderman Suffredin requested guidance on the process to submit the question to a referendum, addressed below in Section II. Lastly, City staff consulted with demolition contractors to prepare rough cost estimates (attached) to demolish the mansion and coach house and restore the property to its natural state. If the Council opts to proceed with pursuing demolition, City staff will develop more formal and detailed cost estimates.

I. Evanston Preservation Commission Process
The Harley Clarke Mansion and coach house are registered as a local landmark, but are not state or federal landmarks. The process to seek approval for demolition of the local landmark is set forth in Title 2, Chapter 8 of the City Code. A certificate of appropriateness is required by the Chapter for “any demolition in whole or in part or land altering activities requiring a permit from the City.” The steps for approval of the demolition are as follows:

A. The City Council must adopt a resolution approving the City Manager or his designee to file an application for certificate of appropriateness for the demolition with the Evanston Preservation Commission (§2-8-8(C)).

B. The Preservation Commission reviews and votes on the application within 45 days of receipt. In considering an application for a certificate of appropriateness for demolition, the Commission shall consider only the following general standards and the standards included in Subsection 2-8-9(E):
   1. Whether the property, structure or object is of such historic, cultural, architectural or archaeological significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the State.
   2. Whether the property, structure or object contributes to the distinctive historic, cultural, architectural or archaeological character of the district as a whole and should be preserved for the benefit of the people of the City and the State.
   3. Whether demolition of the property, structure or object would be contrary to the purpose and intent of this Chapter and to the objectives of the historic preservation for the applicable district.
   4. Whether the property, structure or object is of such old, unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense.
   5. Whether the property, structure or object is of such physical condition that it represents a danger and imminent hazard condition to persons or property and that retention, remediation, or repair are not physically possible or require great difficulty and/or expense.
   6. Except in cases where the owner has no plans for a period of up to five (5) years to replace an existing landmark or property, structure or object in a district, no certificate of appropriateness shall be issued until plans for a replacement structure or object have been reviewed and approved by the Commission.(§2-8-9(D)).

C. If the Preservation Commission rejects the certificate of appropriateness, then the City may appeal the Preservation Commission decision to the City Council within 30 days. (§2-8-8(G)(7)).
D. Denial or grant by the City Council of a certificate of appropriateness is considered a final decision of the certificate appropriateness and may be appealed to the Circuit Court of Cook County. (§2-8-8(G)(7)). If the Demolition appeal is granted, the City may proceed with applying for the demolition permit.

E. If the Demolition appeal is denied, the City may apply for a certificate of special merit (§2-8-11) or certificate of economic hardship (§2-8-10). Certificate of Special Merit is reviewed by the City Council. The Council review of the Certificate of Special Merit will focus on determining if:
   1. The project is consistent with the Comprehensive Plan of the City; and
   2. The project is necessary and in the public interest and will provide public and civic benefits, including but not limited to social or other benefits that are significant to the community and particularly desirable at the location proposed. Such benefits that further the general welfare of the residents of the City must substantially outweigh the loss of or the effect upon the affected landmark or property, structure, site or object in a district. Such benefits shall not consist solely of monetary or economic benefits to the City or other parties arising from economic development, property taxes, or other financial returns.

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

F. If the City opts to apply for the Certificate of Economic Hardship, this is reviewed by the Preservation Commission. If the Certificate of Economic Hardship is denied by the Preservation Commission, this can appealed to the City Council. (§2-8-10(M)(1))

II. Referendum - Submit the Issue to the Voters
"Referendum" is a term used to describe any question placed on the ballot for voter consideration. If the referendum could result in mandatory government action (e.g., bond issuance, form of government, annexation, tax increase, etc.), it is a “binding referendum.” If the referendum is merely a public opinion poll, the results of which are not binding on the government, it is an “advisory referendum.”

A “voter initiative” is one method used to place a referendum on the ballot that involves petition signatures of registered voters. Another method is for the City Council to vote to place an issue on the ballot for a referenda through a resolution. For advisory referenda by voter initiative, the petition signatures needed to put it on the ballot are set forth by statute. Section 10 ILCS 28-6 of the Illinois Election Code states that the petition must be signed by registered voters of a number equal to at least eight percent of the total votes cast for Governor in the preceding gubernatorial election in that district. In this case, the total number of votes cast in the 2014 gubernatorial election by registered voters in Evanston was 24,556, therefore the total number of signatures needed for the voter initiative referendum petition is 1,964. Please note that the Election...
Code also provides that, with certain specified exceptions, no more than three questions may be submitted to the electors of a given political subdivision at any given election. 10 ILCS 5/28-1.

If the Council seeks to take action and place this issue on the ballot as an advisory referendum, the following steps must be taken:

1. The City Council must adopt a resolution approving the form of a referendum question, at a meeting scheduled at least 79 days prior to the election at which the question will be on the ballot. 10 ILCS 5/28-2

2. If the City Council adopts the resolution by a majority vote, then the referendum question must be filed with the Cook County Clerk, David Orr, and certified for the ballot, not less than 68 days prior to the election. 10 ILCS 5/28-5

3. If the referendum passes by a majority of those voting on the question at the election, the City Council would then take the information into consideration for its decision with respect to the future of the Harley Clarke Mansion.

Legislative History:
At the July 24, 2017 City Council Meeting the City Council approved the release of RFP 17-48 requesting proposals to enter into a long-term lease with a non-profit organization that will invest in and renovate the Harley Clarke Mansion to create a high quality public use for the space consistent with the 2008 Lakefront Master Plan.

The RFP was posted on August 3, 2017 and all responses were due on October 9, 2017. Two meeting dates were held at the site, of which attendance at one was mandatory. These meetings gave potential respondents the opportunity to view the interior of the mansion and the coach houses.

The City received two responses to this RFP, one from Evanston Artists for Humanity and one from Evanston Lake House and Gardens. The proposal from Evanston Artists for Humanity was deemed non-responsive and rejected due to the fact that they did not attend one of the mandatory meetings as required by the RFP. The proposal from Evanston Lake House & Gardens was reviewed by staff and has been deemed responsive, which means that all required documentation was submitted and attendance at mandatory meetings was verified. Staff did not evaluate the proposal for merit as the City Council decided that it would be the evaluator of the responses to this RFP.

At the November 13, 2017 City Council meeting staff was directed to proceed with negotiations for a lease with Evanston Lake House and Gardens and return to the City Council in 2018. The proposed lease (Ordinance 42-O-18) was approved for Introduction at the March 12, 2018 City Council, but failed 7-2 for Action on April 9, 2018.

Attachments:
Resolution 43-R-18
Memorandum on Demolition/Destruction Costs & Estimates
Landscaping/Restoration Estimate
Tawani Condition Assessment Report

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ARTICLE 1. PERSONNEL

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

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

3. **Conflicts of Interests.** The Preservation Commission shall be subject to the City’s Ethics Code, Title 1, Chapter 10, 1-10-4 of the City Code, governing matters pertaining to conflicts of interest and the impartiality required of members of City boards and commissions. Questions about applicability of the Ethics Code to a particular situation may be directed to the Board of Ethics.

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

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

ARTICLE 2. MEETINGS

1. **Notice.** Notice of all meetings shall be properly posted and meetings shall be open to the public, as provided by law. A quorum of six members is required.

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

3. **Special Meetings.** Special meetings may be called by the Chair at his/her discretion, or upon the request of three or more Commission members.
4. **Committee Meetings.** Committee meetings or other special events attended by 4 or more Commissioners will be held in a public building. For these meetings, required notice for a public meeting will be posted and meeting minutes will be prepared. Meetings of 3 or fewer Commissioners organized as a volunteer working group need not be held in a public building, and detailed minutes need not be maintained at such meetings. These volunteer working groups will be limited to a maximum of 3 members and since the topics of their meetings will be brought before the Commission at a Commission meeting. A record of volunteer working groups meetings will be maintained, documenting attendance, time, place, and the subject of the meeting. Other special events need not to be held in a public building, and detailed minutes need not to be maintained for such meetings.

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

**ARTICLE 3. COMMITTEES**

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

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

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

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

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

**ARTICLE 4. APPLICATION HEARINGS**

1. **Consideration of Applications.** Completed application is due fifteen (15) business days prior to the application hearing or public
meeting.

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

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

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

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

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

d) The applicant shall present evidence in support of the application, i.e. that the applicable standards according to the City of Evanston Historic Preservation Ordinance, Title 2, Chapter 8, 2-8-9 are met;

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

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

g) Statements or evidence submitted by any official, board or commission or department of the City of Evanston, shall be presented as directed by the Chair;

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

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

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

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

l) Following discussion, the Commission shall develop and adopt findings of fact that the proposal is or is not incongruous, citing applicable sections of the appropriate standards;

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

n) The Commission shall then vote to do one of the following: approve, approve the application, approve the application subject to conditions, defer the application for further information or deny the application for a Certificate of Appropriateness.
o) Prior to vote the Commission may allow through its discretion the withdrawal of the applications.

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

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

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

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

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

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

3. Modifications to Certificates of Appropriateness.

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


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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Construction or Additions to primary contributing/significant buildings or landmarks</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>2 Demolition of any primary structures in a district; landmarks, or contributing structures</td>
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<td>X</td>
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<tr>
<td>3 Demolition of any part of a primary structure</td>
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<td>X</td>
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<tr>
<td>4 Demolition of a non-contributing structure in a district</td>
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<td>X</td>
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<tr>
<td>5 Relocation of landmark, or contributing buildings including accessory structures</td>
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<td>X</td>
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<tr>
<td>6 Alteration/Removal of Contributing Historical Architectural or Archeological structures or objects</td>
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<td></td>
<td>X</td>
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<tr>
<td>7 Repair in kind of existing Accessory</td>
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<tr>
<td>Type of Work</td>
<td>Routine Maintenance</td>
<td>Minor Work (Staff)</td>
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<tr>
<td><strong>Structures or Buildings</strong> when there is no change in design, materials, or general appearance</td>
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<td>X</td>
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<tr>
<td>Alteration of existing <strong>Accessory Structures or Buildings and Garages/Coach Houses</strong></td>
<td>X or</td>
<td>X</td>
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<tr>
<td>Additions to existing <strong>Accessory Structures or Buildings affecting landmarks or contributing structures</strong></td>
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<td>X</td>
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<tr>
<td>Construction of new <strong>Accessory Structures or Buildings</strong></td>
<td>X or</td>
<td>X</td>
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<tr>
<td>Demolition of existing <strong>Accessory Structures or Buildings</strong></td>
<td>X or</td>
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<td>Repair or Replacement of <strong>Architectural Details</strong> when there is no change in design, materials, or general appearance</td>
<td>X</td>
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<tr>
<td>Alteration/Addition/Removal of <strong>Architectural Features and Details</strong></td>
<td>X or</td>
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<tr>
<td>Construction/Alteration/Removal of <strong>Chimneys</strong></td>
<td>X or</td>
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<td>Repair/Replacement of uncovered rear <strong>Decks and stairs</strong> when there is no change in design, materials or general appearance</td>
<td>X</td>
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<tr>
<td>Alteration/Addition/Removal of uncovered rear <strong>Decks and stairs</strong></td>
<td>X</td>
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<tr>
<td>Repair/Replacement of existing covered <strong>Porches</strong></td>
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<tr>
<td>Alteration/Addition of <strong>Porches</strong></td>
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<tr>
<td>Repair of existing <strong>Fences or Walls</strong> when there is no change in design, materials, or general appearance</td>
<td>X</td>
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<tr>
<td>Construction of new, or replacement of existing <strong>Fences or Walls</strong> which meets ordinance standards</td>
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<td>X</td>
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<tr>
<td>Removal of existing <strong>Fences or Walls</strong></td>
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<td>X</td>
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<tr>
<td>Repair/Replacement of <strong>Gutters and Downspouts</strong> when there is no change in design, materials, or general appearance</td>
<td>X</td>
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<tr>
<td>Installation of <strong>House Numbers and Mailboxes</strong></td>
<td>X</td>
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<tr>
<td>Installation/Replacement/Alteration/Removal of <strong>Exterior Light Fixtures</strong></td>
<td>X</td>
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<td>Type of Work</td>
<td>Routine Maintenance</td>
<td>Minor Work (Staff)</td>
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<td>25</td>
<td>Repairs/Replacement, including repointing, to existing <strong>Masonry</strong> when the color and composition of the mortar match the original, and new brick or stone matches the original.</td>
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<tr>
<td>26</td>
<td>Construction/Alteration/Removal of <strong>Masonry</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Installation/Removal of <strong>Mechanical Equipment</strong>, such as air conditioning units, Vents and Ventilators.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Repair/Replacement of existing <strong>Parking Lots and Parking Areas</strong> when there is not change in design, materials, or general appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Alteration/Removal of existing <strong>Parking Lots and Parking Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>New Construction of/Addition to <strong>Parking Lots</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Repair/Replacement of existing covered <strong>Porches</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Alteration/Addition/Removal of <strong>Porches</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Repair of <strong>Roofing</strong> materials when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Replacement/Alteration of <strong>Roofing</strong> materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Repair/Replacement of exterior <strong>Stairs and Steps</strong> when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Alteration/Addition/Removal/new Construction of exterior <strong>Stairs and Steps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Repair/Replacement of <strong>Exterior Building materials</strong> when there is no change in design, materials or general appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Alteration/Addition/Removal of <strong>Exterior Building materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>New Construction/Alteration Addition of <strong>Swimming Pools</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Installation/Alteration/Removal of <strong>Temporary Features</strong> that are necessary to ease difficulties associated with a medical condition</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 41 | Repair/Replacement of existing **.
<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walks and at grade Patios when there is no change in design, Materials or general appearance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alteration/Addition/Removal of existing Walks and at grade Patios</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction of new Walks and at grade Patios</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair of Windows and Doors when there is no change in design, materials, or general appearance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement of existing Windows and Doors when there is no change in design, materials, or general appearance</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Alteration/Removal/Replacement of existing Windows in non-Contributing Structures when there is no change in design, materials, or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Alteration/Removal/ Replacement of existing Windows and Doors or addition of new Windows or Doors when there is a change in design, materials or general appearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation of new Windows in non contributing structures</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Installation/Alteration/Removal of Storm Windows and Storm Doors</td>
<td></td>
<td></td>
<td>X or</td>
</tr>
<tr>
<td>Repair/Replacement of existing Skylights and roof windows when there is a change in design, materials or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Addition/Alteration/Removal of Skylights and roof windows when there is a change in design, materials or general appearance</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Changes to previous Certificates of Appropriateness</td>
<td></td>
<td>Most changes</td>
<td>Changes deemed by staff to be substantial in nature and previously reviewed by Commission</td>
</tr>
<tr>
<td>Emergency installation of Temporary Features to protect a historic resource (that does not permanently alter the resource); six-month duration; replacement with in-kind</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
As amended on 6.12.2018

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Routine Maintenance</th>
<th>Minor Work (Staff)</th>
<th>Major Work (Commission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>reconstruction or an approved certificate of appropriateness (i.e. temporary ramps for accessibility)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54 Solar Panels, Green Roofs, Wind Power Generators, and other technologies</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>55 Fountains and landscape features</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ARTICLE 6. NOMINATION OF HISTORIC DISTRICT**

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

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

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

**ARTICLE 7. REMOVAL OF A PROPERTY FROM LANDMARK STATUS**

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

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

**ARTICLE 8. REVIEW OF CITY OF EVANSTON PROJECTS OR PROPERTIES**

Projects on properties, structures or buildings owned by the City of Evanston and designated as local, state or federal landmarks, or located within areas designated as historic districts (whether a contributing or non-contributing structure), are subject to review for appropriateness dependent on their potential impact to the area.

For the purposes of this Article, the review of these projects or activities are either conducted by the City of Evanston’s Community Development Department staff or the Preservation Commission as described below (routine maintenance for City infrastructure not listed below is considered exempt from review):

City projects or activities reviewed by City of Evanston’s Community Development Department staff:
- Removal of healthy trees.
- Exterior alterations of City-owned properties, conforming to the definition of Alteration in the Historic Preservation ordinance section 2-8-2. These alterations represent either no
change in appearance to the historic, cultural, architectural or archaeological features and/or the in-kind replacement of materials on these same properties.

- In-kind replacement of any traffic signals or street light poles and fixtures.
- Installation of any new above-ground infrastructure and signage in City parks.

City projects or activities reviewed by the Commission:

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

ARTICLE 9. AMENDMENT OF RULES

The rules may be amended by an affirmative vote of a simple majority of the members of the Commission.

Any proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken. Copies of such proposed amendments shall be forwarded to any absent member.

ARTICLE 10. PUBLIC COMMENT

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